



Caitlin D. Davis
Commissioner

Richard K. Sala
Deputy Commissioner

STATE OF NEW HAMPSHIRE
Department of Education
25 Hall Street
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July 31, 2026

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Education to enter into a contract with NH Coalition for Citizens with Disabilities dba Parent Information Center (PIC) (VC#177245) Concord, NH in the amount of \$526,195.00 to provide federally required training and technical assistance to school districts to promote family-school partnerships for the State's responsibilities under the Individual's with Disabilities in Education Act (IDEA) with the option to renew for two additional years, effective upon Governor & Council approval through September 30, 2028. **100% Federal Funds.**

Funds are available in FY 2027 and anticipated to be available in FY 2028 and FY 2029 in the following accounts upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust encumbrances between fiscal years through the Budget Office, if needed and justified.

06-56-56-562010-25040000 IDEA-Special Ed-Elem/Sec

Fiscal Year	Class/ Account	Class Title	Budget
2027	102-500731	Contracts for Program Serv	\$137,323.00
2028	102-500731	Contracts for Program Serv	\$180,097.00
2029	102-500731	Contracts for Program Serv	\$45,025.00
		Subtotal	\$362,445.00

06-56-56-562010-25060000 State Prof Development

Fiscal Year	Class/ Account	Class Title	Budget
2027	102-500731	Contracts for Program Serv	\$60,000.00
2028	102-500731	Contracts for Program Serv	\$83,000.00
2029	102-500731	Contracts for Program Serv	\$20,750.00
		Subtotal	\$163,750.00

Her Excellency, Governor Kelly A. Ayotte
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Budget Summary				
Fiscal Year	2027	2028	2029	Total
Totals	\$197,323.00	\$263,097.00	\$65,775.00	\$526,195.00

EXPLANATION

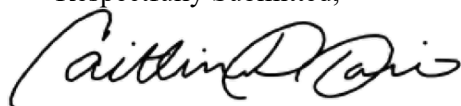
A Request for Proposals (RFP) SPED-2026-03 “*Family School Partnerships*” was posted to the Department of Administrative Services (DAS) and the NHED websites on February 13, 2026. The NHED received eight (8) proposals from the issuance of the RFP and NH Coalition for Citizens with Disabilities dba Parent Information Center received the highest score and was recommended by the team of reviewers to be awarded this contract. The Review Team included a member of the Board of Directors for NH’s Association of Special Education Administrators, an Education Consultant with the NHED Division of Learner Support’s Bureau of Special Education, a Certified Teacher of Students with Visual Impairments/Certified Orientation & Mobility Specialist, and an Instructional Coordinator with the NHED Division of Learner Support’s Office of Student and Educator Wellness.

The New Hampshire Department of Education (NHED) seeks to enter this contract with the Parent Information Center (PIC) based on its nearly fifty years of demonstrated expertise supporting families, youth with disabilities, and the educators who serve them. As the state’s federally designated Parent Training and Information Center and a required partner of the State Personnel Development Grant (SPDG), PIC maintains current, authoritative knowledge of IDEA, NH RSA 186-C, the NH Standards, and all related procedural safeguards. PIC’s long-standing collaboration with NHED and its proven ability to deliver high-quality training, resources, and individualized support make the organization exceptionally qualified to advance the State’s family engagement responsibilities, including those connected to the State Systemic Improvement Plan (SSIP).

PIC’s leadership in evidence-based family engagement practices underscores their appropriateness as a vendor. As an early adopter of the Dual Capacity-Building Framework for Family-School Partnerships, PIC has spent more than two decades providing professional development, coaching, and systems-level guidance that strengthens communication, improves family-school relationships, and supports inclusive special education practices across districts. PIC has extensive experience in Implementation Science and Systems Coaching that they have applied effectively across NHED initiatives demonstrating their capacity to support sustainable, scalable systems change aligned to statewide priorities.

This contract will enable PIC to deliver training, coaching, and resources that equip, empower, and engage families as meaningful partners in their children’s learning, particularly in support of literacy and inclusive instructional practices. Their services directly align with the SPDG’s goal of establishing a sustainable, statewide model of professional learning for educators, instructional leaders, and families, as well as NHED’s federally required, multi-year SSIP work to improve reading proficiency for students with disabilities in grades K–4.

Respectfully Submitted,



Caitlin D. Davis
Commissioner of Education

Attachment A

Scoring for Review of SPED 2026-03 Family School Partnerships Proposal

<u>Criteria for Evaluation and Scoring</u>	*Proposed Price	<u>Qualifications</u> Family Engagement Training/ Technical Assistance	<u>Qualifications</u> Implementation Science & Systems Coaching Experience	Scope of Work	Evidence of Past Success	Budget	Total Points
<u>Potential Points</u>		20	10	25	20	25	100
NH Coalition for Citizens with Disabilities dba Parent Information Center (PIC)	\$789,290	17.5	10	25	17.5	25	95
Measurement Incorporated	\$1,219,971	10	10	25	17.5	23.75	86.25
Research Triangle institute dba RTI International	\$1,550,070	13.75	8.13	25	16.25	20	83.13
Public Consulting Group, LLC (PCG)	\$377,000	8.75	6.25	25	17.5	18.75	76.25
Strategic Calibration Training Systems	\$300,000	.63	.31	23.75	10	18.75	53.44
Granite Hearth	\$41,500	.63	3.12	15	10	17.5	46.25
Office of the Advocate for Special Education	\$1,575,000	.63	.31	1.25	1.25	17.5	20.94
Moms Making a Difference	\$242,000	.63	0	6.25	1.25	12.5	20.63

*Price proposals based on a contract end date of September 30, 2029, contract submitted will end on September 30, 2028.

Reviewers	Title
Terra Geer	Treasurer and Board of Director Member of NH Association of Special Education Administrators
Lynnette Lawrence	NHED Bureau of Special Education Support, Education Consultant
Adrienne Shoemaker	NH certified Teacher of Students with Visual Impairments (TVI) and Certified Orientation & Mobility Specialist (COMS)
Molly W. White	NHED Office of Student and Educator Wellness, Instructional Coordinator

Review Process

Scoring review occurred from Friday, April 17th through Friday, May 29, 2026. RFPs were reviewed and scored individually by reviewers. The final score for each vendor was awarded based on an average of individual reviewer scores. The review committee recommends awarding the NH Coalition for Citizens with Disabilities dba Parent Information Center the contract.

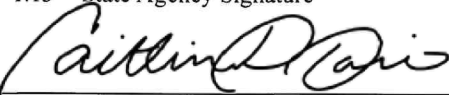
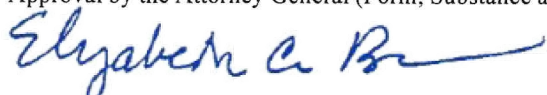
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

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 Coalition for Citizens with Disabilities dba Parent Information Center (PIC)		1.4 Contractor Address 54 Old Suncook Road, Concord, NH 03301	
1.5 Contractor Phone Number (603) 224-7005	1.6 Account Unit and Class See Exhibit C	1.7 Completion Date 9/30/2028	1.8 Price Limitation \$526,195
1.9 Contracting Officer for State Agency Amy Aiello		1.10 State Agency Telephone Number (603) 271-1536	
1.11 Contractor Signature  Date: 7/29/2026		1.12 Name and Title of Contractor Signatory Michelle Lewis, Executive Director	
1.13 State Agency Signature  Date: 8/10/26		1.14 Name and Title of State Agency Signatory Caitlin D. Davis, Commissioner of Education	
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 A. Brown, Attorney On: 8/10/26			
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.

**EXHIBIT A
SPECIAL PROVISIONS**

Additional Exhibits D, E, F, and 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).

Subject to Governor and Council approval, the contractor's acceptable performance, and the identified ongoing need, authorizing the New Hampshire Department of Education (NHED) to include a renewal option on this contract for an additional two years.

EXHIBIT B SCOPE OF SERVICES

NH Coalition for Citizens with Disabilities, dba Parent Information Center (PIC) will provide the following scope of work to the New Hampshire Department of Education upon Governor and Council approval and in collaboration and coordination with NHED:

Deliverable 1: Assist the Agency in developing materials and resources relative to family engagement.

