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Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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October 16, 2023

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

REQUESTED ACTION

Authorize the Department of Education, Bureau of Vocational Rehabilitation (VR) to enter into a contract with New Hampshire Association for the Blind (NHAB) Concord, NH (Vendor Code 154156) in an amount not to exceed \$169,726 to provide technology workshops for older blind individuals, 55 years of age and older, so they can maintain community independence and utilize technology as a component of their independence, effective upon Governor and Council approval through December 31, 2026. 100% Federal Funds.

Funds to support this request are available in the account titled VR Field Programs-Federal in FY2024 and FY2025 and are anticipated to be available in FY2026 and FY2027 upon the availability and the continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between Fiscal Years through the Budget Office, without further Governor and Council approval, if needed and justified.

	<u>FY 2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
06-56-56-565010-25380000-102-500731	\$27,528	\$55,808	\$57,335	\$29,055
Contracts for Program Services				

EXPLANATION

The Request for Proposals (RFP) was posted on the NH Department of Education website on June 28, 2023. On July 14, 2023, the answers to all questions requested from potential contractors were posted on the website. On July 28, 2023, the program received two (2) proposals for the RFP. A review team met and reviewed all proposals. The team consisted of the VR Bureau Deputy Administrator of Blind Services program, a Program Specialist, and a Program Assistant for Older Individuals who are Blind and Vision Impaired (See Attachment A). The team chose New Hampshire Association for the Blind for funding.

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
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The focus of these trainings is on technology usage and rehabilitation teaching and how this service can assist older individuals in maintaining independence in their homes and communities while experiencing blindness.

NHAB is a nonprofit organization that is dedicated to transforming the lives of those who are blind, visually impaired, and their families. They provide a range of services in education, rehabilitation, and social services to infants and toddlers, children (3-21,) adults, and seniors. They also collaborate with medical and eye professionals, healthcare facilities, social service organizations, and state agencies.

Clients are offered a holistic continuum of care that includes counseling, group therapy, occupational therapy, low vision therapy, vision rehabilitation therapy, orientation and mobility training, education services, and technology training. They also work to educate the public about the advancements in medical care, therapies, treatments, and technology, which can improve life for the growing number of people with vision loss. Services are personalized to meet the clients' needs — in the home, at work, at school and in the community.

NHAB plans to host these workshops around the state which will allow for local access and reduced travel for participants. Some of the sites envisioned for workshops include: Portsmouth – Community Campus, Manchester – Cashin Center, Nashua – Nashua Senior Center, Keene – Keene Recreation Center, Concord – NHAB, Berlin – White Mountain Community College, Meredith – Meredith Community Center and Lebanon – Upper Valley Senior Center.

Respectfully Submitted,



Frank Edelblut
Commissioner of Education

Attachment A
Bid Summary Scoring Sheet

Name of Bidders	Bid/Proposal Amount
New Hampshire Association for the Blind	\$169,725.00
Sky's the Limit Communications	\$341,305.30

Name of Reviewers	Title
Scott V	Deputy Administrator - Services for the Blind and Vision Impaired
Rick W	Program Assistant II – Older Individuals who are Blind and Vision Impaired
William G	Program Specialist IV – Contract Manager

	New Hampshire Association for the Blind	Sky's the Limit Communications
Overall Score	91	89

Proposal Criteria in the RFP	Weight of Criteria
Company Profile/Background	5
Key Personnel	20
References	5
Project & Service Provision Summary	30
Implementation Cost	10
Cost Proposal	30
Total	100

	Company Profile	Key Personnel	References	Project Summary	Implement Cost	Cost Proposal	Overall Score
New Hampshire Association for the Blind	5	19	4	25	9	29	91
Sky's the Limit Communications	5	19	5	27	9.3	24	89.3

Review Process

Scoring review occurred on Friday August 25, 2023, and was held via zoom meeting. The proposal review panel recommended New Hampshire Association for the Blind for funding.

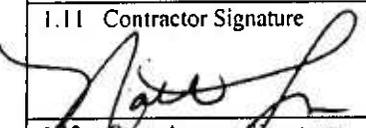
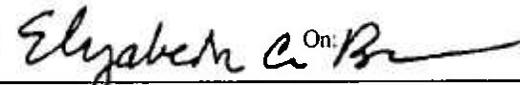
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name New Hampshire Department of Education (NHED)		1.2 State Agency Address 25 Hall Street Concord, NH 03301	
1.3 Contractor Name NH Association for the Blind		1.4 Contractor Address 25 Walker Street Concord, NH 03301	
1.5 Contractor Phone Number 603-565-2411	1.6 Account Unit and Class See Exhibit C	1.7 Completion Date December 31, 2026	1.8 Price Limitation \$169,726
1.9 Contracting Officer for State Agency Lisa Hinson-Hatz, VR Director		1.10 State Agency Telephone Number 603-419-0086	
1.11 Contractor Signature  Date: 10/13/23		1.12 Name and Title of Contractor Signatory Nathalie Fortier, Chief Financial & Operating Officer	
1.13 State Agency Signature  Date: 10/23/2023		1.14 Name and Title of State Agency Signatory Frank Edelblut, Commissioner	
1.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.16 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By: Elizabeth Brown (Attorney)  On: 10/23/2023			
1.17 Approval by the Governor and Executive Council (if applicable) G&C Item number: _____ G&C Meeting Date: _____			

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

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

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

3.3 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. 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 by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

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

5.2 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. 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.

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 The State's liability under this Agreement shall be limited to monetary damages not to exceed the total fees paid. The Contractor agrees that it has an adequate remedy at law for any breach of this Agreement by the State and hereby waives any right to specific performance or other equitable remedies against the State.

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

6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws and the Governor's order on Respect and Civility in the Workplace, Executive order 2020-01. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of age, sex, sexual orientation, race, color, marital status, physical or mental disability, religious creed, national origin, gender identity, or gender expression, and will take affirmative action to prevent such discrimination, unless exempt by state or federal law. The Contractor shall ensure any subcontractors comply with these nondiscrimination requirements.

6.3 No payments or transfers of value by Contractor or its representatives in connection with this Agreement have or shall be made which have the purpose or effect of public or commercial bribery, or acceptance of or acquiescence in extortion, kickbacks, or other unlawful or improper means of obtaining business.

6.4. The Contractor agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with this Agreement and all rules, regulations and orders pertaining to 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 The Contracting Officer specified in block 1.9, or any successor, shall be the State's point of contact pertaining to this Agreement.

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) calendar days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) calendar days after giving the Contractor notice of termination;

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

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

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

9. TERMINATION.

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

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) calendar 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. In addition, at the State's discretion, the Contractor shall, within fifteen (15) calendar days of notice of early termination, develop and submit to the State a transition plan for Services under the Agreement.

10. PROPERTY OWNERSHIP/DISCLOSURE.

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

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

10.3 Disclosure of data, information and other records shall be governed by N.H. RSA chapter 91-A and/or other applicable law. Disclosure requires prior written approval of the State.

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

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

12.1 Contractor shall provide the State written notice at least fifteen (15) calendar days before any proposed assignment, delegation, or other transfer of any interest in this Agreement. No such assignment, delegation, or other transfer shall be effective without the written consent of the State.

12.2 For purposes of paragraph 12, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.3 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State.

12.4 The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

13. **INDEMNIFICATION.** The Contractor shall indemnify, defend, and hold harmless the State, its officers, and employees from and against all actions, claims, damages, demands, judgments, fines, liabilities, losses, and other expenses, including, without limitation, reasonable attorneys' fees, arising out of or relating to this Agreement directly or indirectly arising from death, personal injury, property damage, intellectual property infringement, or other claims asserted against the State, its officers, or employees caused by the acts or omissions of negligence, reckless or willful misconduct, or fraud by the Contractor, its employees, agents, or subcontractors. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the State's sovereign immunity, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

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

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

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

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

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or any successor, a certificate(s) of insurance for all insurance required under this Agreement. At the request of the Contracting Officer, or any successor, the Contractor shall provide certificate(s) of insurance for all renewal(s) of insurance required under this Agreement. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

15. WORKERS' COMPENSATION.

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

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. The Contractor shall furnish the Contracting Officer identified in block 1.9, or any 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. A State's failure to enforce its rights with respect to any single or continuing breach of this Agreement shall not act as a waiver of the right of the State to later enforce any such rights or to enforce any other or any subsequent breach.

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. CHOICE OF LAW AND FORUM.

19.1 This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire except where the Federal supremacy clause requires otherwise. 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.

19.2 Any actions arising out of this Agreement, including the breach or alleged breach thereof, may not be submitted to binding arbitration, but must, instead, be brought and maintained in the Merrimack County Superior Court of New Hampshire which shall have exclusive jurisdiction thereof.

20. CONFLICTING TERMS. In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and any other portion of this Agreement including any attachments thereto, the terms of the P-37 (as modified in EXHIBIT A) shall control.

21. THIRD PARTIES. This Agreement is being entered into for the sole benefit of the parties hereto, and nothing herein, express or implied, is intended to or will confer any legal or equitable right, benefit, or remedy of any nature upon any other person.

22. 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.

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

24. FURTHER ASSURANCES. The Contractor, along with its agents and affiliates, shall, at its own cost and expense, execute any additional documents and take such further actions as may be reasonably required to carry out the provisions of this Agreement and give effect to the transactions contemplated hereby.

25. 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.

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

Contractor Initials NLF
Date 10/13/20

EXHIBIT A

Special Provisions

Additional exhibits D-G.

Federal Certification 2 CFR 200.415

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

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

EXHIBIT B

Scope of Services

The Department of Education, Bureau of Vocational Rehabilitation (VR) would like to contract with New Hampshire Association for the Blind (NHAB), as they are an entity in New Hampshire that coordinates services for older, blind individuals. Each year the Department of Education receives a \$225,000 federal award for services specifically targeted for seniors that are blind and vision impaired. This grant is utilized to provide services necessary for this population to remain in their home and community and maintain as much independence as possible. It pays for a staff person to administer the program and additional funding is needed to enhance services for the program.

This contract with NHAB will provide "Technology Workshops" designed to meet the needs of older individuals experiencing blindness. They can be delivered in person or remotely as circumstances dictate.

Deliverables

Technology Workshop Series

NHAB will hold 36, three-hour technology workshops, at various locations around the state of NH or remotely, beginning in January 2024 through December 2026. Each workshop can accommodate 5 participants. A single topic will be presented at each session, with the goals to provide in-depth learning on specific topics so an attendee can be fully immersed in the material and master the use of the technology or program discussed. This series of seven topics, outlined below, will rotate throughout the state on a monthly basis to enable residents in each area the opportunity to participate in several different workshop topics. Two, qualified NHAB staff members will conduct technology assessments and deliver training.

The following are sample topics:

1. Keyboarding skills for everyday use – working with those who have yet to learn or master keyboarding; focus on familiarization of the keyboard, time allowed for the practice of keyboarding; will share digital programs to allow for continued practice after the workshop.
2. Understanding computer accessibility features – working with windows or mac operating systems; will have a focus on magnification tools and programs such as the built in accessibility features (i.e.: magnifier) as well as programs available (i.e.: Zoom Text); will have a focus on built-in speech tools (i.e.: windows Narrator) and software programs (i.e.: JAWS); will incorporate the use of refreshable braille displays, corded and wireless.
3. Using the iPhone/iPad for daily tasks - focus on set-up of device for low vision use (i.e.: font size, contrast, background lighting); use of built in accessibility features such as the pinch function and magnifying glass; focus on set-up of device for a blind user (i.e. rate of speech with VoiceOver); training on VoiceOver and use of gestures to maneuver through tasks; will also share resources regarding useful apps available.
4. Using the android phone/tablet for daily tasks – similar to that of iPhones/iPads, focus on set up of device for low vision use (i.e. font size, contrast, color inversion); use of built-in accessibility features such as the pinch function and full screen zoom functions; focus on set up of device for a blind user (i.e. rate of speech with Talk Back, screen sensitivity, etc.); training on TalkBack and use of gestures to maneuver through tasks; will also share resources regarding useful apps available.

Contract between New Hampshire Association for the Blind and the New Hampshire Department of Education

EXHIBIT B CONTINUED

5. Use of social media to stay connected with family and friends – will review and train in the use of several social media platforms including Facebook, FaceTime, Messenger, Instagram, etc.. will focus on both low vision and blind use of devices and access to platforms.
6. Use of smart speakers and other home technologies – will share information on current home technologies including smart speakers; use of a voice assistant (i.e.: Alexa) for tasks around the home (maintain calendar, stay up on news, set timer, etc.) will share a variety of smart systems for use around the home (smart thermostat, lights, security systems, etc.).
7. Utilizing wearables to assist in daily tasks – will review wearables such as: smart watches (Apple and Android) which allow access to all tasks that can be performed with a smart phone; will review use of Aira, OrCam, etc., for navigation, identifying objects, assistance with reading materials (i.e. while grocery shopping) use of wireless earbuds to safely obtain information while using VoiceOver/TalkBack, use of haptic technology (Haptic technology uses vibration, motors, or other physical experiences to simulate the sense of touch and deliver tactile experiences to digital products. Its purpose is to provide richer and more complex interfaces and experiences to the user of that piece of technology.) for navigating (i.e. Sunu band).

Devices and programs/applications will be available at each in person workshop to help facilitate demonstrations and deliver training. Increasing technology skills can assist with the performance of daily living tasks.

At the completion of each workshop, a formalized survey will be conducted to capture the extent of learning each participant gained as well as capture recommendations for additional future trainings.