- 1.1 Develop marketing and communication materials, strategies and participant meetings to support NH families in understanding key topics including but not limited to:
 - a. Least Restrictive Environment (up to two meetings per year)
 - b. Indicator 8 - Parent Involvement in Special Education Survey (up to two meetings per year), and
 - c. Indicator 14 - Secondary Transition/Post-School Outcomes (up to two meetings per year)
- 1.2 Participate in activities related to Program Approval and General Supervision (PAGS), including but not limited to:
 - a. Conducting two PAGS Cohort Introduction Sessions annually,
 - b. Facilitating up to 40 PAGS Entrance Conferences per year, and
 - c. Promoting, attending, and contributing to planning three meetings annually with past, present and future PAGS districts for stakeholder engagement sessions.
- 1.3 Support the Agency in facilitating up to 40 PAGS Listening Sessions annually by:
 - a. Managing, promoting and monitoring registration for listening sessions,
 - b. Creating and managing virtual meeting spaces, including chat functionality,
 - c. Developing marketing materials and messaging for PAGS Listening Sessions,
 - d. Coordinating the accessibility of materials including translation and interpretation services,
 - e. Documenting listening session notes,
 - f. Designing and collecting survey feedback for each session, and
 - g. Providing the Agency with a narrative summary of listening session notes and survey results.
- 1.4 Support the Agency in disseminating information and promoting best practices in family engagement through activities including, but not limited to:
 - a. Delivering up to ten days of professional development training opportunities, as needed
 - b. Present at the Agency's annual Information Day, and
 - c. Provide technical assistance and guidance to the field, as needed.
- 1.5 Develop a toolkit for the Agency to distribute to Local Education Agencies (LEAs) enabling them to establish, implement, and sustain their own Special Education Parent Advisory Councils (SEPACs).

Deliverable 2: Support the Agency in implementing the State Systemic Improvement Plan (SSIP) and the State Personnel Development Grant (SPDG), with a focus on family engagement in literacy and tiered prevention initiatives.

- 2.1 Participate in the SSIP/SPDG State Leadership Team (2 hrs./meeting quarterly)
- 2.2 Facilitate up to ten Family Engagement workgroups annually directed by SSIP/SPDG Partner Engagement Team and State Leadership Teams, as needed
- 2.3 Develop literacy and tiered prevention resources and strategies aligned with the Dual-Capacity Building Framework for Family-School Partnerships to enhance the capacity of Local Education Agencies (LEAs) to:
 - a. Recruit, engage and retain family representatives as active members of implementation site leadership teams
 - b. Create the "How to Develop a Two-way Communication Plan with Families Toolkit" that foster trust, transparency, and consistent engagement between schools and families

Contract Agreement Between NH Coalition for Citizens with Disabilities dba Parent Information Center (PIC)
and the New Hampshire Department of Education

Contractor Initials

Date 7/24/2024

- c. Create and distribute user-friendly materials and tools as directed by NHED, including family information sessions and interactive events, to help families understand their child's development and progress and support learning activities at home.
- 2.4 Develop and update training and resources for families to support their understanding of literacy and tiered prevention frameworks and their role in supporting student success that directly address the specific needs and priorities identified by participating implementation sites.
- 2.5 Collaborate with the Agency's Literacy and Tiered Prevention Coach(es) to:
 - a. Provide targeted support to family representatives serving on the implementation site leadership teams, ensuring their active engagement and contribution, and
 - b. Develop and deliver relevant family engagement content for one, one-hour School-based Coach Peer Learning Community (PLC) and one, one-hour Administrator PLC meeting per year.
- 2.6 In collaboration with the Agency, support the design and implementation of evaluation activities related to family engagement, including meeting with the project evaluator up to 4 times annually for the purpose of:
 - a. Developing surveys,
 - b. Facilitating focus groups (up to four annually), and
 - c. Analyzing feedback to inform continuous improvement efforts.
- 2.7 Coordinate, promote, and facilitate quarterly engagement meetings with New Hampshire families to gather input, share information, and strengthen family-school partnerships
- 2.8 Develop the four-part *Building Collaborative Partnerships with Families and Communities* online training module series, including all associated tools and resources, and integrate the content into the NHED Canvas platform
- 2.9 Support the Agency with training, coaching and technical assistance in Systems Coaching, including
 - a. Provide bi-annual training and technical assistance regarding Implementation Science and Systems Coaching
 - b. Provide bi-weekly Systems Coach check-ins for Agency Coaches to support implementation and capacity-building, and
 - c. Developing and facilitating a monthly Professional Learning Community (PLC) for Agency Coaches to assist in developing tools and resources to build their capacity to support systems change and family engagement with participating implementation site leadership teams.

Deliverable 3: Organize, promote and facilitate engagement input sessions with New Hampshire families.

- 3.1 Meet annually with NHED to develop a Family Engagement Plan that includes:
 - a. Purpose and protocol for family engagement input sessions,
 - b. Outreach, marketing, and communication strategies
- 3.2 Recruit participants and conduct family engagement input sessions to gather feedback regarding the Family Centered Early Supports and Services (FCESS)-to-preschool transition process. (Four input sessions per year with one session each year to be focused on transition from Part C to Part B)
- 3.3 Collect, analyze, and summarize themes and recommendations from families, and provide findings four times per year to NHED in formats directed by the Department, and
- 3.4 Schedule and conduct monthly interagency agreement meetings in coordination with NHED, family engagement partners and local partners to incorporate family voice into the transition process and support ongoing systems improvement.

**EXHIBIT C
METHOD OF PAYMENT**

Budget:

Budget Description	FY27	FY28	FY29	Total
Professional Services	\$197,323.00	\$263,097.00	\$65,775.00	\$526,195.00

PIC Personnel Labor Rates & Roles FY 2027-2029

FY 2027 July 1-2026—June 30, 2027

Role	Rate
Executive Director	\$85.00
Director of Programs	\$60.00
Staff	\$45.00
Marketing & Communications	\$55.00
Administrative Assistant	\$40.00
Instructional Designer	\$125.00

FY 2028 July 1-2027—June 30, 2028

Role	Rate
Executive Director	\$85.00
Director of Programs	\$60.00
Staff	\$45.00
Marketing & Communications	\$55.00
Administrative Assistant	\$40.00
Instructional Designer	\$125.00

FY 2029 July 1-2028—June 30, 2029

Role	Rate
Executive Director	\$85.00
Director of Programs	\$60.00
Staff	\$45.00
Marketing & Communications	\$55.00
Administrative Assistant	\$40.00
Instructional Designer	\$125.00

Limitations on Price: In no case shall the total budget exceed the price limitation of \$526,195.00.

Source of Funding: Funds are available in FY27, and are anticipated to be available in FY28 and FY29 in the following accounts upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust encumbrances between fiscal years through the Budget Office, if needed and justified.

06-56-562010-25040000 IDEA-Special Ed-Elem/Sec

Fiscal Year	Class/ Account	Class Title	Budget
2027	102-500731	Contracts for Program Serv	\$137,323.00
2028	102-500731	Contracts for Program Serv	\$180,097.00
2029	102-500731	Contracts for Program Serv	\$45,025.00
		Subtotal	\$362,445.00

Contract Agreement Between NH Coalition for Citizens with Disabilities dba Parent Information Center (PIC)
and the New Hampshire Department of Education

Contractor Initials 
Date 7/7/2026

06-56-56-562010-25060000 State Prof Development

Fiscal Year	Class/ Account	Class Title	Budget
2027	102-500731	Contracts for Program Serv	\$60,000.00
2028	102-500731	Contracts for Program Serv	\$83,000.00
2029	102-500731	Contracts for Program Serv	\$20,751.00
		Subtotal	\$163,750.00

Fiscal Year	FY27	FY28	FY29	Total
Totals	\$197,323.00	\$263,097.00	\$65,775.00	\$526,195.00

Method of Payment: Payment will be made upon the submission of a monthly invoice that is received by the 15th of the following month, which is supported by a summary of activities/completed deliverables (to include date, activity description, role/person responsible, hourly rate, and number of hours per activity) that have taken place in accordance with the terms of the contract. 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 will be submitted electronically to:

Amy Aiello
Amy.E.Aiello@doe.nh.gov

Contract Agreement Between NH Coalition for Citizens with Disabilities dba Parent Information Center (PIC)
 and the New Hampshire Department of Education

Contractor Initials EA
 Date 7/29/2026

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.

Revised 1-14-26 for ADA Compliance

Contractor Initials 0
Date 7/29/2026

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 NHED. The certification or explanation shall be considered in connection with the NHED'S determination whether to enter into Contract.
- d. The Contractor shall provide immediate written notice to the NHED 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.

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

<https://www.gsa.gov/forms-library/disclosure-lobbying-activities>

- 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 NHED 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.

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 NHED.

Any discovery or invention that arises during the course of the contract shall be reported to the NHED. 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 NHED 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 NHED and its partners, must remain the exclusive property of the NHED.

Confidential information means all data and information related to the business and operation of the NHED, 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 NHED, financial information, partner information (including the identity of NHED partners), Contractor and supplier information, (including the identity of NHED 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 NHED 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 NHED or subcontracted with the Contractor.

Ownership of Intellectual Property

The NHED shall retain ownership of all source data and other intellectual property of the NHED provided to the Contractor in order to complete the services of this agreement. As well the NHED 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 NHED.

Revised 1-14-26 for ADA Compliance

Contractor Initials *W*
Date 7/29/2026

Certificate of Authority

I, **Michele Watson**,

hereby certify that I am a duly appointed representative of
(Name of person filling out this form)

NH Coalition for Citizens with Disabilities, dba Parent Information Center (PIC)

Name of company

I hereby certify that Michelle Lewis, Executive Director, is
(Name & Title of person who signed contract)

authorized to execute contracts on behalf of NH Coalition for Citizens with Disabilities, dba Parent Information Center (PIC)
Name of company and may bind the

organization thereby.

I hereby certify that said authority 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**. 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: 07/29/2026

Attest: Michele Watson
Michele Watson (Jul 29, 2026 12:44:52 EDT)
(Name & Title of person filling out this form)
Board Chair

State of New Hampshire

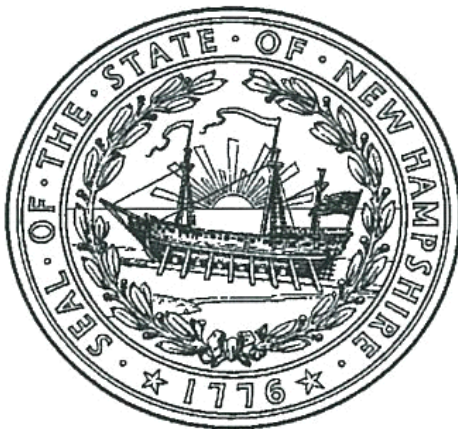
Department of State

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on October 07, 1975. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: **63839**

Certificate Number: **0007976049**



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 July A.D. 2026.

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

David M. Scanlan
Secretary of State



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/08/2026

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 Cross Insurance-Manchester 1100 Elm Street Manchester NH 03101		CONTACT NAME: Connor Mills PHONE (A/C, No, Ext): (603) 669-3218 E-MAIL ADDRESS: manch.certs@crossagency.com FAX (A/C, No): (603) 645-4331	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Philadelphia Indemnity Ins Co	
		INSURER B: AmGuard Ins Co	
		INSURER C: Mount Vernon Fire Ins. Co.	
		INSURER D:	
		INSURER E:	
		INSURER F:	
INSURED NH Coalition For Citizens With Disabilities Inc., DBA: Parent Information Center 54 Old Suncook Rd Concord NH 03301-7317			

COVERAGES**CERTIFICATE NUMBER:** 26-27 All Lines incl D&O**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY			PHPK2623474-014	01/01/2026	01/01/2027	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	☒ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						\$
A	AUTOMOBILE LIABILITY			PHPK2623474-014	01/01/2026	01/01/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
	☒ HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
A	☒ UMBRELLA LIAB ☒ OCCUR			PHUB889100-014	01/01/2026	01/01/2027	EACH OCCURRENCE \$ 1,000,000
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE \$
	☐ DED ☒ RETENTION \$ 10,000						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			NHW775435 (3A.) NH	01/01/2026	01/01/2027	☒ PER STATUTE ☐ OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y / N					E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	N	N/A				E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Directors & Officers Liability			NDO2003251T	01/01/2026	01/01/2027	General Aggregate 1,000,000
							Each Occurrence 1,000,000
							Retention 500

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

Refer to policy for exclusionary endorsements and special provisions.

CERTIFICATE HOLDER**CANCELLATION**The New Hampshire Department of Education
25 Hall Street

Concord

NH 03301

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

AUTHORIZED REPRESENTATIVE

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NONPROFIT COVER SHEET

A. Entity Name: NH Coalition for Citizens with Disabilities dba Parent Information Center

B. Entity's Contact Information for Records Requests (e.g., resumes of key personnel; audited financial statements):

Michelle Lewis, mlewis@picnh.org or 603-224-7005 ext. 116

C. List Board of Directors and Affiliations

<u>Name (Identify any additional role(s) in Parentheses)</u>	<u>Affiliations</u>
Michele Watson (Chair)	Volunteer Engagement
Jocelyn Charles (Vice Chair)	Family Member
Dana Hill (Secretary)	Family Member
Sandra Fay (Treasurer)	Finance
Brandy Cassada	Family Member
Alyssa Kimball	Family Member
Beth Marrocco	Family Member
Alyssa Antonucci	Family Member
Tara MacDonald	Family Member
Misty Martinez-Bohannon	Family Member
Rachelle Enes	Family Member

D. List Key Personnel (Resumes must be available upon request to the person(s) listed in section B or may be attached):

<u>Name</u>	<u>Role</u>	<u>Annual Salary</u>	<u>Amount Paid From This Contract</u>
Michelle Lewis	Executive Director	\$85,000	20%
Jennifer Cunha	Director of Programs	\$58,500	60%

DISCLOSURE OF LEGAL ACTIVITIES INVOLVING THE STATE OF NEW HAMPSHIRE OR ANOTHER GOVERNMENT ENTITY

E. Check one of the following:

- ☒ [X] The entity is **not currently or has not been** party to any legal proceeding involving the State of New Hampshire (or any agency or subdivision thereof) or any other state/federal government entity before any adjudicative body in any jurisdiction **OR**
- ☐ [] The entity is or has been party to one or more legal proceedings as set forth above. Identify the jurisdiction, court or other adjudicative body, case number, and briefly describe the nature of the proceeding (Attached extra sheet if necessary).
-
-
-

CHARITABLE TRUSTS UNIT COMPLIANCE CERTIFICATION

F. Check one of the following:

- ☒ [X] is registered and in good standing with the New Hampshire Department of Justice Charitable Trusts Unit (** see note below) **or** has submitted a complete application for registration to the Charitable Trusts Unit and is awaiting a registration determination **OR**
- ☐ [] is not required to register with the Charitable Trusts Unit because it is neither tax-exempt under section 501(c)(3) of the Internal Revenue Code nor engages in charitable solicitations in the State of New Hampshire **OR**
- ☐ [] is exempt from registration with the Charitable Trusts Unit because it is a federal or state government, agency, or subdivision or is a religious organization, an integrated auxiliary of a religious organization, or is a convention or association of churches.

**** Note:** Attached screen shot from the DOJ Registered Charities List found at:

<https://mm.nh.gov/files/uploads/doj/remote-docs/registered-charities.pdf>

FINANCIAL DISCLOSURES

G. Check one the following:

- ☒ [x] The organization hired an outside firm to audit its financial statements or to prepare GAAP-compliant financial statements for its most recently completed fiscal year. If so, please ensure that the financial statements and audit results are available to be requested from the contact listed on Page 1 (audited financials may be attached) **OR**
- ☐ [] The above does not apply, but the organization filed an IRS Form 990 or Form 990-EZ for its most recently completed fiscal year. Please attach that IRS Form 990 or Form 990-EZ to the submission. (Form 990 Schedule B is not required) **OR**
- ☐ [] ***If neither of the above apply***, complete the Income Statement and Balance Sheet below with the following basic financial information from the organization's most recently completed fiscal year:

1. INCOME STATEMENT

	<u>Revenue</u>		<u>Expenses</u>
<i>Grants</i>	\$	<i>Compensation of officers, directors, and key personnel</i>	\$
<i>Donations</i>	\$		
<i>Program Services Revenue</i>	\$	<i>Other salaries & wages</i>	\$
<i>Interest & Dividends</i>	\$	<i>Payroll taxes & employee benefits</i>	\$
<i>All other Revenue</i>	\$	<i>Occupancy, rent, utilities, and insurance</i>	\$
<u>Total Revenue</u>	\$	<i>Printing, publications, postage, office supplies, and IT</i>	\$
		<i>All other expenses</i>	\$
		<u>Total Expenses</u>	\$

2. BALANCE SHEET

<u>Assets</u>		<u>Liabilities</u>	
<i>Cash & Equivalents</i>	\$	<i>Accounts Payable</i>	\$
<i>Investments</i>	\$	<i>Loans Payable</i>	\$
<i>Real Estate (less any depreciation)</i>	\$	<i>All other liabilities</i>	\$
<i>Other Property & Equipment (less any depreciation)</i>	\$	<u>Total Liabilities</u>	\$
<i>Pledges, grants, accounts receivable</i>	\$		
<i>All other assets</i>	\$		
<u>Total Assets</u>	\$		

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

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

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



New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center

FINANCIAL STATEMENTS

with

SUPPLEMENTARY INFORMATION

June 30, 2025 and 2024

With Independent Auditor's Report



INDEPENDENT AUDITOR'S REPORT

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

Opinion

We have audited the accompanying financial statements of New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center (the Organization), which comprise the statement of financial position as of June 30, 2025, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the 2025 financial statements referred to above present fairly, in all material respects, the 2025 financial position of the Organization as of June 30, 2025, and the change 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 Organization 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.