Marketing & Outreach

Following VR/OIB's (Older Individuals who are Blind and Vision Impaired) approval of marketing materials submitted by NHAB via email, NHAB's Development, Marketing & Communications team will conduct marketing, outreach, and public relations efforts for both the Technology Workshops that includes, but is not restricted to, social media postings, website content with event postings, as well as blog postings, emails blasts to current and potential clients, and press releases in order to facilitate outreach efforts leading to participant signups. Information regarding these programs will also be shared personally, as staff interact with new and current clients.

EXHIBIT C

Technology Workshops

	FY2024	FY2025	FY2026	FY2027	Total
Number of Workshops	6	12	12	6	36
Administration	\$600	\$1,218	\$1,255	\$637	\$3,710
Program Delivery	\$13,800	\$28,014	\$28,854	\$14,640	\$85,308
Accommodations*	\$780	\$1,583	\$1,631	\$828	\$4,822
Communication Access Realtime Translation (CART) and/or interpreters*	\$2,460	\$4,920	\$4,920	\$2,460	\$14,760
Marketing & Outreach	\$3,600	\$7,308	\$7,527	\$3,819	\$22,254
Transportation*	\$6,288	\$12,765	\$13,148	\$6,671	\$38,872
Total	\$27,528	\$55,808	\$57,335	\$29,055	\$169,726

*Estimate, actual costs will be invoiced. Invoices shall include copies of receipts for all accommodations and related expenses, transportation, and CART and/or interpreters. The vendor shall track all estimated spending to insure the costs do not exceed budgeted amounts.

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 \$169,726.

Funding Source: Funds to support this request are available in the account titled VR Field Programs-Federal in FY2024 and FY2025 and are anticipated to be available in FY2026 and FY2027 upon the availability and the continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between Fiscal Years through the Budget Office, without further Governor and Council approval, if needed and justified.

06-56-56-565010-25380000-102-500731	<u>FY 2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
Contracts for Program Services	\$27,528	\$55,808	\$57,335	\$29,055

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

Scott Vittner
Scott.A.Vittner@doe.nh.gov
Cc: Susan.S.Roma@doe.nh.gov

Contractor Initials MLF
 Date 12/3/22

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 CKF
Date 10/13/23

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 MLF
Date 10/13/23

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/stillin.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 nkf
Date 12/13/23

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 ndf
Date 10/19/23

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 ASSOCIATION FOR THE BLIND is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on November 10, 1933. 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: 63495

Certificate Number: 0006317561



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 6th day of September A.D. 2023.

A handwritten signature in black ink, appearing to read "David M. Scanlan".

David M. Scanlan
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 FUTURE IN SIGHT is a New Hampshire Trade Name registered to transact business in New Hampshire on January 25, 2017. 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: 763739

Certificate Number: 0004899788



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 23rd day of April A.D. 2020.

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

William M. Gardner
Secretary of State

Business Information

Business Details

Business Name: FUTURE IN SIGHT	Business ID: 763739
Business Type: Trade Name	Business Status: Active
Expiration Date: 1/25/2027	Last Renewal Date: 8/3/2021
Business Creation Date: 01/25/2017	Name in State of Formation: Not Available
Date of Formation in Jurisdiction: N/A	
Principal Office Address: 25 Walker St., Concord, NH, 03301, USA	Mailing Address: 25 Walker St., Concord, NH, 03301, USA
Business Email: finance@futureinsight.org	Phone #: 603-565-2430
Notification Email: finance@futureinsight.org	Fiscal Year End Date: NONE

Principal Purpose

S.No	NAICS Code	NAICS Subcode
1	OTHER / NH Non-Profit serving the blind and visually impaired through programs and services	

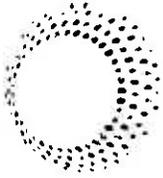
Page 1 of 1, records 1 to 1 of 1

Trade Name Information

Business Name	Business ID	Business Status
Trade Name Owned By		
Name	Title	Address
NEW HAMPSHIRE ASSOCIATION FOR THE BLIND (/online/BusinessInquire/TradeNameInformation?businessID=33350)	Business	Good Standing

Trademark Information

Trademark Number	Trademark Name	Business Address	Mailing Address
No records to view.			



FUTURE IN SIGHT

Corporate Resolution

I, Charles Mathews, hereby certify that I am duly elected Chair of the Board of Directors for NH Association for the Blind. I hereby certify the following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on September 21, 2023, at which a quorum of the Board of Directors were present and voting.

VOTED: That Randy Pierce, CEO and Nathalie Fortier, CFOO are duly authorized to enter into contracts or agreements on behalf of NH Association for the Blind with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any documents which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract to which this certificate is attached. This authority **remains valid for thirty (30)** days from the date of this Corporate Resolution. 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 21, 2023

ATTEST: Charles Mathews
Charles Mathews, Chair of the Board of Directors



NHASSOC-03

DBEAUDOIN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/24/2023

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 Davis & Towle Morrill & Everett, Inc. 115 Airport Road Concord, NH 03301	CONTACT NAME:	
	PHONE (A/C, No, Ext): (603) 225-6611	FAX (A/C, No): (603) 225-7935
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: The Hanover Insurance Companies		22292
INSURER B: Granite State Health Care & Human Services Self Insured Group		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:				11/1/2023	11/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ Included PROFESSIONAL LI \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY				11/1/2023	11/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTIONS 0				11/1/2023	11/1/2024	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) <input checked="" type="checkbox"/> Y <input type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A		1/1/2023	1/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Worker's Compensatio				1/1/2023	1/1/2024	Excess Insurance 1,000,000

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

Workers Compation Information
 3A State: NH
 Volunteers are excluded from coverage.

Professional Liability - Hanover Insurance Company
 Policy Term 11/1/2023 to 11/1/2024
 Policy # ZDVA782163
 SEE ATTACHED ACORD 101

CERTIFICATE HOLDER State of 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
--	--



FUTURE IN SIGHT

P: 603-224-4039

F: 603-224-4378

www.futureinsight.org

Our Mission: To advance the independence of persons who are blind and visually impaired.

Future In Sight was founded in 1912 and is the only private nonprofit organization in New Hampshire to supply a comprehensive range of statewide services to children, adults and elderly who are blind and visually impaired. Through our holistic continuum of care, we provide individuals with vital services that allow them to live with confidence and dignity. Each service plan is tailored to meet the unique goals of the client.

Services can include occupational therapy, orientation & mobility training, counseling, rehabilitation therapy, enrichment and peer activities, and assistive technology. In addition, our amazing volunteers help us meet the unique needs of our clients by providing transportation to essential appointments and errands and making friendly calls and visits.

Our Vision: We imagine an inclusive world where every person who is blind and visually impaired lives with confidence and dignity.

Our Values:

We are dedicated to providing quality programs and services to our clients and their families.

We embrace new ideas which help us move towards our vision.

We treat each other and every person we serve with compassion and respect.

We communicate openly and honestly with each other, our clients, and our community.

We support our employees personally and professionally so they are best equipped to help our clients meet their unique goals



New Hampshire Association for the Blind d/b/a Future In Sight

FINANCIAL STATEMENTS

August 31, 2022

(with Comparative Totals for August 31, 2021)

With Independent Auditor's Report





INDEPENDENT AUDITOR'S REPORT

Board of Directors
New Hampshire Association for the Blind
d/b/a Future In Sight

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of New Hampshire Association for the Blind d/b/a Future In Sight (the Association), which comprise the statement of financial position as of August 31, 2022, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Association as of August 31, 2022, changes in its net assets and its cash flows for the year then ended in accordance with U.S. generally accepted accounting principles (U.S. GAAP).

Basis for Opinion

We conducted our audit in accordance with U.S. generally accepted auditing standards (U.S. 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 the Association 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 these financial statements in accordance with U.S. GAAP, 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 the Association's ability to continue as a going concern within one year after the date that the financial statements are available to be 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 U.S. 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 U.S. 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 the Association'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 the Association's ability to continue as a going concern for a reasonable period of time.

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 the Association's 2021 financial statements and we expressed an unmodified audit opinion on those audited financial statements in our report dated January 6, 2022. In our opinion, the summarized comparative information presented herein as of and for the year ended August 31, 2021 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Berry Dunn McNeil & Parker, LLC

Manchester, New Hampshire
January 5, 2023

NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
D/B/A FUTURE IN SIGHT

Statement of Financial Position

August 31, 2022
(with Comparative Totals for August 31, 2021)

ASSETS

	<u>2022</u>	<u>2021</u>
Current assets		
Cash and cash equivalents	\$ 240,468	\$ 349,502
Accounts receivable, net	89,285	83,336
Interest and dividends receivable	28,929	26,278
Current portion of contributions receivable, net	21,065	78,006
Supplies	42,408	45,529
Prepaid and other	<u>18,342</u>	<u>15,123</u>
Total current assets	<u>440,497</u>	<u>597,774</u>
Property and equipment, net	<u>556,290</u>	<u>587,953</u>
Other assets		
Contributions receivable, net of current portion	-	2,288
Charitable gift annuities	61,468	71,400
Investments	8,600,660	10,417,317
Beneficial interest in trusts	<u>1,852,070</u>	<u>2,291,543</u>
Total other assets	<u>10,514,198</u>	<u>12,782,548</u>
Total assets	<u>\$11,510,985</u>	<u>\$13,968,275</u>

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

LIABILITIES AND NET ASSETS

	<u>2022</u>	<u>2021</u>
Current liabilities		
Current portion of long-term debt	\$ -	\$ 9,211
Accounts payable and accrued expenses	51,388	87,394
Accrued payroll and related taxes	85,485	252,395
Deferred revenue	150	45,568
Current portion of charitable gift annuities obligation	2,885	2,885
Paycheck Protection Program (PPP) funding	<u>-</u>	<u>358,100</u>
Total current liabilities	139,908	755,553
Long-term liabilities		
Charitable gift annuities obligation, less current portion	<u>28,710</u>	<u>36,227</u>
Total liabilities	<u>168,618</u>	<u>791,780</u>
Net assets		
Without donor restrictions	7,663,085	8,642,986
With donor restrictions	<u>3,679,282</u>	<u>4,533,509</u>
Total net assets	<u>11,342,367</u>	<u>13,176,495</u>
Total liabilities and net assets	<u>\$11,510,985</u>	<u>\$13,968,275</u>

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
D/B/A FUTURE IN SIGHT**

Statement of Activities and Changes in Net Assets

**Year Ended August 31, 2022
(With Comparative Totals for the Year Ended August 31, 2021)**

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>2022 Total</u>	<u>2021 Total</u>
Revenue and support				
Public support	\$ 1,201,425	\$ 202,817	\$ 1,404,242	\$ 1,902,332
Service revenue	900,322	-	900,322	1,031,943
Endowment spending draw for operations	<u>473,809</u>	<u>81,856</u>	<u>555,665</u>	<u>755,389</u>
Total revenue and support before net assets released from restrictions	2,575,556	284,673	2,860,229	3,689,664
Net assets released from restrictions	<u>388,267</u>	<u>(388,267)</u>	<u>-</u>	<u>-</u>
Total revenue and support	<u>2,963,823</u>	<u>(103,594)</u>	<u>2,860,229</u>	<u>3,689,664</u>
Expenses				
Program services	1,871,095	-	1,871,095	1,734,436
Public support	329,836	-	329,836	234,077
General and administration	<u>512,734</u>	<u>-</u>	<u>512,734</u>	<u>657,626</u>
Total expenses	<u>2,713,665</u>	<u>-</u>	<u>2,713,665</u>	<u>2,626,139</u>
Change in net assets from operations	<u>250,158</u>	<u>(103,594)</u>	<u>146,564</u>	<u>1,063,525</u>
Nonoperating activities				
Realized and unrealized (losses) gains on investments	(1,003,979)	(280,870)	(1,284,849)	1,153,022
Interest and dividend income	166,986	46,934	213,920	144,724
Change in value of charitable gift annuities	-	4,632	4,632	3,082
Investment income from trusts	81,046	-	81,046	61,162
Endowment spending draw for operations	(473,809)	(81,856)	(555,665)	(755,389)
Change in value of beneficial interest in trusts	-	(439,473)	(439,473)	321,125
Loss on disposal of property and equipment	<u>(303)</u>	<u>-</u>	<u>(303)</u>	<u>(589)</u>
Total nonoperating activities	<u>(1,230,059)</u>	<u>(750,633)</u>	<u>(1,980,692)</u>	<u>927,137</u>
Change in net assets	(979,901)	(854,227)	(1,834,128)	1,990,662
Net assets, beginning of year	<u>8,642,986</u>	<u>4,533,509</u>	<u>13,176,495</u>	<u>11,185,833</u>
Net assets, end of year	<u>\$ 7,663,085</u>	<u>\$ 3,679,282</u>	<u>\$ 11,342,367</u>	<u>\$ 13,176,495</u>

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

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
D/B/A FUTURE IN SIGHT**

Statement of Functional Expenses

**Year Ended August 31, 2022
(With Comparative Totals for the Year Ended August 31, 2021)**

	<u>Program Services</u>	<u>Public Support</u>	<u>General and Administration</u>	<u>2022 Total</u>	<u>2021 Total</u>
Direct expenses					
Personnel expenses	\$ 1,356,213	\$ 229,358	\$ 401,222	\$ 1,986,793	\$ 1,970,915
Client aids and program supplies	26,447	-	-	26,447	28,953
Client programs and transportation	10,139	-	-	10,139	1,242
Professional fees	15,326	20,148	28,938	64,412	107,934
Staff training and development	3,481	832	15,411	19,724	39,498
Office equipment and supplies	36,606	9,056	6,587	52,249	69,291
Telephone	-	23	-	23	550
Postage and shipping	761	2,349	711	3,821	3,720
Travel	92,475	507	2,189	95,171	82,274
Events and activities	40,991	23,287	2,102	66,380	5,555
Printing and publications	8,818	6,103	3,055	17,976	17,124
Dues and subscriptions	3,666	-	2,870	6,536	6,464
Interest expense	-	-	19	19	241
Miscellaneous	748	3,169	1,092	5,009	4,517
Bad debt (recoveries) expense	<u>(1,087)</u>	<u>-</u>	<u>-</u>	<u>(1,087)</u>	<u>8,603</u>
Total direct expenses	<u>1,594,584</u>	<u>294,832</u>	<u>464,196</u>	<u>2,353,612</u>	<u>2,346,881</u>
Indirect expenses					
Occupancy, including depreciation	86,563	10,225	18,498	115,286	113,443
Information technology and general office	<u>189,948</u>	<u>24,779</u>	<u>30,040</u>	<u>244,767</u>	<u>165,815</u>
Total indirect expenses	<u>276,511</u>	<u>35,004</u>	<u>48,538</u>	<u>360,053</u>	<u>279,258</u>
Total expenses	<u>\$ 1,871,095</u>	<u>\$ 329,836</u>	<u>\$ 512,734</u>	<u>\$ 2,713,665</u>	<u>\$ 2,626,139</u>

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

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
D/B/A FUTURE IN SIGHT**

Statement of Cash Flows

**Year Ended August 31, 2022
(With Comparative Totals for the Year Ended August 31, 2021)**

	<u>2022</u>	<u>2021</u>
Cash flows from operating activities		
Change in net assets	\$ (1,834,128)	\$ 1,990,662
Adjustments to reconcile change in net assets to net cash (used) provided by operating activities		
PPP funding forgiveness	(358,100)	(358,100)
Depreciation	45,318	45,171
Bad debt (recoveries) expense	(1,087)	8,603
Change in value of beneficial interest in trusts	439,473	(321,125)
Loss on disposal of property and equipment	303	589
Net realized and unrealized losses (gains) on investments	1,284,849	(1,153,022)
Change in value of charitable gift annuities	(4,632)	(3,082)
Change in operating assets and liabilities		
Accounts receivable, net	(4,862)	(11,610)
Contributions receivable	59,229	15,386
Supplies	3,121	(8,473)
Prepaid and other	(3,219)	22,692
Accounts payable and accrued expenses	(36,006)	50,182
Accrued payroll and related taxes	(166,910)	125,697
Deferred revenue	(45,418)	(1,810)
Net cash (used) provided by operating activities	<u>(622,069)</u>	<u>401,760</u>
Cash flows from investing activities		
Proceeds from sales of investments	2,405,059	1,486,160
Purchases of investments	(1,868,855)	(2,096,296)
Purchases of property and equipment	<u>(13,958)</u>	<u>(21,337)</u>
Net cash provided (used) by investing activities	<u>522,246</u>	<u>(631,473)</u>
Cash flows from financing activities		
PPP funding	-	358,100
Principal payments on long-term debt	<u>(9,211)</u>	<u>(27,451)</u>
Net cash (used) provided by financing activities	<u>(9,211)</u>	<u>330,649</u>
Net (decrease) increase in cash and cash equivalents	(109,034)	100,936
Cash and cash equivalents, beginning of year	<u>349,502</u>	<u>248,566</u>
Cash and cash equivalents, end of year	<u>\$ 240,468</u>	<u>\$ 349,502</u>

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

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
D/B/A FUTURE IN SIGHT**

Notes to Financial Statements

**August 31, 2022
(with Comparative Totals for August 31, 2021)**

Nature of Activities

The New Hampshire Association for the Blind d/b/a Future In Sight (the Association) is a nonprofit organization established in 1912 and incorporated in 1933 under the laws of the State of New Hampshire. The primary mission of the Association is to provide social and rehabilitation services on a year-round, statewide basis to meet the special needs of New Hampshire's residents with severe vision loss.

The Association utilizes a team approach to the rehabilitation process, encompassing individual and family counseling, orientation and mobility training, rehabilitation teaching (daily living skills), low vision clinics, and educational services. In addition, the Association maintains an active speakers' bureau and engages in public education and prevention activities disseminating information statewide, via direct mail and the media, concerning blindness, eye conditions and diseases, eye health care and safety, availability of rehabilitation services and related subject matters to promote greater awareness to the general public of the importance of eye care.

The Association's headquarters are located in Concord, New Hampshire. The Association cooperates and collaborates with other New Hampshire human service organizations and health care providers for informational and referral purposes. It performs low vision examinations and prescribes and trains clients in the use of low vision aids and rehabilitation devices.

The Association is dependent, to a significant extent, upon contributions from the general public for annual support of its operations and services. Contributions are obtained through a year-round approach that encompasses solicitation by direct mail, in-person, and at special events, proposals for funding to foundations and to individuals for planned gifts, and other related development activities which generate public support.

1. Summary of Significant Accounting Policies

Basis of Presentation

Net assets and revenues, expenses, gains and losses are classified as follows based on the existence or absence of donor-imposed restrictions:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Association. These net assets may be used at the discretion of the Association's management and the Board of Directors (the Board).

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

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
D/B/A FUTURE IN SIGHT**

Notes to Financial Statements

**August 31, 2022
(with Comparative Totals for August 31, 2021)**

Use of Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles (U.S. 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. Estimates also affect the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Comparative Financial Information

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with U.S. GAAP. Accordingly, such information should be read in conjunction with the Association's financial statements for the year ended August 31, 2021, from which the summarized information was derived.

Contributions

Contributions are considered to be available for use without donor restrictions unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for a specific purpose are reported as increases in net assets with donor restrictions. When a restriction expires, net assets with donor restrictions temporary in nature are reclassified to net assets without donor restrictions and reported in the statement of activities and changes in net assets as net assets released from restrictions.

The Association uses the allowance method to provide for uncollectible unconditional promises receivable. The allowance is based on prior years' experience and management's analysis of specific promises made.

Income Taxes

The Association is a public charity under Section 501(c)(3) of the Internal Revenue Code. As a public charity, the Association is exempt from income taxes on income earned in accordance with its tax-exempt purpose. Unrelated business income is subject to income tax. Management has evaluated the Association's tax positions and concluded that the Association has no unrelated business income or uncertain tax positions that require adjustment to the financial statements.

Cash and Cash Equivalents

The Association considers all highly liquid investments with an original maturity date of less than three months to be cash equivalents.

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
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Notes to Financial Statements

**August 31, 2022
(with Comparative Totals for August 31, 2021)**

The Association maintains its cash in bank deposit accounts which, at times, may exceed federally-insured limits. It has not experienced any losses in such accounts. Management believes it is not exposed to any significant risk on cash and cash equivalents.

Accounts Receivable

Accounts receivable are stated at the amount management expects to collect from balances outstanding at year-end. Management provides for probable uncollectible accounts after considering each category of receivable individually, and estimates an allowance according to the nature of the receivable. Allowances are estimated from historical performance and current trends. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to trade accounts receivable. The beginning balance of accounts receivable, as of September 1, 2020, was \$80,329.

Supplies

Supplies are stated at cost and consist of aids and devices, program supplies and postage.

Functional Allocation of Expenses

Direct expenses are charged to their specific program as incurred. Any expenditures not directly chargeable are allocated among the functions benefited based on the proportion of full time equivalents.

Advertising

The Association follows the policy of charging the costs of advertising to expense as incurred with the exception of certain development supplies that are included in inventory and expensed when utilized. Advertising expense for the years ended August 31, 2022 and 2021 amounted to \$20,914 and \$10,970, respectively.

Property and Equipment

Purchased property and equipment are recorded at cost, while donations of property and equipment are recorded as support at their estimated fair value at the date of donation. Expenditures for repairs and maintenance are charged against operations. Renewals and betterments which materially extend the life of the assets are capitalized. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as contributions with donor restrictions. Absent donor stipulations regarding how long those donated assets must be maintained; the Association reports expirations of donor restrictions at the time the asset is placed into service. The Association reclassifies net assets with donor restrictions to net assets without donor restrictions at that time.

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
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Notes to Financial Statements

**August 31, 2022
(with Comparative Totals for August 31, 2021)**

Depreciation is provided using the straight-line method in amounts designed to amortize the costs of the assets over their estimated useful lives as follows:

	<u>Years</u>
Buildings	33
Building improvements	3-33
Furniture and office equipment	5-20
Software	3

Revenue Recognition

Service revenue is reported at the estimated net realizable amount that reflects the consideration to which the Association expects to be entitled in exchange for providing client services. These amounts are due from third-party payors (including health insurers and government programs) and others, and include variable consideration for retroactive revenue adjustments due to settlement of audits, reviews, and investigations. Generally, the Association bills third-party payors several days after services are provided. Revenue is recognized as performance obligations are satisfied. It is the Association's expectation that the period between the time the service is provided to a client and the time a third-party payor pays for that service will be one year or less.

Under the Association's contractual arrangements, the Association provides services to clients for an agreed upon fee. The Association recognizes revenue for client services in accordance with the provisions of Financial Accounting and Standards Board (FASB) Accounting Standards Codification (ASC) Topic 606, *Revenue from Contracts with Customers*.

Performance obligations are determined based on the nature of the services provided by the Association. Revenue for performance obligations satisfied over time is recognized based on actual services rendered. Generally, performance obligations are satisfied over time when services are provided. The Association measures the performance obligation from when the Association begins to provide services to a client to the point when it is no longer required to provide services to that client, which is generally at the time of notification to the Association.

Each performance obligation is separately identifiable from other promises in the contract with the client. As the performance obligations are met, revenue is recognized based upon allocated transaction price. The transaction price is allocated to separate performance obligations based upon the relative stand-alone selling price.

Because all of its performance obligations relate to short-term contracts, the Association has elected to apply the optional exemption provided in FASB ASC Subtopic 606-10-50-14(a), and therefore, is not required to disclose the aggregate amount of the transaction price allocated to performance obligations that are unsatisfied or partially unsatisfied at the end of the reporting period.

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
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Notes to Financial Statements

**August 31, 2022
(with Comparative Totals for August 31, 2021)**

Subsequent Events

For purposes of the preparation of these financial statements in conformity with U.S. GAAP, management has considered transactions or events occurring through January 5, 2023, which is the date that the financial statements were available to be issued. Management has not evaluated subsequent events after that date for inclusion in the financial statements.

2. Availability and Liquidity of Financial Assets

The Association regularly monitors liquidity required to meet its operating needs and other contractual commitments, while also striving to optimize its available funds. The Association has various sources of liquidity at its disposal, including cash and cash equivalents and a line of credit, as disclosed in Note 8.

For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Association considers all expenditures related to its ongoing operating activities as well as the conduct of services undertaken to support those operating activities.

In addition to financial assets available to meet general expenditures over the next 12 months, the Association operates with a balanced budget and anticipates collecting sufficient revenue to cover expenditures not covered by donor-restricted resources or, where appropriate, borrowings. Refer to the statements of cash flows, which identify the sources and uses of the Association's cash and cash equivalents.

The following financial assets are expected to be available within one year of the statement of financial position date to meet general expenditures:

	<u>2022</u>	<u>2021</u>
Cash and cash equivalents	\$ 240,468	\$ 349,502
Accounts receivable, net	89,285	83,336
Contributions receivable due in one year or less	21,065	78,006
Non-endowed investments without donor restrictions	459,469	920,169
Expected appropriation of donor-restricted endowed funds for use over the next 12 months	85,958	81,856
Expected appropriation of board-designated endowed funds for use over the next 12 months	<u>702,975</u>	<u>473,809</u>
Financial assets available to meet general expenditures within one year	<u>\$ 1,599,220</u>	<u>\$ 1,986,678</u>

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
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**August 31, 2022
(with Comparative Totals for August 31, 2021)**

The Association has board-designated long-term investments that are intended to function as an endowment that could be made available for general expenditure upon board approval. Since these investments are currently intended for long-term investments, they have not been included in the information above. The Association has other long-term investments and assets with donor restrictions, which are more fully described in Note 3, that are not available for general expenditure within the next year.

3. Investments

The fair value of the investments is as follows:

	<u>2022</u>	<u>2021</u>
Cash and cash equivalents	\$ 801,618	\$ 630,757
U.S. government agencies	1,347,731	1,159,347
Corporate and foreign bonds	1,272,082	1,296,357
Mutual funds	296,666	282,426
Exchange traded funds	357,861	25,660
Equities	<u>4,524,702</u>	<u>7,022,770</u>
	<u>\$ 8,600,660</u>	<u>\$ 10,417,317</u>

Investments by class of net assets consist of the following:

	<u>2022</u>	<u>2021</u>
Without donor restrictions	\$ 6,882,415	\$ 8,390,316
With donor restrictions	<u>1,718,245</u>	<u>2,027,001</u>
	<u>\$ 8,600,660</u>	<u>\$ 10,417,317</u>

4. Beneficial Interest in Trusts

The Association is the beneficiary of several irrevocable perpetual trusts, managed by independent financial institutions. The Association has legally enforceable rights and claims to such assets, including the right to income therefrom. Consistent with the provisions of FASB ASC Topic 958 Subtopic 605, *Not-for-Profit Entities - Revenue Recognition*, related to accounting for contributions received, these funds are included in the Association's financial statements. The fair value of the trust assets is reflected as an estimate of the present value of the future cash flows from the trusts and is reported as net assets with donor restrictions held in perpetuity. Appreciation of the trusts is not available for expenditure by the Association unless the trustees decide to appropriate it. Total contributions from these trusts were \$81,046 and \$61,162 in 2022 and 2021, respectively.