Prior Period Financial Statements

The financial statements of the Organization as of and for the year ended June 30, 2024 were audited by other auditors whose report, dated April 7, 2025, expressed an unmodified opinion on those statements.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the 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 Organization'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.

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

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 Organization'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 Organization'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.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of program services is presented for purposes of additional analysis and is not a required part of the financial statements. Such supplementary information is the responsibility of management and was derived from, and relates directly to, the underlying accounting and other records used to prepare the financial statements. The supplementary information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with U.S. GAAS. In our opinion, the accompanying supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

BDMP Assurance, LLP

Portland, Maine
January 27, 2026

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

Statements of Financial Position

June 30, 2025 and 2024

	2025			2024		
	Without Donor Restrictions	With Donor Restrictions	Total	Without Donor Restrictions	With Donor Restrictions	Total
ASSETS						
Current assets						
Cash and cash equivalents	\$ 12,436	\$ 12,466	\$ 24,902	\$ 95,098	\$ 12,466	\$ 107,564
Investments	578,722	-	578,722	480,107	-	480,107
Grants receivable	181,563	-	181,563	89,698	-	89,698
Accounts receivable	925	-	925	5,750	-	5,750
Prepaid expenses	8,731	-	8,731	8,839	-	8,839
Total current assets	782,377	12,466	794,843	679,492	12,466	691,958
Property and equipment, net	7,099	-	7,099	9,086	-	9,086
Operating lease right-of-use assets	133,196	-	133,196	52,280	-	52,280
Total assets	<u>\$ 922,672</u>	<u>\$ 12,466</u>	<u>\$ 935,138</u>	<u>\$ 740,858</u>	<u>\$ 12,466</u>	<u>\$ 753,324</u>
LIABILITIES AND NET ASSETS						
Current liabilities						
Accounts payable	\$ 13,501	\$ -	\$ 13,501	\$ 2,271	\$ -	\$ 2,271
Accrued payroll and related liabilities	42,206	-	42,206	37,322	-	37,322
Current portion of operating lease liabilities	44,295	-	44,295	41,976	-	41,976
Total current liabilities	100,002	-	100,002	81,569	-	81,569
Operating lease liabilities, net	89,051	-	89,051	11,354	-	11,354
Total liabilities	<u>189,053</u>	<u>-</u>	<u>189,053</u>	<u>92,923</u>	<u>-</u>	<u>92,923</u>
Net assets						
Without donor restrictions						
Undesignated	481,031	-	481,031	400,388	-	400,388
Board-designated	252,588	-	252,588	247,547	-	247,547
With donor restrictions	-	12,466	12,466	-	12,466	12,466
Total net assets	<u>733,619</u>	<u>12,466</u>	<u>746,085</u>	<u>647,935</u>	<u>12,466</u>	<u>660,401</u>
Total liabilities and net assets	<u>\$ 922,672</u>	<u>\$ 12,466</u>	<u>\$ 935,138</u>	<u>\$ 740,858</u>	<u>\$ 12,466</u>	<u>\$ 753,324</u>

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

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

Statements of Activities

Years Ended June 30, 2025 and 2024

	2025			2024		
	Without Donor Restrictions	With Donor Restrictions	Total	Without Donor Restrictions	With Donor Restrictions	Total
Revenue and support						
Government grants	\$ 765,851	\$ -	\$ 765,851	\$ 715,813	\$ -	\$ 715,813
Contributions	180,947	-	180,947	110,271	-	110,271
Contributed nonfinancial assets (office space)	14,070	-	14,070	16,080	-	16,080
Program service fees	87,963	-	87,963	175,220	-	175,220
Conferences and workshops	950	-	950	15,453	-	15,453
Investment income	23,635	-	23,635	13,442	-	13,442
Miscellaneous	1,500	-	1,500	2,590	-	2,590
Net assets released from restrictions	-	-	-	9,000	(9,000)	-
Total revenue and support	<u>1,074,916</u>	<u>-</u>	<u>1,074,916</u>	<u>1,057,869</u>	<u>(9,000)</u>	<u>1,048,869</u>
Expenses						
Program services	742,706	-	742,706	739,382	-	739,382
General and administration	240,925	-	240,925	238,199	-	238,199
Fundraising	<u>5,601</u>	<u>-</u>	<u>5,601</u>	<u>4,614</u>	<u>-</u>	<u>4,614</u>
Total expenses	<u>989,232</u>	<u>-</u>	<u>989,232</u>	<u>982,195</u>	<u>-</u>	<u>982,195</u>
Change in net assets	85,684	-	85,684	75,674	(9,000)	66,674
Net assets, beginning of year	<u>647,935</u>	<u>12,466</u>	<u>660,401</u>	<u>572,261</u>	<u>21,466</u>	<u>593,727</u>
Net assets, end of year	<u>\$ 733,619</u>	<u>\$ 12,466</u>	<u>\$ 746,085</u>	<u>\$ 647,935</u>	<u>\$ 12,466</u>	<u>\$ 660,401</u>

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

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

Statements of Functional Expenses

Years Ended June 30, 2025 and 2024

	2025				2024			
	Program Services	General and Administration	Fundraising	Total	Program Services	General and Administration	Fundraising	Total
Personnel expenses:								
Salaries and wages	\$ 563,246	\$ 133,353	\$ -	\$ 696,599	\$ 544,654	\$ 122,068	\$ -	\$ 666,722
Benefits	34,401	6,475	-	40,876	41,186	7,490	-	48,676
Payroll taxes	42,320	11,244	-	53,564	41,235	10,201	-	51,436
Professional services	-	27,891	-	27,891	-	22,099	-	22,099
Contracted services	4,267	2,000	-	6,267	5,957	600	700	7,257
Office	9,269	8,329	-	17,598	4,555	5,883	60	10,498
Information technology	10,484	11,617	-	22,101	22,974	13,545	-	36,519
Occupancy	41,453	21,324	-	62,777	24,037	41,385	-	65,422
Travel	8,046	167	-	8,213	15,546	175	54	15,775
Conferences and seminars	1,461	-	-	1,461	18,627	495	-	19,122
Depreciation	-	3,437	-	3,437	3,264	-	-	3,264
Insurance	-	5,433	-	5,433	-	4,873	-	4,873
Other expenses	20,190	6,332	5,601	32,123	9,360	5,751	3,800	18,911
Printing and reproduction	7,319	592	-	7,911	7,807	1,232	-	9,039
Equipment, repairs, and maintenance	-	1,835	-	1,835	-	1,887	-	1,887
Training	250	896	-	1,146	180	515	-	695
Total expenses	<u>\$ 742,706</u>	<u>\$ 240,925</u>	<u>\$ 5,601</u>	<u>\$ 989,232</u>	<u>\$ 739,382</u>	<u>\$ 238,199</u>	<u>\$ 4,614</u>	<u>\$ 982,195</u>

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

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

Statements of Cash Flows

Years Ended June 30, 2025 and 2024

	<u>2025</u>	<u>2024</u>
Cash flows from operating activities		
Change in net assets	\$ 85,684	\$ 66,674
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Depreciation	3,437	3,264
Unrealized losses on investments	224	784
Change in operating assets and liabilities		
Grants receivable	(91,865)	(3,139)
Accounts receivable	4,825	46,015
Prepaid expenses	108	3,937
Accounts payable	11,230	(5,713)
Accrued payroll and related liabilities	4,884	221
Operating leases	<u>(900)</u>	<u>300</u>
Net cash provided by operating activities	<u>17,627</u>	<u>112,343</u>
Cash flows from investing activities		
Purchases of property and equipment	(1,450)	(1,722)
Purchases of investments	(98,839)	(810,749)
Proceeds from sale of investments	<u>-</u>	<u>329,858</u>
Net cash used by investing activities	<u>(100,289)</u>	<u>(482,613)</u>
Net change in cash and cash equivalents	(82,662)	(370,270)
Cash and cash equivalents, beginning of year	<u>107,564</u>	<u>477,834</u>
Cash and cash equivalents, end of year	<u>\$ 24,902</u>	<u>\$ 107,564</u>

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

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

Notes to Financial Statements

June 30, 2025 and 2024

Organization

New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center (the Organization) was incorporated in 1975 for the purpose of creating a unified body of citizens, which would promote the general welfare for all citizens with disabilities. The Organization's mission is to provide families and youth, with a focus on children/youth with disabilities/special health care needs, and the providers who serve them with the knowledge and support they need to make informed decisions that enhance each child's development and well-being. The Organization impacts lives through the following major program service areas:

New Hampshire Family Voices (NHFV) - The Organization has entered into an agreement to assume administrative and financial responsibilities of New Hampshire Family Voices (NHFV). As such, the balances and activity of NHFV have been included in the Organization's financial statements and further outlined in Note 12 and in the supplemental schedule of program services. Intercompany balances and accounts, if any, have been eliminated. This program is funded primarily through the State of New Hampshire, Department of Health and Human Services Bureau of Special Medical Services, to provide assistance to families and professionals caring for children with chronic conditions and/or disabilities through direct contact (telephone, e-mail, and in person), publication development and dissemination, workshops, website, and training.

Parent Training and Information Center (PTI) - This program is funded by the United States Department of Education, Office of Special Education Programs, to provide information, referral, training, and support to parents of children with disabilities.

Race 2K - This program is funded through the State of New Hampshire Department of Education, Bureau of Special Education Supports to provide information, support, and technical assistance to school districts and others, including families, to improve outcomes for preschool children with disabilities and their families. This program also collaborates with other State initiatives the impact preschool special education.

Other Programs

Preschool Development Grant (PDG) - This program is funded by a contract with the NH PDG administered by the University of New Hampshire to provide family voice training and support, promote family leadership and engagement efforts at all levels of the early childhood system, and implement and expand the Birth through Age 8 Family and Community Team governance quadrant of NH's early childhood advisory council.

Family to Family (F2F) - This program is funded by the United States Department of Education Health Resources and Services Administration (HRSA) to provide information, education, training, outreach, and peer support to families of children and youth with special healthcare needs and the professionals who serve them.

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

Notes to Financial Statements

June 30, 2025 and 2024

Youth Health Care Transition Services - This project is funded through the State of New Hampshire, Department of Health and Human Services, Bureau of Family Centered Services to provide youth health care transition planning and support for children, ages 14 to 21 years, with special health care needs; their families; and their providers, statewide. Guided by an advisory council of representative stakeholders, the project focus is to improve health care transition at the individual, provider and system levels.

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

1. Summary of Significant Accounting Policies

Basis of Presentation

The financial statements have been prepared in accordance with U.S. generally accepted accounting principles (U.S. GAAP). Accordingly, net assets of the Organization and changes therein are classified and reported as follows:

Net Deficit Without Donor Restrictions - Net assets that are not subject to donor imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. This classification may be used at the discretion of the Organization, management, and the Board of Directors. The Board has designated from net assets without restrictions, net assets for New Hampshire Family Voices.

Net Assets With Donor Restrictions - Net assets subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. At June 30, 2025 and 2024, the Organization did not have any net assets with donor restrictions to be maintained in perpetuity.

Use of Estimates

The preparation of the financial statements in conformity with 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. Any adjustments applied to estimated amounts are recognized in the year in which such adjustments are determined.

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

Notes to Financial Statements

June 30, 2025 and 2024

Cash and Cash Equivalents

For purposes of reporting in the statements of cash flows, the Organization considers all cash and highly liquid investments available for current use with original maturities of three months or less, and which are neither held for nor restricted by donors for long-term purposes, are considered to be cash and cash equivalents.

Investments

Investments are reported at their fair value in the statements of financial position. Investment purchases are recorded at cost or, if donated, at fair value on the date of donation. Net investment return is reported in the statements of activities and consists of interest and dividend income, realized and unrealized gains and losses, less external investment expenses. The Organization did not pay external investment expenses during the fiscal years ended June 30, 2025 and 2024, respectively.

Grants Receivable

Amounts recorded as grants receivable represent cost-reimbursable contracts and grants, which is based on the incurrence of allowable qualifying expenses and/or the performance of certain requirements have been met or performed. Grants receivable are recorded at net realizable value and are generally due and collectible within one year. Management assesses the need for an allowance for uncollectible grants receivable, which is based on historical experience and a review of subsequent collections. Based on that assessment, management has determined that no allowance is necessary as of June 30, 2025 and 2024.

Accounts Receivable

Accounts receivable are stated at the amount management expects to collect from outstanding balances. As of June 30, 2025 and 2024, management believes all receivables are collectible and therefore no allowance for credit losses exists.

A rollforward of accounts receivable, net activity is as follows as of June 30:

	<u>2025</u>	<u>2024</u>
Balance, beginning of year	\$ 5,750	\$ 51,765
Net payments, charges, and adjustments	<u>(4,825)</u>	<u>(46,015)</u>
Balance, end of year	\$ <u>925</u>	\$ <u>5,750</u>

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

Notes to Financial Statements

June 30, 2025 and 2024

Property and Equipment

Acquisitions of property and equipment in excess of \$1,000 are capitalized. Property and equipment purchased are recorded at cost. Donations of property and equipment are recorded as contributions at their estimated fair value on the date received. Depreciation of property and equipment is calculated using the straight-line method over the estimated useful lives of the respective assets, which range from three to ten years.

Leases

The Organization is a lessee in noncancellable operating leases for office space and equipment. There were no finance leases at June 30, 2025 and 2024. The Organization determines if an arrangement is a lease, or contains a lease, at inception of a contract and when the terms of an existing contract are changed. The Organization recognizes a lease liability and a right-of-use (ROU) asset at the commencement date of the lease. The lease liability is initially and subsequently recognized based on the present value of its future lease payments. Variable payments are included in the future lease payments when those variable payments depend on an index or a rate. The Organization generally does not have access to the rate implicit in the lease and, therefore, the Organization utilizes a risk-free rate as the discount rate at the lease commencement date for all classes of underlying assets.

The ROU asset is subsequently measured throughout the lease term at the amount of the remeasured lease liability (i.e., present value of the remaining lease payments), plus unamortized initial direct costs, plus (minus) any prepaid (accrued) lease payments, less the unamortized balance of lease incentives received, and any impairment recognized. Lease cost for lease payments is recognized on a straight-line basis over the lease term.

The Organization has elected, for all underlying classes of assets, to not recognize ROU assets and lease liabilities for short-term leases that have a lease term of 12 months or less at lease commencement, and do not include an option to purchase the underlying asset that the Organization is reasonably certain to exercise. The Organization recognizes lease costs associated with short-term leases on a straight-line basis over the lease term.

The Organization has lease agreements with lease and non-lease components, which are generally accounted for separately. The Organization has elected, for all underlying classes of assets, to account for each separate lease component of a contract and its associated non-lease components (repairs and maintenance) as a single lease component. For arrangements accounted for as a single lease component, there may be variability in future lease payments as the amount of the non-lease components is typically revised from one period to the next. These variable lease payments are recognized in operating expenses in the period in which the obligation for those payments was incurred.

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

Notes to Financial Statements

June 30, 2025 and 2024

Revenue Recognition

Revenue derived from cost-reimbursable contracts and grants is conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Organization has incurred expenditures or met performance requirements in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures or meeting performance requirements, if any, are reported as refundable advances in the statements of financial position.