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
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Notes to Financial Statements

**August 31, 2022
(with Comparative Totals for August 31, 2021)**

5. Contributions Receivable

Contributions receivable consist of the following:

	<u>2022</u>	<u>2021</u>
Contributions receivable	\$ 29,183	\$ 91,112
Less allowance for uncollectible pledges	8,118	10,818
Less current portion	<u>21,065</u>	<u>78,006</u>
Contributions receivable, net of current portion	\$ <u>-</u>	\$ <u>2,288</u>

Contributions are due as follows:

Less than one year	\$ 29,183	\$ 78,006
One to five years	<u>-</u>	<u>13,106</u>
	<u>\$ 29,183</u>	<u>\$ 91,112</u>

6. Fair Value Measurement

FASB ASC Topic 820, *Fair Value Measurement*, defines fair value as the exchange price that would be received for an asset or paid to transfer a liability (an exit price) in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants on the measurement date. FASB ASC Topic 820 also establishes a fair value hierarchy which requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value.

The standard describes three levels of inputs that may be used to measure fair value:

- Level 1: Quoted prices (unadjusted) for identical assets or liabilities in active markets that the entity has the ability to access as of the measurement date.
- Level 2: Significant observable inputs other than Level 1 prices, such as quoted prices for similar assets or liabilities, quoted prices in markets that are not active, and other inputs that are observable or can be corroborated by observable market data.
- Level 3: Significant unobservable inputs that reflect an entity's own assumptions about the assumptions that market participants would use in pricing an asset or liability.

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
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Notes to Financial Statements

**August 31, 2022
(with Comparative Totals for August 31, 2021)**

The Association's assets and liabilities measured at fair value on a recurring basis are as follows as of August 31:

	<u>2022</u>			
	<u>Total</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Investments				
Cash and cash equivalents	\$ 801,618	\$ 801,618	\$ -	\$ -
U.S. government agencies	1,347,731	-	1,347,731	-
Corporate and foreign bonds	1,272,082	-	1,272,082	-
Mutual funds	296,666	296,666	-	-
Exchange traded funds	357,861	357,861	-	-
Equities	<u>4,524,702</u>	<u>4,524,702</u>	-	-
	<u>\$ 8,600,660</u>	<u>\$ 5,980,847</u>	<u>\$ 2,619,813</u>	<u>\$ -</u>
Charitable gift annuities	<u>\$ 61,468</u>	<u>\$ 61,468</u>	<u>\$ -</u>	<u>\$ -</u>
Beneficial interest in trusts	<u>\$ 1,852,070</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,852,070</u>
Charitable gift annuities obligation	<u>\$ (31,595)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (31,595)</u>
	<u>2021</u>			
	<u>Total</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Investments				
Cash and cash equivalents	\$ 630,757	\$ 630,757	\$ -	\$ -
U.S. government agencies	1,159,347	-	1,159,347	-
Corporate and foreign bonds	1,296,357	-	1,296,357	-
Mutual funds	282,426	282,426	-	-
Exchange traded funds	25,660	25,660	-	-
Equities	<u>7,022,770</u>	<u>7,022,770</u>	-	-
	<u>\$ 10,417,317</u>	<u>\$ 7,961,613</u>	<u>\$ 2,455,704</u>	<u>\$ -</u>
Charitable gift annuities	<u>\$ 71,400</u>	<u>\$ 71,400</u>	<u>\$ -</u>	<u>\$ -</u>
Beneficial interest in trusts	<u>\$ 2,291,543</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,291,543</u>
Charitable gift annuities obligation	<u>\$ (39,112)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (39,112)</u>

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
D/B/A FUTURE IN SIGHT**

Notes to Financial Statements

**August 31, 2022
(with Comparative Totals for August 31, 2021)**

Fair value of the investments is measured using quoted prices in active markets where available. Fair value of Level 2 investments is primarily based on estimates using market prices of comparable securities. Level 3 liabilities are valued based on life expectancy tables and discounted cash flows.

Fair value of the beneficial interest in perpetual trusts is measured based on quoted market prices of the investments in the trusts, but is classified as Level 3 as there is no market in which to trade the beneficial interest itself.

Changes in the fair value of assets and liabilities classified as Level 3 are comprised of the following:

	Beneficial Interest in <u>Trusts</u>	Charitable Gift Annuities <u>Obligation</u>
Balance, September 1, 2020	\$ 1,970,418	\$ (45,080)
Change in value	<u>321,125</u>	<u>5,968</u>
Balance, August 31, 2021	2,291,543	(39,112)
Change in value	<u>(439,473)</u>	<u>7,517</u>
Balance, August 31, 2022	<u>\$ 1,852,070</u>	<u>\$ (31,595)</u>

7. Property and Equipment

Property and equipment consists of the following:

	<u>2022</u>	<u>2021</u>
Land	\$ 66,000	\$ 66,000
Buildings and building improvements	1,477,925	1,469,983
Furniture, office equipment and software	<u>489,737</u>	<u>485,236</u>
	2,033,662	2,021,219
Less accumulated depreciation	<u>1,477,372</u>	<u>1,433,266</u>
Property and equipment, net	<u>\$ 556,290</u>	<u>\$ 587,953</u>

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
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Notes to Financial Statements

**August 31, 2022
(with Comparative Totals for August 31, 2021)**

8. Debt Obligations

Line of Credit

The Association has borrowing capacity in the maximum amount of \$150,000 under a revolving line of credit arrangement with a local bank. Outstanding advances are payable on demand and collateralized by inventory, chattel paper, accounts, equipment and general intangibles. The interest rate is the Wall Street Journal Prime Rate plus 0.50% (6.00% at August 31, 2022). There was no outstanding balance on the line of credit at August 31, 2022 and 2021.

Note Payable

The note payable outstanding at August 31, 2021 was repaid in full during 2022.

9. Charitable Gift Annuities

The Association has established a program under which donors may set up charitable gift annuities. Under this program, donors can contribute assets to the Association and in return receive a guaranteed fixed income for life. The Association recognizes contribution revenue for the difference between the fair value of the assets received and the annuity liability.

Annuity liabilities are recorded for the required life annuity payments at the present value of expected future cash payments discounted using current interest rates and actuarial assumptions for those annuities. The annuity obligations are adjusted each year for changes in the life expectancy of the beneficiaries and are reduced as payments are made to the donor. The present value of future payment liabilities of charitable gift annuities was \$31,595 and \$39,112 at August 31, 2022 and 2021, respectively.

10. Retirement Plan

The Association offers employees a 403(b) tax deferred annuity retirement plan based on the Association's maximum contributions of 5% of employee's annual salary. The plan covers all full time and part-time employees working 20 hours or more, who have completed a minimum of six months of service and attained the age of 20½. Contributions to the plan were \$36,680 and \$37,733 for 2022 and 2021, respectively.

11. Concentrations

For the years ended August 31, 2022 and 2021, approximately 25% and 22%, respectively, of total revenue and support of the Association was derived from State of New Hampshire contracts and school system contracts.

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
D/B/A FUTURE IN SIGHT**

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**August 31, 2022
(with Comparative Totals for August 31, 2021)**

12. Endowment

The Association's endowment includes both donor-restricted endowment funds and funds designated by the Board to function as endowments. As required by U.S. GAAP, net assets associated with endowment funds, including funds designated by the Board to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions.

Interpretation of Relevant Law

The Association has interpreted the State of New Hampshire Uniform Prudent Management of Institutional Funds Act (the Act) as requiring the preservation of the contributed value of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Association classifies as net assets with perpetual donor restrictions (1) the original value of gifts donated to the permanent endowment, (2) the original value of subsequent gifts to the permanent endowment, and (3) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. If the donor-restricted endowment assets earn investment returns beyond the amount necessary to maintain the endowment assets' corpus value, the excess is available for appropriation and, therefore, classified as net assets with donor restrictions until appropriated by the Board for expenditure. Funds designated by the Board to function as endowments are classified as net assets without donor restrictions. The Association has interpreted the Act to permit spending from funds with deficiencies in accordance with the prudent measures required under the Act.

In accordance with the Act, the Association considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

- (1) The duration and preservation of the fund
- (2) The purposes of the organization and the donor-restricted endowment fund
- (3) General economic conditions
- (4) The possible effect of inflation and deflation
- (5) The expected total return from income and the appreciation of investments
- (6) Other resources of the organization
- (7) The investment policies of the organization

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Endowment Composition and Changes in Endowment

The endowment net assets composition by type of fund as of August 31, 2022 is as follows:

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Donor-restricted endowment funds	\$ -	\$ 1,718,245	\$ 1,718,245
Board-designated endowment funds	<u>6,422,946</u>	<u>-</u>	<u>6,422,946</u>
Total funds	<u>\$ 6,422,946</u>	<u>\$ 1,718,245</u>	<u>\$ 8,141,191</u>

The changes in endowment net assets for the year ended August 31, 2022 were as follows:

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Endowment net assets, August 31, 2021	\$ 7,470,147	\$ 2,027,001	\$ 9,497,148
Investment loss	(838,892)	(226,900)	(1,065,792)
Transfer from operating funds	265,500	-	265,500
Endowment assets appropriated for expenditure	<u>(473,809)</u>	<u>(81,856)</u>	<u>(555,665)</u>
Endowment net assets, August 31, 2022	<u>\$ 6,422,946</u>	<u>\$ 1,718,245</u>	<u>\$ 8,141,191</u>

The endowment net assets composition by type of fund as of August 31, 2021 was as follows:

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Donor-restricted endowment funds	\$ -	\$ 2,027,001	\$ 2,027,001
Board-designated endowment funds	<u>7,470,147</u>	<u>-</u>	<u>7,470,147</u>
Total funds	<u>\$ 7,470,147</u>	<u>\$ 2,027,001</u>	<u>\$ 9,497,148</u>

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
D/B/A FUTURE IN SIGHT**

Notes to Financial Statements

**August 31, 2022
(with Comparative Totals for August 31, 2021)**

The changes in endowment net assets for the year ended August 31, 2021 were as follows:

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Endowment net assets, August 31, 2020	\$ 6,285,094	\$ 1,832,172	\$ 8,117,266
Investment return	1,013,489	273,818	1,287,307
Contributions	856,041	-	856,041
Withdrawals	(8,077)	-	(8,077)
Endowment assets appropriated for expenditure	<u>(676,400)</u>	<u>(78,989)</u>	<u>(755,389)</u>
Endowment net assets, August 31, 2021	<u>\$ 7,470,147</u>	<u>\$ 2,027,001</u>	<u>\$ 9,497,148</u>

Return Objectives and Risk Parameters

The Association has adopted investment and spending policies for endowment assets that attempt to provide for equal treatment of present and future needs, with neither group favored at the expense of the other. To meet these objectives, the Board seeks to provide reasonably stable and predictable funds from the endowment for the Association's operating budget, to grow capital and to preserve and grow the real (inflation-adjusted) purchasing power of assets as indicated by the aggregate value of appreciation and income. The Association seeks to achieve an after cost total real rate of return, including investment income as well as capital appreciation, which exceeds that annual distribution with acceptable levels of risk.

Strategies Employed for Achieving Objectives

To satisfy its long-term rate-of-return objectives, the Association relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The Association targets an asset allocation strategy wherein assets are diversified among several asset classes. The pursuit of maximizing total return is tempered by the need to mitigate the volatility of returns and preserve capital. As such, the Association seeks broad diversification among assets having different characteristics with the intent to endure lower relative performance in strong markets in exchange for greater downside protection in weak markets.

Spending Policy

The Association's investment policy states that spendable investment income will be calculated as 5% of the average donor restricted endowment portfolio value based on the portfolio market value at the end of the most recent 12 quarters. Appropriations and withdrawals in excess of this policy must be approved by the Board of Trustees. Under this policy, the Association appropriated for distribution \$81,856 and \$78,989 for operating purposes for the years ended August 31, 2022 and 2021, respectively, which are included in revenue and support in the statement of activities and changes in net assets.

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
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Notes to Financial Statements

**August 31, 2022
(with Comparative Totals for August 31, 2021)**

The Association has elected to transfer from the board-designated funds to the operating account annually an amount equal to the sum of (a) 70% of the average annual unrestricted bequest income plus gift annuity remainder from the previous five fiscal years, excluding the high and low years and (b) 6% of the average balance of the board-designated funds for the twelve quarters ending the previous fiscal year. Transfers may exceed the 70% with proper approval by the Board. Under this policy, the Association appropriated for distribution \$473,809 and \$676,400 for operating purposes for the years ended August 31, 2022 and 2021, respectively, which are included in revenue and support in the statement of activities and changes in net assets.

Funds with Deficiencies

Unless otherwise directed by the donor, the annual draw for operations from donor-restricted endowment funds shall be equal to 5% of the average balance of the donor-restricted funds for the twelve quarters ending December. The Association has a policy that restricts the annual draw if it would reduce the fund balance to an amount less than the historical value of the fund. In such cases, the Association's Finance Committee shall recommend the amount of draw, if any, to the Board as part of the annual budget process. As of August 31, 2022 and 2021, there were no deficiencies of this nature associated with the donor-restricted endowment funds.