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

Revenue from program service fees is recognized when the performance obligation of providing the services are met. The performance obligation of training support and coaching, activity planning, and student support, is simultaneously received and consumed by the participants; therefore, the revenue is recognized when the service occurs. Upon receipt of a prepayment from a participant, the Organization recognizes a contract liability in the amount of the prepayment for its performance obligation to provide services in the future.

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

Contributed Nonfinancial Assets

Volunteers contribute significant amounts of time to program services, administration, and fundraising and development activities; however, the financial statements do not reflect the value of these contributed services because they do not meet recognition criteria prescribed by U.S. GAAP. There were no such contract liabilities as of June 30, 2025 and 2024.

Donated use of facilities is reported as a contribution and as an expense at the estimated fair value of similar space for rent under similar conditions. If the use of the space is promised unconditionally for a period greater than one year, the amount is reported as contributed nonfinancial assets and an unconditional promise to give at the date of the gift, and the expense is reported over the term of use. There were no such contract liabilities as of June 30, 2025 and 2024.

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

Notes to Financial Statements

June 30, 2025 and 2024

Functional Expenses

The costs of providing programs and supporting services have been summarized on a functional basis in the statements of activities.

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

Income Taxes

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

Financial Instruments and Credit Risk

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

Subsequent Events

For purposes of the presentation of these financial statements in conformity with U.S. GAAP, the Organization has considered transactions or events occurring through January 27, 2026, which was the date that the financial statements were available to be issued.

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

Notes to Financial Statements

June 30, 2025 and 2024

2. Availability and Liquidity of Financial Assets

Management evaluates liquidity and funding needs at the Organization level. Financial assets available for general expenditure of the Organization, that is, without donor or other restrictions limiting their use, within one year of the date of the statement of financial position were comprised of the following at June 30:

	<u>2025</u>	<u>2024</u>
Financial assets:		
Cash and cash equivalents	\$ 24,902	\$ 107,564
Investments	578,722	480,107
Grants receivable	181,563	89,698
Accounts receivable	<u>925</u>	<u>5,750</u>
Total financial assets	786,112	683,119
Less amounts unavailable to be used within one year:		
Board-designated net assets	(252,588)	(247,547)
Net assets with donor purpose restrictions	<u>(12,466)</u>	<u>(12,466)</u>
Financial assets available within one year	<u>\$ 521,058</u>	<u>\$ 423,106</u>

To help manage unanticipated liquidity needs, Parent Information Center has available a line credit in the amount of \$50,000 (Note 5).

The Board-designated net assets identified above have been excluded from financial assets available within one year as these have been designated by the Board to cover the operations of NHFV and not for the use of Parent Information Center operations.

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

3. Fair Value Measurement and Investments

Financial Accounting Standards Board (FASB) Accounting Standards Codification (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.

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

Notes to Financial Statements

June 30, 2025 and 2024

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.

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

A portion of investment assets are classified within Level 1 because they are comprised of U.S. Treasury securities and money market funds with readily determinable and quoted fair values based on daily redemption values. The Organization invests in corporate bonds and certificates of deposit traded in financial markets. Those corporate bonds and certificates of deposit are valued by the custodians of the securities using pricing models based on credit quality, time to maturity, stated interest rates, and market-rate assumptions and are classified within Level 2.

Investments measured at fair value on a recurring basis are summarized below:

Fair Value Measurements at June 30, 2025 Using:				
	<u>Total</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Money market	\$ 251,441	\$ 251,441	\$ -	\$ -
Corporate bonds	24,891	-	24,891	-
U.S. Treasury securities	62,013	62,013	-	-
Certificates of deposit	<u>240,377</u>	<u>-</u>	<u>240,377</u>	<u>-</u>
Total investments	<u><u>\$ 578,722</u></u>	<u><u>\$ 313,454</u></u>	<u><u>\$ 265,268</u></u>	<u><u>\$ -</u></u>

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

Notes to Financial Statements

June 30, 2025 and 2024

	Fair Value Measurements at June 30, 2024 Using:			
	<u>Total</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Money market	\$ 231,016	\$ 231,016	\$ -	\$ -
Corporate bonds	29,978	-	29,978	-
U.S. Treasury securities	19,663	19,663	-	-
Certificates of deposit	<u>199,450</u>	<u>-</u>	<u>199,450</u>	<u>-</u>
Total investments	<u>\$ 480,107</u>	<u>\$ 250,679</u>	<u>\$ 229,428</u>	<u>\$ -</u>

Interest and dividends and net realized and unrealized gains (losses) on investments are reflected in the accompanying statements of activities as investment income, net of fees.

4. Property and Equipment

Property and equipment consisted of the following at June 30:

	<u>2025</u>	<u>2024</u>
Furniture, fixtures, and equipment	\$ 20,483	\$ 19,033
Leasehold improvements	<u>872</u>	<u>872</u>
	21,355	19,905
Less: accumulated depreciation	<u>(14,256)</u>	<u>(10,819)</u>
Property and equipment, net	<u>\$ 7,099</u>	<u>\$ 9,086</u>

5. Line of Credit

Parent Information Center has available a \$50,000 revolving line of credit available, collateralized by all assets. Borrowings under the line bear interest at a rate based on the Wall Street Journal Prime Rate plus 1.75%, adjusted daily. At June 30, 2025 and 2024, the entire amount was available.

6. Leases

The Organization rents office space and equipment under non-cancelable operating lease agreements with monthly payments ranging from \$30 to \$3,450. The leases expire at various dates through December 2028.

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

Notes to Financial Statements

June 30, 2025 and 2024

While all agreements provide minimum lease payments, some include payments adjusted for maintenance charges. Variable payments are not determinable at the lease commencement and are not included in the measurement of lease assets and liabilities. The lease agreements do not include any material residual value guarantees or restrictive covenants.

The following table presents the right-of-use assets and lease liabilities as of June 30:

	<u>2025</u>	<u>2024</u>
Assets		
Right-of-use assets – operating leases	\$ <u>133,196</u>	\$ <u>52,280</u>
Liabilities		
Current portion of operating lease liabilities	\$ <u>44,295</u>	\$ <u>41,976</u>
Operating lease liabilities, net of current portion	\$ <u>89,051</u>	\$ <u>11,354</u>
Weighted-average discount rate, operating leases	3.54 %	3.54 %
Weighted-average remaining lease term, operating leases (in years)	3.17	1.54

Future minimum lease payments under the operating leases for the years ending June 30 are as follows:

2026	\$ 47,333
2027	42,000
2028	43,200
2029	<u>7,200</u>
Total future undiscounted operating lease payments	139,733
Less present value discount	<u>(6,387)</u>
Total operating lease liability	133,346
Less current portion	<u>(44,295)</u>
Operating lease liability, net of current portion	\$ <u>89,051</u>

In May 2025, the Organization entered into a leasing extension for office space that resulted in additional ROU assets and lease liabilities equal to \$120,513 to begin on September 1, 2025 and conclude on August 31, 2028.

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

Notes to Financial Statements

June 30, 2025 and 2024

7. Net Assets

Board-Designated Net Assets

Net assets without donor restrictions include board-designated net assets relating to funds held on behalf of NHFV as part of the Organization's fiscal sponsorship agreement (see Organization note). Board-designated net assets at June 30, 2025 and 2024 totaled \$252,588 and \$247,547, respectively.

Net Assets with Donor Restrictions

Net assets with donor restrictions were restricted for the following purposes at June 30:

	<u>2025</u>	<u>2024</u>
Support families with an autism diagnosis	\$ 10,311	\$ 10,311
PMC - Prevention Makes Cents	<u>2,155</u>	<u>2,155</u>
Total net assets with donor restrictions	<u>\$ 12,466</u>	<u>\$ 12,466</u>

Net assets were released from restrictions by incurring expenses satisfying the restricted purpose or upon receipt of donor approval to remove the restriction and totaled \$9,000 for the year ended June 30, 2024. There were no releases during 2025.

8. Grants

The Organization has been awarded cost-reimbursable grants of \$127,269 that have not been recognized at June 30, 2025 because qualifying expenditures have not yet been incurred.

Due to the federal government's review and potential restructuring of federal funding priorities, there is uncertainty regarding the continuation and amount of future funding from federal sources. The Organization is monitoring policy developments and may need to explore alternative funding sources to mitigate potential impacts.