13. Net Assets with Donor Restrictions

Net assets with donor restrictions are available for the following purposes:

	<u>2022</u>	<u>2021</u>
Funds maintained with donor restrictions temporary in nature:		
Donor-restricted funds designated to support:		
Manchester area senior women	\$ 18,621	\$ 62,805
Clinic Pilot Project - Coos County	20,000	-
Provider Assessment Tools	3,000	-
Strategic planning	-	10,000
Living well with vision loss initiative: Manchester & Amherst	13,491	17,500
Living well with vision loss initiative: Seacoast Area	4,101	-
Support of volunteer client transportation	17,584	24,758
Contributions receivable - time restriction	29,183	91,112
Other	2,987	8,790
Accumulated earnings on funds maintained in perpetuity to be used for general charitable purposes	<u>557,071</u>	<u>865,827</u>
Total funds maintained with donor restrictions temporary in nature	<u>666,038</u>	<u>1,080,792</u>

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
D/B/A FUTURE IN SIGHT**

Notes to Financial Statements

**August 31, 2022
(with Comparative Totals for August 31, 2021)**

	<u>2022</u>	<u>2021</u>
Funds maintained in perpetuity:		
Endowment funds whose accumulated earnings are to be used for general charitable purposes:		
Principal restricted, 5% maximum distribution	824,215	824,215
Principal restricted, greater of income or 6%	<u>336,959</u>	<u>336,959</u>
	1,161,174	1,161,174
Beneficial interest in trusts		
Fair value of investments held in trust by others, distributions are to be used for general charitable purposes	<u>1,852,070</u>	<u>2,291,543</u>
Total funds maintained in perpetuity	<u>3,013,244</u>	<u>3,452,717</u>
Total net assets with donor restrictions	<u>\$ 3,679,282</u>	<u>\$ 4,533,509</u>

14. Uncertainty and Relief Funding

On March 11, 2020, the World Health Organization declared coronavirus disease (COVID-19) a global pandemic. Local, U.S., and world governments encouraged self-isolation to curtail the spread of COVID-19 by mandating the temporary shut-down of business in many sectors and imposing limitations on travel and the size and duration of group gatherings. Most sectors are experiencing disruption to business operations and may feel further impacts related to delayed government reimbursement. The Coronavirus Preparedness and Response Supplemental Appropriations Act of 2020 provides several relief measures to allow flexibility to providers to deliver critical care. There is unprecedented uncertainty surrounding the duration of the pandemic, its potential economic ramifications, and additional government actions to mitigate them. Accordingly, while management expects this matter to impact operating results, the related financial impact and duration cannot be reasonably estimated.

During 2020 and 2021, the Association received \$358,100 under round one and \$358,100 under round two of the CARES Act PPP funding. The PPP has specific criteria for eligibility and provides for forgiveness of the funds under this program if the Association meets certain requirements. In November 2020 and 2021, the Association received notice from the Small Business Administration and the lender that its round one and round 2 PPP funds, respectively, were forgiven. The PPP funds are included with public support revenue in the statement of activities and changes in net assets as of and for the years ended August 31, 2022 and 2021.

In August 2020, the Association was awarded \$97,657 from the Governor's Office for Emergency Relief and Recovery (GOFERR). The GOFERR grant is a pass-through grant provided to the State of New Hampshire through the CARES Act. The GOFERR grant is to be used by the Association to cover eligible costs outlined in the grant agreement that were incurred through December 30, 2020 or lost revenues. As of August 31, 2021, the Association had satisfied the terms and conditions of the grant agreement and recognized the revenue which is included with public support in the statement of activities and changes in net assets.

RANDY L. PIERCE

NON-PROFIT STRATEGY | STAKEHOLDER RELATIONS | TEAM LEADERSHIP & DEVELOPMENT

An energetic and visionary leader whose proven track record of achieving peak results through cohesive team building, compassionate communication and empowering a shared vision that has positively and substantially impacted citizens and leaders throughout the state of New Hampshire and beyond.

EXECUTIVE SUMMARY

- 12+ years of successfully leading and managing non-profits, creating solid fiscal strategies, and fiercely advocating for improved services, access, and resources for people who are blind and visually impaired. Recognized by peers and colleagues for inspiring and motivating teams and demonstrating strong and strategic problem-solving skills in traditionally resource-strained environments.
- Passionate about developing talent and helping people expand their scope of abilities and self-awareness through a range of professional coaching methods. Actively mentors 20 individuals including other non-profit chairs and C-Suite executives.
- Highly values being a candid, transparent, and analytical leader who possesses a deep technical aptitude in addition to core principles that center around interpersonal connections and empathy.
- Demonstrated ability to manage and navigate organizations through intense "sea change" and crises.
- Highly analytical and technically savvy; leverages technical background to evaluate and implement efficiencies through new assistive technology in hardware, screen readers, navigation, scanning, and identification on PC and IOS.

RELATED EXPERIENCE

Future In Sight | Concord, NH

2021 – Present

2008 – 2018

A 100+ year-old organization that provides NH citizens who are blind or visually impaired the education, training, and support they need and deserve.

President and CEO

- Establishes goals, objectives, and key performance measurements in collaboration with the Board of Directors, the management team, and other staff members as appropriate.
- Works with the CFOO to assess the competitive landscape for services provided and to ensure that FIS is well positioned financially to deliver quality programs.
- Organizes, motivates, and mentors internal team leaders to strategically grow the organization's impact, program services and fundraising capabilities.
- Drives business development and fundraising in collaboration with the Development Director, leveraging the Board as needed.
- Initiates, cultivates, and furthers relationships with the organization's portfolio of individual, foundation and corporate supporters. Identifies and builds relationships with revenue and referral sources.
- Provides strategic leadership and oversight for the administrative and operational functions of the organization.
- Assumes responsibility for the fiscal integrity of the organization. Ensures that financial resources are prudently directed and that FIS is in compliance with any applicable laws and regulations.
- Coordinates the development of a board approved annual budget with the CFOO.
- Represents the organization and serves as chief spokesperson publicly at events, conferences, and partnership meetings as well as with government agencies.

Board Chair (2015 – 2017) / Board Member (2008 – 2018)

- Provided support and guidance around development initiatives, client services, and advocacy.
- Also served on the Blind Awareness Walk Committee and Co-Chaired the Client Services Committee.

2020 Vision Quest, Nashua, NH

2010 – Present

2020 Vision Quest inspires individuals to achieve their peak potential by illustrating key tools to build positivity and resilience. Funds raised support guide dog partnerships and crucial services for people who are blind & visually impaired.

Founder, President & Board Chair

- Founded organization and continues to manage a team of 18 volunteers, 50% of which are original team members who joined upon inception. Successfully raised over \$750k in charitable donations through keynotes, event facilitation, donor relations, and corporate partnerships.
- Recruits, interviews, and trains mission-centered volunteers.
- Manages P&L, budget forecasting, grant opportunities, and donor relations.
- Presents 14+ keynotes per year at a variety of corporate and non-profit trainings, events, school presentations, and conferences.
- Oversees all Public Relations initiatives with both the press and community stakeholders who are directly impacted by the organization's efforts and initiatives.
- Personally, competes in various activities throughout the year (including running the Boston Marathon and Hiking Mount Kilimanjaro) to champion 2020 Vision Quest's mission, spread awareness, and increase access to potential donors.
- Familiar with medical billing and reimbursement trends; hands-on experience advocating and campaigning for more affordable access to necessary services.
- Creates mutually beneficial relationships within the business community.

Lions Club | Hudson, NH

2008 – Present

A worldwide charitable society devoted to social and international service with a focus on supporting efforts to broaden resources for people who are blind and visually impaired.

President and Board Chair (2014 – 2015) / Member (2008 – Present)

- Serves as an active member of the largest Lions Club in the state. Led Club and Board from 2014 to 2015, and provided strategic direction, membership development opportunities, and fiscal oversight.

PROFESSIONAL ACHIEVEMENTS

Author "See You at the Summit"	2018
TEDx Springfield, MA " <u>Social Risk Management</u> "	2015
TEDx Amoskeag Millyard " <u>Vision Beyond Sight</u> "	2014

RECOGNITION & AWARDS

Awarded Honorary Doctorate of Humane Letters Degree from UNH-Manchester	2021
Recipient of the Spirit of NH Volunteer Award	2017
Recipient of the Jo Adcock Service Award	2016
Toastmasters International Speaker Award	2015
Received New England Emmy Award for Windows to the Wild " <u>Hiking in the Dark</u> " (NHPTV)	2015
Received UNH's Award of Excellence for Outstanding Achievement	2015
Featured in NH Magazine's "It" List	2012

EDUCATION

Honorary PHD in Humane Letters, University of New Hampshire Manchester, NH	2021
B.S. in Electrical Engineering, University of New Hampshire Durham, NH	1988

PERSONAL ACHIEVEMENTS

2x USABA National Marathon Champion	2014, 2017
Received 2 nd Degree Black Belt	2011

Nathalie Fortier

OVERVIEW

Programmatic leadership & management. Planning & implementation of strategic goals. Expertise and experience with financial operations of the non-profit sector, as well as for-profit, with revenues up to \$150M. Thorough understanding of GAAP; strong communication and interpersonal skills.

JOB EXPERIENCE

Chief Financial & Operating Officer	9/21 to Current
Chief Financial Officer	9/19 to 9/21
Vice President of Finance & Administration	5/14 to 9/19
<u>Future In Sight, formally NH Association for the Blind, Concord, NH</u>	<u>5/14 to Current</u>
Implementation of strategic goals, performance management, and annual operating planning	
Oversight of company operations and employee productivity	
Build and maintain an inclusive team culture where team members thrive, and organizational outcomes are met	
Ensure effective recruiting, onboarding, professional development, performance management, and retention	
Adhere and enforce regulatory compliance	
Ensure ongoing programmatic excellence	
Continually assess relevance of current programs to community and client needs	
Collaborate on financial matters related to:	
Program management • Strategic planning • Policy decisions • Organizational admin. and operations	
Serve as staff liaison to the Finance and Investment Committees of the Board of Directors	
Prepare/compile information for Board and Committee meetings	
Direct business and operational functions concerning account systems, procedures and internal control	
Oversee staff responsible for accounting processes, information technology and facilities	
Manage the annual budget process and maintain cost control	
Responsible for facility security, maintenance, and capital improvements	
Preparation of audited financial statements	
Ensure accurate and timely preparation of all regulatory filings	
Analyze viability of prospective funding proposals with philanthropy and program staff leaders	
Supervise and direct staff of accounting, facilities, technology, and general office operations	
Director of Finance	<u>7/08 to 5/14</u>
<u>University of New Hampshire School of Law, Concord, NH</u>	
Supervise and direct accounts payable, accounts receivable and payroll	
Manage cash and investment accounts	
Analyze, coordinate and prepare annual budget	
Implement and maintain general ledger and system of internal controls	
Preparation of audited financial statements	
Ensure accurate and timely preparation of all regulatory filings	
Prepare/compile information for Board and Committee meetings	
Review, prepare and revise policies and procedures	
Collaborate with other department heads to ensure effective and efficient processes	
Finance Manager	<u>8/07 to 7/08</u>
<u>Crisp, Barrett & Uchida, PLLC, Concord, NH</u>	
Staff Accountant	<u>10/04 to 8/07</u>
<u>George Colburn, CPA, Concord, NH</u>	
Finance Manager	<u>9/05 to 12/06</u>
<u>Crisp & Associates, PLLC, Concord, NH</u>	
Cost Accountant	10/97 to 10/99

Nathalie Fortier

Payroll /AP/AR Manager

4/95 to 10/97

Meggitt Avionics, Inc, Manchester, NH

4/95 to 10/99

EDUCATION

Master of Science, Business Administration

2022

Bachelor of Science, Major in Accounting

1996

Southern New Hampshire University

Tara Dikeman, M.Ed., OT/L

EDUCATION

1997 **Master of Education in Occupational Therapy**,
Springfield College, Springfield, Massachusetts

1993 **Bachelor of Arts in Comparative Sociology**,
University of Puget Sound, Tacoma, Washington

MANAGERIAL EXPERIENCE

Director of Program Services

Future In Sight, Concord, NH

01/09/2023-present

My duties include:

Oversee the following programs

- Youth and Adult Service
- Volunteer Coordination

Project Management

Provide direct oversight of all program operational activities

Personnel Management

Assist in the development and oversight of program budgets

Assist in the procurement and management of contracts

Analysis of business processes and develop efficiencies to improve productivity and increase revenue

Health Program Manager

Department of Health Services- Sonoma County, California

01/04/2011-12/30/2022

My duties and skills include:

- Oversee and direct County of Sonoma- Public Health Department's Medical Therapy Program (MTP). The MTP provides occupational and physical therapy services and medical case management to children ages birth to 21.
- Includes management of three licensed outpatient rehabilitation centers
- Provide direct oversight of all operational activities
- Development and oversight of the MTP budget
- Assist in the coordination of budget preparation
- Monitor and implement expenditures
- Compile and submit financial reports
- Maintain statistical records
- Monitor and plan for appropriate staffing
- Identifying current and future resource needs
- Manage dual budget streams
- Monitor supply chain operations
- Monitor revenue streams
- Contract management

- Ensure HIPPA compliance
- Management of 25+ staff- including Occupational and Physical Therapists, Community Health Workers, Public Health Nurses, office support staff, and contracted physicians and other medical providers
 - Provide regular staff training on inter-departmental procedures and operations, community resources, application of best practices, and promotion of continuous quality improvements.
 - Firm grasp of project management and change management principles and practices
 - Continuous quality improvement management- including analysis and planning for effective and efficient utilization of personnel, physical space and material resources
 - Oversight of caseload management and clinical services
 - Supervise the maintenance of complete and detailed department records
 - Utilization review team member- performs utilization review to ensure quality care and to maintain exemplary service delivery and documentation practices that continuously meet state and federal guidelines
 - Monitors performance of clinical providers and support staff – including the effective management of performance improvement plans
 - Excellent understanding and management of disability accommodations and the interactive process
 - Skilled in Microsoft Office, Visio and a variety of data bases related to tracking clinical and business processes outcomes
 - Manage patient scheduling system- including oversight of provider productivity
 - Co-designed current patient scheduling and documentation system- resulting in decreased cancellation/no-shows and increased clinical providers productivity
 - Perform work flow and business process analysis
 - Identify the need for workflow improvements
 - Collaborated with business process team to co-design and implement our current electronic workflow resulting in improved staff efficiency, improved client care, and a 20% increase in revenue
 - Engage in regular process improvement/workflow analysis meeting to train supervisory and line staff to identify inefficiencies and develop further process improvements
 - Interagency liaison to outside health care providers, educational and community-based service and support agencies involved in the collaborative care our client population
 - Serve as community resource and content expert for public health staff including, nurses, social workers, physicians and other staff to promote improved quality of care and services for underserved and underrepresented populations.

ACADEMIC/TEACHING EXPERIENCE

Adjunct Faculty, Dominican University, San Rafael, California

9/15/10 to 12/30/10

Teaching pediatric practice lab for 1st and 2nd year occupational therapy students

My duties included:

- Supervising/advising students in educational, medical and community-based pediatric fieldwork experience

- Facilitating lecture/lab with emphasis on instruction in the use of standardized assessments, development of clinical observation skills, treatment planning, goal writing, and use of therapeutic media.
- Master's thesis review

CLINICAL EXPERIENCE

Occupational Therapist, St. Joseph's Home Care, Rohnert Park, California

10/01/10-12/15/10

Provide home-based occupational therapy services to adults.

Occupational Therapist, Accent Care Home Health, Petaluma, California

4/05/09 to 10/01/10

Provide home-based occupational therapy services to adults.

Occupational Therapist, California Children Services, Medical Therapy Unit,

Department of Public Health City and County of San Francisco, California

1/4/99 to 8/01/05 and from 9/04/07 to 4/01/09

Provide direct and consultative occupational therapy services to children and adults

Occupational Therapist, Mission Hospital, Asheville, North Carolina

8/21/05-4/15/07

Provided direct services to neonates, infants, children and young adults (up to 21 years of age)

Mountain Children's Therapy, Inc, Asheville, North Carolina

8/21/05 to 8/05/06

Provided direct and consultative occupational therapy services to children birth to three.

Occupational Therapist, Consultant, San Francisco, California

4/1/99 to 8/01/05

Consulting focus:

- Provision of environmental and ergonomic assessments and recommendations in collaboration with the Department of Rehabilitation and other community-based organizations
- Adaptive/assistive device development and implementation
- Develop and facilitate school-based disability awareness workshops and discussion groups
- Provision of in-service training related to family-centered care and psychosocial intervention for children, adolescents, and young adults in school, post-secondary education and outpatient settings
- Provision of educationally-based occupational therapy assessments and interventions in San Francisco and Bay Area Schools
- Consultant for Kaiser Permanente's (Oakland) regional specialty clinics (Spina Bifida and Skeletal Dysplasia Clinics)- provided recommendations and training to client's, caregivers and the regional community-based program that provide care and support for the client
- Collaborate with community programs to provide adaptive activities and psychosocial support and services to meet the needs of individual's with developmental and physical differences.
- Promote community reintegration and skillful navigation of community resources to improve outcomes of clients with a wide range of disabilities

Private Practice, Occupational Therapist, San Francisco, California

9/15/00 to 8/01/05

Provided direct and consultative services to children and adults.

Pediatric Occupational Therapist, Holly Ridge Center Infant and Toddler Program, Bremerton, Washington

4/1/98 to 1/1/99

Provided direct and consultative services to children ages birth to three in a multi-disciplinary early intervention setting

Staff Occupational Therapist, Therapy Solutions, Inc., Edmonds, Washington, U.S.A.

10/25/97 to 3/20/98

Provided acute care services for adults with primary focus of community reintegration\

MEMBERSHIPS

Council for Professions Supplementary to Medicine (146022OT.29403)- OT licensure board in the U.K.

Licensure

California State Occupational Therapy License- active and in good standing

Washington State Occupational Therapy License- Inactive license- in good standing

COURSEWORK & ADDITIONAL TRAINING

- *The Supervisory Effectiveness Program Series 1- Leading People.* UC Davis Extension. February 18, 2014- Received certificate of satisfactory completion.
- *The Supervisory Effectiveness Program Series 2- Leading Processes.* UC Davis Extension. June 11, 2014. Received certificate of satisfactory completion..
- *Leadership Series: Success Strategies for Occupational Therapists.* July, 2013.

Courtney Hoppe

Professional Experience

Director of Development, Marketing & Communications 3/2022 - present
Future In Sight, a 501(c)(3) Non-Profit Organization | Concord, NH

Manages the team that oversees the fundraising and marketing efforts for the organization. Responsible for raising \$900,000+ annually. Oversaw re-launch of website including information architecture.

Director – Strategic Marketing Services 8/2021 – 3/2022
Polaris Direct | Hooksett, NH

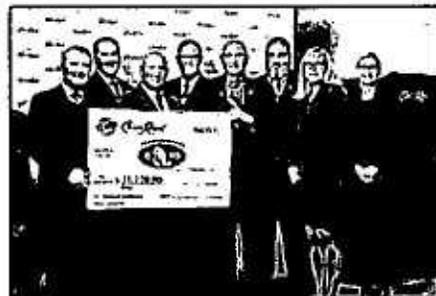
Managed the development of omni-channel marketing campaigns for (and the relationships with) clients ranging from enterprise-level companies to non-profit organizations. Responsible for all project/campaign budgets and analytical reporting. Company representative at events, conferences, and in promotional videos. Other highlights: managed the team that executed all Polaris marketing including ad buys, updating social accounts and website, creating/deploying email blasts and press releases, producing and hosting videos, white paper creation, and the company newsletter. Lead content writer.

Director of Development & Marketing 8/2019 – 4/2021
Headrest, Inc, a 501(c)(3) Non-Profit Organization | Lebanon, NH

Managed the fundraising and marketing efforts for the organization. Responsible for raising \$600,000+ annually. Over-exceeded fundraising goal during first year in role. Other highlights include: managed the most successful Appeals in Headrest's history, which enabled the organization to upgrade its technology during COVID in order to launch telehealth services and for staff to work remotely where possible; secured \$50,000 in grant funding to relaunch Headrest's website along with refreshed collateral materials; inception/hosting of "Virtual Lunch" promotional series and "Coffee With Clients" testimonial series; on-camera talent for Recovery Friendly Workplace "EAR" (Employee Assistance Resource) Program video; enhanced stewardship of donors and restructured donor database to provide the organization with more intelligent fundraising data; cultivated Board culture to increase participation in fundraising efforts.

Marketing Manager 6/2012 – 6/2019
Coastal Pacific Wine & Spirits (CPWS) of New England, a Division of Southern Glazer's Wine & Spirits | Concord, NH

Managed the development and execution of the local marketing plans for the DIAGEO and Moet Hennessy (MHUSA) adult beverage portfolios throughout NH, VT and ME (the New England Control States). Responsible for managing a multi-million dollar A&P budget, ordering POS, working with a promo company to ensure events were executed to standard, maintaining media relationships, managing email blasts to educate accounts on Innovation products, and rallying the sales team behind national and local brand programming at General Sales Meetings (GSMs). Managed calendar of and facilitated all GSMs and Planning Meetings for market. Developed and pitched large-scale programs to the NH State Liquor Commission (NHSLC) to secure key floor display position and drive sales. Highlights: **Developed and activated a holiday Cause Program in 2012 which became a yearly national initiative for Crown Royal (see check presentation photo with NHSLC to right)**. Created and managed acclaimed 360-degree programs for Bulleit Bourbon and the launch of Captain Morgan White Rum in NH, which had synergy between both the on- and off-premise and became national best practices for DIAGEO and CPWS. Managed the most successful bottle engraving program for Johnnie Walker Blue Label in all of the US. Key member of the team that won six (6) DIAGEO Golden Bar Awards and three (3) Spirit of the Year Awards from the NHSLC. Created and managed a Johnnie Walker Social Responsibility Program that won the 2017 Platinum Bar from DIAGEO.



Marketing Consultant

4/2011 – 5/2012

NH Magazine (McLean Communications) | Manchester, NH

Identified/managed/developed print, internet marketing, and sponsorship opportunities for 100+ clients of New Hampshire Magazine, its specialty publications (NH Magazine's BRIDE, Destination NH, NH Magazine's Medical Directory; and NH Magazine's Holiday Gift Guide), and its premier events (Remarkable Women Breakfast, Best of NH Party, Top Doctors Reception, and Top Dentists Reception) within the Manchester/Concord territory. Included generating new business and maintaining existing business with a focus on outstanding customer service. Highlights: Responsible for \$1 million in annual sales.

Product Support Group & Communications Manager

8/2007 – 10/2010

FIRST® LEGO® League (FLL®) | Manchester, NH

Led a team responsible for raising awareness of the FLL brand and the development of a yearly LEGO-based STEM Challenge for 9 to 14 year olds, which reached 500,000+ participants in 50+ countries. Core responsibilities included: selection of yearly "real world" scientific topic; recruiting a volunteer Challenge Advisory Team (CAT) and facilitating a workshop with the CAT to assist in designing the yearly Challenge; naming the Challenge, writing the coordinating tagline and teaser, and creating the promotional plan; creating the overall look and feel of the Challenge as it extends to the Challenge logo, promotional poster, Robot Game playing field, Research Project, Coaches' Handbook, and website; lead effort to target topic-related influencers to function as champions of the program. Other responsibilities included: maintaining and updating the [@firstlegoleague](#) Twitter account with a "behind the scenes" perspective, providing video content for the [FLL YouTube Channel](#), and managing the correspondents assigned to the FLL Community Stories blog; content creation for the *FIRST* newsletter, Annual Report, and author of FLL Team email blasts; official emcee of the yearly FLL World Festival in Atlanta, Georgia, as part of the overall *FIRST* Championship, and producer of the FLL-specific Opening and Closing Ceremonies; writer/producer/talent of a yearly context setting/branding video, which was shown at 500+ Official Tournaments around the world each season. Other highlights: led a restructuring effort of the FLL website and wrote all content; launched FLL Webstore and designed FLL merchandise line to secure additional revenue; created an Excel-based project management tool to track deliverables and workflow of FLL staff.

Program Manager, Instructor

9/2005 – 7/2007

MY TURN, Inc. – Nashua High School South | Nashua, NH

Responsible for the employment and life skill training of up to seventy "at risk" high school students, ages 14–21. Core responsibilities included: planning curriculum for and teaching classes; developing and maintaining relationships with local employers for job placement of students; providing counseling and academic tutoring as needed; arranging guest speakers from area businesses and colleges; arranging career exploration field trips, job shadowing and industry tours; preparing students to compete in annual Career & College Development Conference. Other responsibilities included: creating the overall look and feel of the 2006 fundraising gala as it extended to the invitation, "save the date" card, poster and other collateral; company representative and presenter at New Hampshire Expo, Rotary Club of Nashua West, Nashua Chamber of Commerce and other networking events. Highlight: won the "Team Attendance" Award at the 2006 MY TURN Career & Development Conference.

Promotions, Marketing & Non-Traditional Revenue (NTR) Director 9/2002 – 5/2005**Cumulus Media – Newburgh/Poughkeepsie Market | Poughkeepsie, NY**

Responsible for developing and executing promotions, contests and events for WPDH/WPDA (Rock), WRRV/WRRB (Alternative Rock), WCZX/WZAD (Adult Contemporary), WEOK/WALL (Radio Disney), WKXP (Country) and WKNY (Newstalk) radio stations. Core responsibilities included: overseeing community fundraising projects including Roof-A-Thon and Project Playground; managing promotions staff (up to 40 individuals); developing and implementing a training plan for promotions staff; developing and administering print and outdoor advertising campaigns for each station brand; writing press releases and coordinating press coverage; overseeing Database Marketing and Point of Influence Marketing programs; developing and executing NTR events and writing/producing coordinating on-air campaigns; conduct weekly Promotions/Department Head meeting with management staff; maintaining remote equipment, vehicle fleet, event calendars and premium items for each station brand. Other responsibilities included: representing company at networking events and career fairs; voicing client commercials.

Promotions & Marketing Director, On-Air Talent

9/2000 – 9/2002

WDST-FM | Woodstock, NY

Responsible for developing and executing promotions, contests, events and concerts for the Adult Album Alternative (AAA) format. Core responsibilities included: managing promotions staff (up to 25 individuals); coordinating community involvement and charity efforts; designing and administering print and outdoor advertising campaigns; coordinating press coverage and maintaining earned media records; maintaining station website and listener database, including authoring "loyal listener" e-mail blasts; conducting weekly Promotions Meeting with management staff; maintaining remote equipment, vehicle fleet and premium items; overseeing employee rewards program. Other responsibilities included: voicetracking weeknight airshift using AudioVault system.