9. Contributed Nonfinancial Assets

The Organization received contributed nonfinancial assets in the amount of \$14,070 and \$16,080 for the years ended June 30, 2025 and 2024, respectively. These contributed nonfinancial assets related to building usage and were utilized for the NHFV program. The building usage was valued at the estimated fair value based on the market rates for similar space in the area. There were no associated donor restrictions.

10. Retirement Plan

The Organization provides a tax-deferred annuity plan qualified under Section 403(b) of the IRC. The plan covers all employees of the Organization. Employees may make contributions to the plan up to the maximum amount allowed by the IRC. The Organization is not required to make matching employer contributions and did not make any employer contributions to the plan for the years ended June 30, 2025 and 2024, respectively.

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

Notes to Financial Statements

June 30, 2025 and 2024

11. Concentrations of Risk

A material part of the Organization's revenue is dependent upon government sources, the loss of which would have a materially adverse effect on the Organization. In fiscal years 2025 and 2024, funding from government entities were as follows:

	Percentage of Revenues for Fiscal Year <u>2025</u>	Fiscal Year <u>2024</u>	Percentage of Receivables for Fiscal Year <u>2025</u>	Fiscal Year <u>2024</u>
United States Department of Education	33 %	25 %	34 %	28 %
State of New Hampshire	56 %	33 %	66 %	60 %
University of New Hampshire	- %	11 %	- %	- %
United States Department of Health and Human Services	11 %	10 %	- %	5 %

12. Fiscal Sponsorship

As discussed in the Organization note, the Organization has entered into an agreement to assume administrative and financial responsibilities of NHFV. The statements of financial position and statement of activities included the following amounts related to NHFV as of June 30:

	<u>2025</u>	<u>2024</u>
Cash and cash equivalents	\$ 204,008	\$ 212,324
Accounts receivable	<u>65,871</u>	<u>46,533</u>
Total assets	<u>\$ 269,879</u>	<u>\$ 258,857</u>
Accounts payable	\$ 12,061	\$ 5,376
Accrued payroll and related liabilities	<u>5,230</u>	<u>5,934</u>
Total liabilities	<u>17,291</u>	<u>11,310</u>
Net assets	<u>252,588</u>	<u>247,547</u>
Total liabilities and net assets	<u>\$ 269,879</u>	<u>\$ 258,857</u>
Total revenue and support	\$ 393,629	\$ 464,365
Total expenses, primarily program services	(343,764)	(375,287)
Allocated general and administrative expenses	<u>(44,824)</u>	<u>(55,790)</u>
Change in net assets	<u>\$ 5,041</u>	<u>\$ 33,288</u>

Certain assets of NHFV are restricted for use in its programs and are not available to satisfy obligations of the Organization. Creditors of NHFV generally have no recourse to the general assets of the Organization.

SUPPLEMENTARY INFORMATION

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

Schedule of Program Services

For the Year Ended June 30, 2025

	<u>NHFV</u>	<u>PTI</u>	<u>Race 2K</u>	<u>Other</u>	<u>Total</u>
Revenue and support					
Government grants	\$ 358,355	\$ 251,920	\$ 141,591	\$ 13,985	\$ 765,851
Contributions	1,159	-	-	100	1,259
Contributed nonfinancial assets (office space)	14,070	-	-	-	14,070
Program service fees	11,169	-	-	76,794	87,963
Conferences and workshops	-	-	-	175	175
Investment income	8,876	-	-	-	8,876
Miscellaneous	-	-	-	900	900
Total revenue and support	<u>393,629</u>	<u>251,920</u>	<u>141,591</u>	<u>91,954</u>	<u>879,094</u>
Direct expenses					
Personnel expense:					
Salaries and wages	254,934	167,351	102,792	38,169	563,246
Benefits	22,289	8,342	3,331	439	34,401
Payroll taxes	19,075	12,609	7,767	2,869	42,320
Contracted services	1,404	-	2,863	-	4,267
Office	3,853	1,201	4,215	-	9,269
Information technology	2,825	2,770	3,305	1,584	10,484
Occupancy	19,155	13,096	6,191	3,011	41,453
Travel	3,568	1,972	351	2,155	8,046
Conferences and seminars	75	107	1,279	-	1,461
Other expenses	12,851	6,600	317	422	20,190
Printing and reproduction	3,485	3,834	-	-	7,319
Training	250	-	-	-	250
Total direct expenses	<u>343,764</u>	<u>217,882</u>	<u>132,411</u>	<u>48,649</u>	<u>742,706</u>
Indirect expenses	<u>44,824</u>	<u>33,827</u>	<u>10,488</u>	<u>15,436</u>	<u>104,575</u>
Total expenses	<u>388,588</u>	<u>251,709</u>	<u>142,899</u>	<u>64,085</u>	<u>847,281</u>
Net program income (loss)	\$ <u>5,041</u>	\$ <u>211</u>	\$ <u>(1,308)</u>	\$ <u>27,869</u>	\$ <u>31,813</u>

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

Schedule of Program Services

For the Year Ended June 30, 2024

	<u>NHFV</u>	<u>PTI</u>	<u>Race 2K</u>	<u>Other</u>	<u>Total</u>
Revenue and support					
Government grants	\$ 386,426	\$ 246,933	\$ 63,408	\$ 19,046	\$ 715,813
Contributions	785	-	-	-	785
Contributed nonfinancial assets (office space)	16,080	-	-	-	16,080
Program service fees	56,000	-	-	119,220	175,220
Conferences and workshops	-	-	-	15,453	15,453
Investment income	<u>5,074</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,074</u>
Total revenue and support	<u>464,365</u>	<u>246,933</u>	<u>63,408</u>	<u>153,719</u>	<u>928,425</u>
Direct expenses					
Personnel expense:					
Salaries and wages	267,350	169,243	47,097	60,964	544,654
Benefits	26,839	9,236	3,108	2,003	41,186
Payroll taxes	20,234	12,876	3,524	4,601	41,235
Contracted services	2,957	2,400	-	600	5,957
Office	1,738	2,715	51	51	4,555
Information technology	15,116	2,264	2,701	2,893	22,974
Occupancy	16,080	4,677	1,387	1,893	24,037
Travel	7,079	1,683	366	6,418	15,546
Conferences and seminars	2,435	1,372	299	14,521	18,627
Depreciation	1,950	172	316	826	3,264
Other expenses	7,161	222	-	1,977	9,360
Printing and reproduction	6,168	1,466	-	173	7,807
Training	<u>180</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>180</u>
Total direct expenses	<u>375,287</u>	<u>208,326</u>	<u>58,849</u>	<u>96,920</u>	<u>739,382</u>
Indirect expenses	<u>55,790</u>	<u>37,712</u>	<u>16,380</u>	<u>12,610</u>	<u>122,492</u>
Total expenses	<u>431,077</u>	<u>246,038</u>	<u>75,229</u>	<u>109,530</u>	<u>861,874</u>
Net program income (loss)	\$ <u>33,288</u>	\$ <u>895</u>	\$ <u>(11,821)</u>	\$ <u>44,189</u>	\$ <u>66,551</u>

Michelle L. Lewis

EMPLOYMENT

August 2002-present	NH Parent Information Center , Concord, NH - Executive Director, January 2013-present - Race2K Project Director, August 2005-present - PTI Project Director, December 2007-present - DaSy Family Engagement Consultant, December 2019-present - iSocial Project Director, August 2019-June 2023 - NCSI Co-Lead CSLC, September 2015-October 2019 - PTAN Consultant, August 2009-June 20018 - Interim Executive Director, July 2012-January 2013 - PIRC Project Director, August 2002-October 2003
07/00-06/02	Treatment Foster Care Worker, Family Works, Inc., Madison, Wisconsin
10/96-07/00	Youth Offender Response Team Worker, Larimer County Department of Human Services, Fort Collins, Colorado

DEGREE

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

PROFESSIONAL CAPABILITIES

Leadership

- Successfully span the divide between regular education and special education, earning the trust and respect of PIC staff across multiple programs, helping the agency to work more effectively together
- Simultaneously manage multiple projects with both federal and state grant funding, adhering to federal and state guidelines
- Skilled at resolving interpersonal and interagency conflicts
- Built effective partnerships with NH Department of Education, Department of Health and Human Services, school districts, Part C, community agencies and families thereby helping children succeed

Communication Skills

- Organized, clear and concise federal and state reports that highlight project successes
- Provide information at multiple levels, ensuring audience understands before moving forward
- Collaborate with NH Department of Education and Department of Health and Human Services on early childhood transition and other early intervention and special education issues important to families
- Create family-friendly materials on topics related to early childhood, special education, and the importance of family involvement in education
- Provide high quality technical assistance to school personnel, early intervention providers, and families focused on enhancing the collaboration between schools, families and communities
- Successfully facilitated the listening sessions, focus groups and interagency agreements

Project Development

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

Systems Change and Policy Development

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

State and National Boards/Workgroups/Teams (present and past)

- SSIP Core Team
- Interagency Coordinating Committee (ICC)
- NH Council for Thriving Children
- NE-PACT Advisory Board
- ATinNH Advisory Board
- Pyramid Model State Leadership Team
- iSocial State Leadership Team
- NH Results-Based Accountability (RBA) Cross-State Learning Collaborative Team Member
- NH 619 Accountability Cohort Team Member

Jennifer Cunha

SKILLS & EXPERTISE

- Leadership & Program Development
- Family-School Partnership Facilitation
- Stakeholder Collaboration
- Implementation Science
- Training & Technical Assistance
- Early Childhood and Post-Secondary Transition
- Special Education Advocacy

EDUCATION

Bachelor of Science in Special Education, Minor in Sociology

Lesley College, Cambridge, MA, 1996

PROFESSIONAL EXPERIENCE

The Parent Information Center

Concord, NH • 2002 to Present

- **Director of Programs (Current)**
 - Develop and oversee agency fee for service programming
 - Collaborate with state, community and local partners to support the capacity for family-school partnerships
- **Project Coordinator, Race2K (Current)**
 - Conduct training and technical assistance regarding the transition from Early Intervention to Special Education and Least Restrictive Environment.
 - Support School Districts develop and implement strategies to support the provision of quality early childhood and early childhood special education programs and services.
 - Facilitate development and implementation of Interagency agreements between NH Birth to 3 Programs and School Districts.
- **Master Process Coach, iSocial**
 - Assist Site and Community Pyramid Model Implementation Leadership Teams to develop infrastructure for implementing the Pyramid Model Framework.
 - Develop statewide resources, training materials, and processes to support leadership teams in capacity building.
 - Provide coaching to External Process Coaches.
 - Develop and implement Local Process Coach training programs.
- **Facilitator, Volunteer Advocates for Special Education Training Program**
 - Coordinate participants, presenters, and materials.
 - Facilitate weekly sessions and activities.
 - Provide support to participants in applying knowledge to assist parents in the special education process
- **Project Director, NH Connections**
 - Align with NH Department of Education's family-school partnership priorities in special education, with a focus on Indicator 8 of the State Performance Plan.
 - Oversee and supervise program facilitators.
 - Develop and execute statewide and individual plans to enhance family-school partnerships.
- **Parent Trainer, Information and Resource Specialist**
 - Conduct workshops on various topics related to special education for diverse audiences.
 - Respond to inquiries and provide guidance on rights and responsibilities under IDEA 2004, NH Standards, ADA, and Section 504.

- Develop and implement curricula for early childhood and secondary transition processes for parents, youth, and professionals.

Research Assistant, Lesley College Center for Reading Recovery

Cambridge, MA • 1992 to 1996

- Coordinated conference committees and performed reading assessments.
- Collected data on early literacy and managed general office tasks.

Community Liaison, Nashua Center for the Multiply Handicapped

Nashua, NH • 1995

- Supported two adult women with developmental disabilities.
- Managed personal care, community inclusion, data collection, and skill development.

Managerial Experience in Hospitality

Not Your Average Joe's, Methuen, MA • 2001 to 2002

- Managed daily operations, staffing, hiring, scheduling, and bar inventory.

Shorty's Management Group, NH & MA • 2000 to 2001

- Oversaw daily operations, staffing, hiring, and scheduling.

Lui Lui, Nashua, NH • 1999 to 2001

- Managed operations, staffing, payroll, inventory, and purchasing.

New England Restaurant Company (On the Border Mexican Café), MA • 1996 to 1999

- Key Hourly: Performed managerial duties, managed deposits, invoicing, and corporate training.
 - Bookkeeper: Handled payroll, accounts payable, and manager-corporate office coordination.
-

G = Good Standing; X = Not in Good Standing; S = Suspended

Reg. No.	Charity Name	Address	City	State	Zip	Status	Report Due
1369	NH Bar Foundation	2 Pillsbury Street, Suite 300	Concord	NH	03301-3502	G	10/15/2026
30312	NH Baseball League	203 Center Road	Pembroke	NH	03275	X	5/15/2020
16227	NH Basketball Coaches Organization	36 CEDAR STNEWMARKET, NH 03857-1118	NEWMARKET	NH	03857-1118	G	2/14/2027
17334	NH Battle Flags Preservation Committee	40 Lake Road	Brentwood	NH	03833	X	5/15/2019
1651	NH Bible Society	PO Box 1087	Concord	NH	03302	X	5/15/2024
19271	NH Black Women Health Project	PO Box 5932	Manchester	NH	03108	G	5/15/2027
6061	NH Boat Museum	130 Whittier HighwayMoultonboro, NH 03254	Moultonboro	NH	03254	G	5/15/2027
4859	NH Breast Cancer Coalition	142 Lowell Road, Unit 17-200	Hudson	NH	03051-4938	G	5/15/2027
11446	NH Breastfeeding Task Force	124 Aaron Drive	Manchester	NH	03109	G	5/15/2027
4170	NH Business Committee for the Arts	155 Dow Street Suite 402	Manchester	NH	03101	G	9/15/2026
15544	NH Businesses for Social Responsibility	PO Box 3562	Concord	NH	03302-3562	G	11/15/2026
36091	NH Cal Ripken Baseball, Inc.	4 Scotland Road	Durham	NH	03824	G	5/15/2027
18043	NH Campus Consortium Against Sexual & Interpersonal Violence	541 Main Street	New London	NH	03257	G	11/14/2027
13709	NH Canine Troopers Association, Inc.	107 North State Street	Concord	NH	03301	X	5/15/2021
17370	NH Capital Region Habitat for Humanity	PO Box 546Warner, NH 03278	Warner	NH	03278	G	11/15/2026
19078	NH Catholic Community Radio	C/O 180 Loudon Road	Concord	NH	03301	G	5/15/2027
34027	NH Center for Justice & Equity	22 Concord StManchester, NH 03101	Manchester	NH	03101	G	11/15/2026
14596	NH Center for Nonprofits	3 North Spring Street, Suite 101	Concord	NH	03301	G	11/15/2026
19965	NH Center for Public Interest Journalism	38 Edgewoodr Drive	Barrington	NH	03825	G	5/15/2027
14460	NH Challenge, Inc.	PO Box 1435	Merrimack	NH	03054-1435	X	5/15/2023
10172	NH Chapter of the American College of Physicians, Inc.	Two Capital Plaza, Ste. 401Concord, NH 03301	Concord	NH	03301	G	11/14/2026
19428	NH Chapter of the Korean War Veterans Association	177 Pako Avenue	Keene	NH	03431	X	5/15/2023
2663	NH Charitable Foundation	37 Pleasant Street	Concord	NH	03301-4005	G	11/15/2026
11037	NH Children's Health Foundation	49 South Main Street, Suite 204	Concord	NH	03301	G	5/15/2027
3531	NH Children's Trust, Inc.	105 B Loudon Road Suite 201	Concord	NH	03301	G	11/15/2026
1878	NH Circle of Home & Family, Inc	200 Alliance Way, Apt. 333C	Manchester	NH	03102	G	1/15/2027
30861	NH Civics	2 White Street	Concord	NH	03301	G	5/15/2027
1652	NH Coalition Against Domestic & Sexual Violence	100 North Main Street, Suite 300	Concord	NH	03302-0353	G	11/14/2026
30089	NH Coalition for Afghan Women Judges	1000 Elm Street 17th Floor	Manchester	NH	03101	G	5/15/2027
2664	NH Coalition for Citizens With Disabilities	54 Old Suncook Road	Concord	NH	03301	G	11/15/2026
40313	NH Coalition for Community Media	PO Box 10306	Burlington	NH	05410-0306	X	5/15/2018
4996	NH Coalition for Occupational Safety & Health	161 Londonderry Turnpike	Hookset	NH	03106	X	2/15/2025
31840	NH Coalition of Recovery Residences	20A Northwest Blvd Box 105Nashua, NH 03063	Nashua	NH	03063	G	11/15/2026