Publicity Coordinator, Production Assistant, On-Air Talent

3/1999 – 9/2000

Time Warner Cable Channel 28 - Mid-Hudson System | Poughkeepsie, NY

Responsible for creating, producing and editing local origination television programs including "Poughkeepsie Live!" (1999 Cable Communicator Award) and "How To B!" (1999 Cable Communicator Award); producing and directing

public access programming. Other responsibilities included: primary studio digital editor (Avid MCXpress); designing/distributing promotional materials and coordinating press coverage.

On-Air Producer, Publicity Coordinator, On-Air Talent 9/1997 – 9/1999
WPDH-FM | Poughkeepsie, NY

Cast member of #1 morning radio show in the Hudson Valley region of New York. Responsible for voicing morning show promos, pre-produced bits and station commercials; representing station and morning show at promotional events; writing press releases and coordinating press coverage; coordinating morning show calendar, including booking in-studio celebrity guests and phone interviews with celebrities; conducting daily pre- and post-show prep meetings; answering listener e-mails and phone calls; developing station and morning show website; operating the control board while on air. Featured on five "Best of" compilation CDs (proceeds donated to charity).

* began as morning show intern in 1997 and hired fulltime in 1998.

Production Assistant fall intern, 1997
The Jim Henson Company Studio | New York, NY

Responsible for assisting with remote and in-studio shoots; Muppet grooming; puppeteer assistance; script research and development; administrative and accounting support; database maintenance; video duplication.

Production Assistant summer employment, 1996
Sanders, A Lockheed Martin Company (BAE) | Merrimack, NH

Responsible for assisting with remote and in-studio shoots; camera operation; video editing (using Matrox digital editing and Grass Valley linear editing systems); narration of corporate videos; script research and development; tape duplication and library organization; creation of website and on-line resources for video department.

Internet Specialist, Adult Education Instructor 9/1994 – 8/1997
Marist College Academic Computing Department | Poughkeepsie, NY

Responsible for organizing and instructing faculty workshops on internet-classroom integration; representing Marist College as Chairperson of Diversity University conferences in New York, West Virginia and Connecticut; instructing word processing and internet classes for night students at the Adult Learning Annex in Fishkill, New York.

Other Points of Interest/Awards

- o Host of 2019 New Hampshire Business Review (NHBR) "Best in Business" (BOB) Awards.
- o 2017 DIAGEO Platinum Bar Award for Johnnie Walker Social Responsibility Program in NH. This is a national award and only one is given every year!
- o Spirit of the Year Awards from the NH Liquor Commission for Crown Royal Maple (2012), Ciroc Amaretto (2013), Ciroc Pineapple (2014), Crown Royal Apple (2016), plus the Distillery of the Year Award for Crown Royal (2017).
- o DIAGEO Golden Bar Awards for Tanqueray (2013), Off-Premise Excellence in Spirits (2013), Innovation Excellence in Spirits (2013), Innovation Excellence in Spirits (2014), Off-Premise Excellence in Spirits (2014), and Spirits Excellence – Core 3 + Ciroc (2015).
- o Author of monthly "Evening Out" column for NH Magazine and various features as assigned. Included developing/pitching concepts, conducting interviews and research, photography, and copywriting (2012-2015). [Read some of my columns!](#)
- o Host of the weekly "Out" segment on the Girard At Large radio program, 90.7-FM WLMW and streaming worldwide via girardatlarge.com. Included "being in the know" and maintaining reputation as Southern NH's "socialite" (2013-2015). [Listen to some of my segments!](#)
- o Host of 2012 and 2013 Best of NH Party, as produced by NH Magazine. [Watch a wrap-up video!](#)
- o Sat on the Board of Directors for the Manchester Animal Shelter and the Crimeline organization, both based in Manchester, NH (2013-2014).
- o "Award of Recognition" from Dean Kamen, on behalf of the *FIRST* organization (2009).
- o "Exemplary Worker Award" from MY TURN, Inc. - Southern New Hampshire Exemplary Worker Awards, presented by the Rotary Club of Nashua West (2006).
- o Two Time "Award of Distinction" Winner – Cable Television Communicator Awards (1999).

Education

Marist College | Poughkeepsie, NY
BA in Communication - Dean's List

class of 1998

Brianne Stone

EXPERIENCE

- 2017-Present Future in Sight Concord, NH
Client Care Supervisor
- Collaborates with our providers to facilitate effective provision of services as well as the integration of those services into the individual's and the family's lives.
 - Provides supervision, guidance and direction to Client Care Coordinator/Business Office Assistant in daily operations and case management.
 - Acts as liaison to management as it relates to practice operations, and successfully manages partner and provider relationships by championing expectations and addressing concerns.
 - Facilitate peer support groups, provides consultations, conducts public education and in-service trainings.
- 2015-2017 Southern NH University Manchester, NH
College for America Learning Coach
- Provided students with a primary and reliable point of contact, built relationships and coached students through onboarding, their education, program changes and graduation.
 - Guided students in planning a program path, setting and maintaining pace and developing a support network by directing students to resources within and outside the SNHU community.
- 2012-2015 Allenstown School District Allenstown, NH
Business Manager
- Created and managed multi-million dollar school budgets through collaboration with Principals, Teachers and SAU staff.
 - Managed school checking accounts, bank deposits, and reconciliations.
- 2007-2012 Pembroke Academy Pembroke, NH
Business Teacher
- Developed and implemented curriculum and lesson plans for students.
 - Taught a variety of classes including Personal Finance, Computer Applications, Business Math and Communications.
 - Counseled students with college and career planning.

EDUCATION

2003-2006 Southern New Hampshire University Manchester, NH

B.S., Business Education.

2023 Boston University Boston, MA
Case Management Certificate

2022 University of New Hampshire Manchester, NH
Leadership and Management Certificate

2021 Vision Education Seminars Elkins Park, PA
Low Vision Certificate

BETH A. Daisy

EDUCATION

- Graduate Certificate in Assistive Technology University of New Hampshire, May 2019
- Master of Science, Occupational Therapy University of New Hampshire, Dec 2018
- Graduate Certificate in Aviation Safety Naval Postgraduate School, June 2001
- Bachelor of Arts (With Distinction), Biological Sciences Cornell University, May 1997

PROFESSIONAL EXPERIENCE

FUTURE IN SIGHT, Concord, NH – Supervisor of Occupational Therapy Jan 2020 - Present

- Supervised up to 5 occupational therapists while meeting or exceeding productivity standards for non-supervisors
- Facilitated Future In Sight earning regional recognition from NE/AER as a leader of blind/low vision service
- Spearheaded Future In Sight's Voter Training Efforts including making videos and hosting multiple training sessions throughout the state
- Contributed substantially to Future In Sight's planning and execution of 3 Silver Retreats

NORTHEAST REHABILITATION HOSPITAL NETWORK, Salem, NH – Inpatient OT Jul 2019 – Sept 2020

- Developed and implemented appropriate plans of care and discharge goals based on thorough assessment incorporating all aspects of patient limitations and goals, and potential discharge environment.
- Engaged patients in meaningful, age appropriate, and goal directed activities and demonstrated creative problem solving as evidenced through numerous treatment approaches for each identified problem area.
- Provided training and education for patients, caregivers, and families on self-care activities, post-surgical precautions, use of durable medical equipment, assistive technology, compensatory techniques, home modifications, and home-exercise programs.

FIT TO GARDEN, Newmarket, NH – Program Developer/Occupational Therapist Aug 2018 – May 2020

- Developed a novel occupational therapy and assistive technology focused gardening program for community dwelling older adults implemented between Jan-May 2020. www.FitToGardenProgram.com
- Collaborated with UNH faculty, UNH Cooperative Extension, occupational therapists, master gardeners, and community stakeholders for needs assessment and curriculum development.

UNH DEPARTMENT OF OCCUPATIONAL THERAPY, Durham, NH – Adjunct Faculty Aug 2018 – May 2020

- For 3 semesters, supervised 13 UNH OT graduate students providing occupational therapy group interventions to older adults and stroke survivors.

AGING EXCELLENCE, Portsmouth, NH – Personal Support Specialist Aug 2018 – Jan 2020

- Provided personal care for adult clients to maintain independent living.

UNH INSTITUTE ON DISABILITY, Durham, NH – Assistive Technology Assistant Aug 2018 – Jan 2019

- Provided training to approximately 20 rehabilitation professionals as well as 20 students with cerebral palsy and their families as part of a full day workshop in Trivandrum, Kerala, India.
- Fabricated wheelchair modifications for 8 students with cerebral palsy.

KREMPELS CENTER, Portsmouth, NH – Level IIB Fieldwork Intern April 2018 - July 2018

- Facilitated 75 movement-based, cognitive, or creative expression groups for adults with brain injuries.
- Administered and interpreted assessments with clients including the Canadian Occupational Performance Measure (COPM), the Allen Cognitive Level Screen-5 (ACLS-5), and the Kitchen Task Assessment (KTA) to generate or modify client goals and match client with appropriate individualized treatment or groups.

BETH A. Daisy

WENTWORTH-DOUGLASS HOSPITAL, Dover, NH – Level IIA Fieldwork Intern Jan 2018 - Mar 2018

- Evaluated and treated approximately 360 patients on the acute care and post-surgical floors at a community hospital with emphasis on increasing patient's abilities with activities of daily living (ADLs).
- Administered and interpreted approximately a dozen standardized assessments and interpreted results of these assessments in order to develop and coordinate treatment plans and goals.
- Monitored patient progress for up to 10 patients daily, making necessary modifications to the treatment plan as needed and providing discharge recommendations to appropriate services or recommending discharge when skilled occupational therapy services were no longer indicated.

AIR METHODS CORPORATION, Payson, UT - EMS Helicopter Pilot Sept 2007 - July 2015

- Safely transported over 300 patients to appropriate hospitals in accordance with all applicable Federal Aviation Regulations (FARs), policies, and company directives.
- As Lead Pilot at the Payson, UT helicopter base for the University of Utah's Air Med Program, managed federal and company compliance requirements for 4 pilots, 1 mechanic, and 1 aircraft.
- Taught annual safety classes to medical crews and flight coordinators for crew coordination training

PAPILLON GRAND CANYON HELICOPTERS, Tusayan, AZ – Tour Helicopter Pilot Dec 2006 – Sept 2007

- Safely flew approximately 600 Grand Canyon tour flights in accordance with all applicable Federal Aviation Regulations (FARs), policies, and company directives.
- Provided 4 safety training lectures and in-flight bad weather recovery procedures training for fellow pilots.

UNITED STATES MARINE CORPS – Pilot, Safety Officer, & Recruiter (Reserves) Nov 2006 - Jun 2018
(Active) May 1997 - Nov 2006

- Managed a staff of 60 Marines at a week-long leadership camp for 200 high school students as the Executive Officer of Summer Leadership and Character Development Academy 2016 and 2017.
- Devised, implemented, and monitored 18-month training plans for 48 pilots and crew chiefs to address squadron needs and individual abilities and goals.

PRESENTATIONS

Made AT at the Silver Retreats, Assistive Technology Makers' Fair: Making AT for All, Concord, NH, Sept 17, 2022
Low Vision for the Generalist Occupational Therapy Practitioner, New Hampshire Occupational Therapy

Association Annual Conference, Nov 10, 2020

Creating Low Cost Assistive Devices (with Dr. Therese Willkomm), Faculty and Student Development Workshop,
Thirumala Devaswom Medical College, Alleppey, Kerala, India, Jan 14, 2019

Providing Client Centered Occupational Therapy for Veterans through Military Cultural Competency, NHOTA
Special Interest Section, Portsmouth Regional Hospital Nov 5, 2018

Sexuality: The OT's role in addressing sexual functioning, UNH Department of Occupational Therapy, Guest
Lecturer, Nov 2018 and Oct 2019

CERTIFICATIONS AND LICENSES

Occupational Therapist Registered OTR® Certification #418674, NBCOT

New Hampshire Occupational Therapist License #2880

RESNA Certified Assistive Technology Professional #94903

Certified Aging in Place Specialist (CAPS), National Association of Home Builders and AOTA

CHRISTELLE R. GONZALES MOT, OTR/L, CHC

EXPERIENCE

Future In Sight - New Hampshire Feb 2023 - present

- Low vision OT providing skilled therapy to adults and elderly who are blind and visually impaired
- Completes low vision specific evaluations of clients in their home environment
- Train individuals on aids/devices and assistive technology that improve safety and independence with ADLs

CoreMedical Group - Vermont and New Hampshire Aug 2021 - Feb 2023

- Travel OT providing home healthcare services to the adult and geriatric population
- Evaluation and treatment of various neurological and musculoskeletal disorders, primarily post-stroke and joint replacement/surgical repair
- Liaison between patients and physician/therapy/nursing team, submission of referrals, consultation with vendors to supply optimal durable medical and adaptive equipment

Fox Rehabilitation - Keene, NH May 2016 - present

- As Rehab Director managed Wellness program and rehab team; led care plan and case mgmt meetings; tracked/reported outcome measures
- Created in-services and facilitated presentations to staff, community & patients
- Facilitated start-up of outpatient therapy clinic to new building implementing SOPs

Home Healthcare Hospice & Community Services - Keene, NH Feb 2014 - May 2016

- OT in home health setting responsible for assessment and intervention of adult to geriatric population; supervision of COTAs
- Interventions for stroke and UE impairments, cognitive retraining, cardiac rehab, transfers/functional mobility, joint mobilization, energy conservation, home safety assessment, AE/DME training, oral/motor function

SAU29 School District - Keene, NH September 2012 - June 2015

- 50% budgeted OT for K-5 school of 200+ student population; supervision of COTA
- Perform OT assessments, direct and indirect treatment, participate in IEP meetings, collaborate with SPED team, complete quarterly reports
- Interventions for ADHD, SPD, learning disabilities, DD, gross & fine motor coordination

Cheshire Medical Center - Dartmouth-Hitchcock, Keene, NH September 2012 - May 2014

- Per diem OT supporting inpatient rehab unit, acute med-surg units and outpatient clinic
- Treatment of various diagnoses including: hip & knee fractures/replacements, CVA, TBI, cardiac and pulmonary dx, peripheral neuropathy, diabetes, amputations, pain mgmt

EDUCATION

- 2009 Master of Occupational Therapy, Pi Theta Epsilon
University of Texas Health Science Center - San Antonio, Texas
- 1997 Bachelor of Arts in Psychology & Criminal Justice
University of Texas - San Antonio, Texas

ACTIVE OCCUPATIONAL THERAPY LICENSES

States of: New Hampshire, Vermont, Massachusetts, Colorado, Arizona

CERTIFICATIONS & RELEVANT TRAINING

National Board of Certified Occupational Therapists (NBCOT)

LSVT BIG and LSVT BIG for Life Certified (*specialty program for neurological disorders*)

Arizona Level 1 Fingerprint Clearance Card

Certified Health Coach - *National Society of Health Coaches*

BLS-CPR for Healthcare Providers

REFERENCES

Available Upon Request

Jillian McCalvey, OTR/L

EDUCATION

- University of New Hampshire - Durham, NH** Dec. 2021
Master of Science: Occupational Therapy
GPA: 3.91
- University of New Hampshire - Durham, NH** May 2020
Bachelor of Science: Occupational Therapy
GPA: 3.91
- o Dean's List, Graduated with Honors, Summa Cum Laude

PROFESSIONAL EXPERIENCE

- Future In Sight** Feb. 2023 - Present
25 Walker St, Concord, NH 03301
Occupational Therapist, Low Vision
- Evaluates and treats clients with visual impairments or blindness to increase function and independence in the areas of reading, writing, financial management, leisure, communication, and home management.
 - Completes skilled occupational therapy evaluation and low vision screening to develop a plan of care and make recommendations for magnification in conjunction with eye care provider.
 - Administers home assessment to address environmental concerns for home safety, glare management, and lighting.
 - Connects clients with resources provided by Future In Sight and the greater low vision and blindness system.

OCCUPATIONAL THERAPY FIELDWORK

- Encompass Health Rehabilitation Hospital of Concord** Sept. 2021 - Dec. 2021
254 Pleasant St, Concord, NH 03301
In-Patient Rehabilitation, Level IIB Fieldwork
- Evaluated and treated 5-6 patients daily with a wide range of diagnoses including fractures, amputations, cardiopulmonary conditions, CVAs, and TBIs.
 - Designed patient focused treatment sessions to address areas such as functional mobility, education, strength, standing tolerance, and fall prevention.
 - Reported patient statuses and recommendations for discharge to interdisciplinary team meetings.
- TimberNook of Barrington** Jan. 2021 - March 2021
535 Scruton Pond Rd, Barrington, NH 03825
Pediatric Community Group, Level IIA Fieldwork
- Crafted outdoor play experiences for children ages 3-12, to encourage imaginative play, promote socialization, improve strength and endurance, and foster sensory experiences.
 - Oversaw free play of children; intervening when necessary to ensure child safety.
- Fit to Garden** Jan. 2020 - April 2020
2 Terrace Dr, Newmarket, NH 03857
Older Adult Community Group, Level IB Fieldwork
- Co-lead weekly group sessions for 8-12 members in the areas of mindfulness, adaptive gardening equipment, wellness, nutrition, and ergonomics.
 - Collaboratively planned groups using the approaches of maintain, prevent, modify, and promote to increase function and independence for the occupation of gardening.

LICENSURE

- Occupational Therapy Registered, OTR #470963
New Hampshire Office of Licensed Allied Health Professionals License #3336

Amy L. Bickford

Education:

University of Massachusetts, Boston, MA **2022**
*ACVERP Orientation and Mobility Certification #23451 received 10/2022

University of Massachusetts, Boston, MA **2018**
Masters of Education in Vision Studies, Teacher of Students with Visual Impairments
**Teachers Certification: NH Endorsement 1909: Blind and Vision Disabilities*

Framingham State College; Framingham, MA **2000**
Post Baccalaureate Teachers Certification Program
**Teachers Certification: NH: Endorsement 1500: 5-12 Social Studies – NH HQT-lapsed*

University of New Hampshire; Durham, NH **1993**
Bachelor of Arts in Political Science, a complementary Minor in American History
Concentration in Spanish

Related Experience:

Future In Sight / NH Assoc. of the Blind, Concord, NH **December 2022 – Present**
Orientation & Mobility Specialist for adults

- Complete comprehensive O&M assessments for adults with multiple disabilities
- Provide direct instruction to adults with visual impairments in-home, community and rehabilitative settings.
- Collaborate with other providers to provide updates in progress
- Collect data and provide written progress reports
- Measure and order navigation tools for children and adults

Dunstan Pediatrics, Plymouth, NH **June 2021 - Present**
Itinerant Teacher of the Visually Impaired

- Create and implement specialized instruction for students with visual impairments including braille, assistive technology and CVI accommodations.
- Complete professional assessments for visually impaired students including Functional Vision/Learning Media Assessments, Assistive Technology Assessments, Cortical Visual Impairment Evaluations.
- Provide specialized instruction to visually impaired students for the implementation of assistive technology tools to access grade level curriculum materials.

Future In Sight / NH Assoc. of the Blind, Concord, NH **September 2016 – June 2021**
Itinerant Teacher of the Visually Impaired

- Provide ongoing specialized instruction for students with visual impairments.
- Work collaboratively with school administration and school teams to coordinate services, assistive technology, and curriculum adaptations necessary for visually impaired students.
- Provide ongoing education and training for staff around visual impairments

Newfound Memorial Middle School, Bristol, NH **September 2012 – May 2016**
Paraprofessional

- Modify and implement grade level curriculum in conjunction with special

education teachers and IEP.

- Work collaboratively with classroom teachers to provide direct academic support, instruction and assessment to small groups.
- Create supplemental learning activities to reinforce classroom concepts.
- Teach, model and reinforce positive social behaviors and coping strategies

Campton Elementary School, Campton, NH

September 2007 – June 2012

Paraprofessional

- Assess and refer incoming program students for developmental disabilities.
- Provide direct instruction in small group settings to assist with skill mastery and comprehension:
- Responsible for behavior management within the classroom.

Kimberly A. Carnegie, MS, COMS

PROFESSIONAL EXPERIENCE:

Future In Sight, August 2023 to Present - Orientation & Mobility Specialist for children and adults

- Provide assessment, direct instruction and consult services to school aged students with various visual impairments, needs and abilities
- Provide assessment and consult services to preschool aged children, their parents and providers
- Provide direct instruction to adults with visual impairments in community and rehabilitative settings
- Complete comprehensive O&M assessments for adults with multiple disabilities
- Develop written goals and objectives for IEP reports based on O&M skills and needs
- Create and implement specialized lesson plans to students based on their individual needs and visual impairments
- Create and share individualized lesson tools and materials with team
- Present and elaborate on assessment results and recommendations at school team meetings
- Advocate for the educational needs of students with visual impairments
- Collaborate with other providers to provide updates in progress and re-assess students' needs and goals
- Collect data and provide written progress reports on a quarterly basis
- Conduct Sensitivity Training to staff who work with adults with multiple disabilities and visual impairments
- Measure and order navigation tools for children and adults
- Organize, schedule and conduct O&M services in multiple towns in MA and NH, within a 60-mile radius

The Carroll Center for The Blind, August 2021 to present - Orientation & Mobility Specialist for children and adults

- Provide assessment, direct instruction and consult services to school aged students with various visual impairments, needs and abilities
- Provide assessment and consult services to preschool aged children, their parents and providers
- Provide direct instruction to adults with visual impairments in community and rehabilitative settings
- Complete comprehensive O&M assessments for adults with multiple disabilities
- Develop written goals and objectives for IEP reports based on O&M skills and needs
- Create and implement specialized lesson plans to students based on their individual needs and visual impairments
- Create and share individualized lesson tools and materials with team
- Present and elaborate on assessment results and recommendations at school team meetings
- Advocate for the educational needs of students with visual impairments
- Collaborate with other providers to provide updates in progress and re-assess students' needs and goals
- Collect data and provide written progress reports on a quarterly basis
- Conduct Sensitivity Training to staff who work with adults with multiple disabilities and visual impairments

- Measure and order navigation tools for children and adults
- Organize, schedule and conduct O&M services in multiple towns in MA and NH, within a 60-mile radius

Future In Sight, July 2019 to July 2021 -Orientation & Mobility Specialist for school-aged students

- Complete evaluations and provide recommendations and accommodations for O&M Services
- Provide direct, one-on-one O&M instruction to students aged 3 – 20
- Design and implement O&M curricula for students with special needs, in addition to visual impairment, including but not limited to: Autism, scoliosis, hearing impairment (dual sensory loss), seizure disorder, anxiety, emotional and behavioral disturbances, CVI, and hypotonia
- Develop measurable goals and objectives to be implemented as part of an IEP
- Participate in IEP team meetings and describe progress with O&M goals to staff and parents
- Provide direct Consultation services to Case Managers in the public-school setting
- Coordinate lessons and meetings in multiple towns around the state on an itinerary basis
- Collect data on student performance and submit written progress reports
- Provide community resource information to families
- Conduct remote training to residential staff

Paraprofessional II, December 2009 to July 2019 -

NH Locations: Pittsfield Elementary School, Alton Central School, Bedford High School

- Provide educational support services to students with special needs in the public-school setting
- Review IEP's and ensure that accommodations are being implemented
- Maintain written communication with parents and consult with school staff and providers
- Advocate for and encourage increased student independence
- Attend workshops on behavior management techniques for students with behavioral and emotional disabilities
- Provide educational assistance to a student with visual and auditory impairments
- Collaborative with TVI to ensure that student has access to all school curricula
- Modify academic materials per recommended accommodations for student with VI

Aces Tutoring, February 2012 to May 2013

Private Tutor – Elementary level students

Division of Children, Youth and Families, State of NH, July 2006 to June 2009

Protective Services Worker III - Investigation of child abuse allegations, Risk Assessment, Forensic Interviewing, collaboration with community resources, provide referrals to families in need, management of 16 assessments/cases per month, writing court reports

Children's Services, County of San Diego, November 1999 to September 2005

Protective Services Worker II – Foster Care Case Management, Investigation of child abuse allegations, Development and implementation of Family Reunification case plans, managed 15 – 20 cases per month

EDUCATION:

Bridgewater State College, Bridgewater, MA: B.S, Psychology, 1993, cum laude

San Diego State University, San Diego, CA: M.A., Counseling/School Counselor Credential, 1999

University of Massachusetts, Boston: Graduate Certification in Orientation and Mobility, 2020

CERTIFICATION:

Certified Orientation and Mobility Specialist (#22874): June 19, 2020

Academy for Certification of Visual Rehabilitation and Education Professionals (ACVREP)



**FUTURE
IN SIGHT**

**Board of Directors
FY2024**

Officers

Charlie Mathews, Chair

1st Year eff. 1-1-2023, Re-elect 2025, Max Term 2026
Elected 9-19-2017

Dr. Dorothy Hitchmoth, Vice Chair

1st Year eff. 1-1-2023, Re-elect 2025, Max Term 2028
Elected 9-19-2019

David Kenepp, Treasurer

1st Year eff. 9-15-2022, Re-elect 2024, Max Term 2029
Elected 11-21-2020

Andrew Crook, Secretary

1st Year eff. 1-1-2023, Re-elect 2025, Max Term 2030
Elected 1-20-2022



**FUTURE
IN SIGHT**

**Board of Directors
FY2024**

Directors

Dr. Kristen Bryant

Re-elect 2022, Max Term 2028
Elected 11-21-2019

Lex Gillette

Re-elect 2024, Max Term 2030
Elected 11-18-2021

Jack Crisp

Re-elect 2022, Max Term 2028
Elected 5-16-2019

David Kuhns

Re-elect 2025, Max Term 2030
Elected 3-16-2023

Kathy Corey Fox

Elected 9-2022, Max Term 2031

Judi Rogato

Re-elect 2024, Max Term 2027
Elected 11-29-2018



**FUTURE
IN SIGHT**
**Board of Directors
FY2024**

Board Emeritus

Tim Murray

William Sirak

Key Personnel

<u>Name</u>	<u>Title</u>	<u>Contract Amount</u>
Randy Pierce	President, CEO	
Nathalie Fortier	Chief Financial & Operating Officer	
Tara Dikeman	Director of Program Services	900
Courtney Hoppe	Director of Development, Marketing & Communications	1,600
Brianne Stone	Supervisor of Care Coordination	2,700
Beth Daisy	Supervisor of Occupational Therapy	9,300
Kim Carnegie	Orientation & Mobility Specialist	9,300
Amy Bickford	Orientation & Mobility Specialist	9,300
Jillian McCalvey	Occupational Therapist	9,300
Christelle Gonzales	Occupational Therapist	9,300
Stephanie Hurd	Assistive Technology & Activities Specialist	9,300