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August 12, 2015

Her Excellency, Governor Margaret Wood Hassan
 and the Honorable Council
 State House
 Concord, NH 03301

REQUESTED ACTION

Authorize the Department of Education, Bureau of Vocational Rehabilitation to enter into a contract with Granite State Independent Living, Concord, New Hampshire (Vendor Code 155330) to provide independent living services in an amount not to exceed \$183,983.00 effective October 1, 2015 through September 30, 2016. **83% Federal Funds, 17% General Funds.**

Funds to support this request are anticipated to be available in the following accounts in FY 2016 and FY 2017 upon the availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between State Fiscal years through the Budget Office, if needed and justified, Independent Living Services (Part B):

FY 2016	06-56-56-565510-64850000-102-500731	Contracts for Program Services	\$129,474.00
FY 2016	06-56-56-565510-64850000-601-500931	State Fund Match	8,526.00
FY 2017	06-56-56-565510-64850000-102-500731	Contracts for Program Services	23,779.00
FY 2017	06-56-56-565510-64850000-601-500931	State Fund Match	22,204.00

EXPLANATION

The New Hampshire Department of Education receives an annual grant of \$305,350 from the United States Department of Health and Human Services, Administration on Community Living, Independent Living Administration. The grant under Title VII, Part B of the Rehabilitation Act of 1973, as amended, enables the state to continue to provide independent living services to individuals with significant disabilities so that they can become more independent in their homes and communities. The Department provides services through contracts with nonprofit organizations which are directed and managed primarily by persons with significant disabilities. The services provided under this contract are available statewide.

Granite State Independent Living has a governing board that is controlled by persons with disability and provides the four core independent living services of advocacy, information and referral, skills training, and peer support counseling. Granite State Independent Living is the only federally approved center for independent living in the state. The purpose of Granite State Independent Living is to promote life with independence for people with disabilities who reside in the state, which makes them uniquely suited to

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provide services to persons with disabilities. Services to be provided under the contract with Granite State Independent Living include: service coordination, adaptive equipment, exterior ramps and doorway enlargements, accessible transportation, and travel training.

A request for proposal was posted to the Manchester Union Leader (June 8-10, 2015), the Department of Education's website, the Statewide Independent Living Council's website, and released to community based organizations that are potential or former vendors. Three proposals were received, Granite State Independent Living, Northeast Deaf and Hard of Hearing Services, Inc., and the Brain Injury Association of New Hampshire. A committee comprised of employees from the Department of Education and a former Administrator of the Adult Workforce Investment Program at the Work Opportunity Council, Department of Resources and Economic Development reviewed the proposals submitted utilizing an evaluation tool that was developed based on the request for proposal requirements (Attachment A). The committee recommended funding Northeast Deaf and Hard of Hearing Services, Inc. which will provide service coordination, sight service coordination for individuals who are deaf-blind, Computer Assisted Real Time Captioning (CART) services, and interpreter services to the deaf, hard of hearing, and deaf-blind population in the amount of \$59,778.00; Granite State Independent Living will provide service coordination, access services, transportation, and travel training for persons with disabilities in the amount of \$183,983.00; and, the Brain Injury Association of New Hampshire (BIANH) will provide family neuro-resource facilitation, armed forces and post-traumatic stress disorder online resource center, information and referral services for persons with acquired brain injury, and a program which provides family to family support in the amount of \$68,009.00. The Three grantees for Title VII, Part B resources will be awarded monies, pending Governor and Council approval.

The rationale for the decision to fund three proposals is based on Title VII, Part B, Section 713, of the Rehabilitation Act of 1973, as amended. Section 713 articulates the authorized uses for Part B resources. This section states that Part B monies may be used to "support activities to increase the capacities of public and nonprofit agencies and organizations and other entities to develop comprehensive approaches or systems for providing independent living services."

Each response to the Request for Proposals for Title VII, Part B monies addressed service provision to different populations of individuals with disabilities that continued to be underserved.

The Title VII, Part B FY16 RFP review occurred on Wednesday, July 1, 2015.

The RFP review panel consisted of employees from the Department of Education and a former Administrator of the Adult Workforce Investment Program at the Work Opportunity Council, Department of Resources and Economic Development:

Lisa Hatz, Administrator III of Field Services, Bureau of Vocational Rehabilitation. Ms. Hatz brings 14 years of experience in developing and monitoring new contracts and initiatives related to Vocational Rehabilitation field services. She offers a wide range of experience related to service provision to people with disabilities.

Sharon DeAngelis, Business Administrator II, Division of Career Technology and Adult Learning. Ms. DeAngelis has 23 years of experience in developing and monitoring budgets for the Division as well as contract development and monitoring contract requirements.

Joan Holleran, Administrator I, External Relations. Ms. Holleran has administered the Independent Living program at the Department of Education for 15 years and has extensive experience in developing and monitoring the Independent Living contracts during the past decade.

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William Finn, Administrator II, Services for Blind and Visually Impaired (SBVI). Mr. Finn has worked in the field of vision rehabilitation and education for 42 years. He has been the Administrator of SBVI for 16 years and has a wealth of experience in mobility and orientation, education, and independent living.
Bonnie St. Jean, Former Administrator of the Adult Workforce Investment Program at the Work Opportunity Council, Department of Resources and Economic Development. She has over 35 years of experience in the development of workforce program for both youth and adults.

In the event that Federal funds are unavailable additional General funds will not be requested to support this program.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Virginia M. Barry" with a stylized flourish at the end.

Virginia M. Barry, Ph.D.
Commissioner of Education

Attachment A

SCORING FOR REVIEW OF FY 16 TITLE VII, PART B PROPOSALS

Proposal Criteria in the RFP

Statement of Need	10 Points
Project Description	20 Points
Sustainability	20 Points
Organizational Capacity	15 Points
Collaboration	15 points
Project and Organization Budget	<u>20 Points</u>
Possible Points	100 Points

Grant Score (70 passing)

<u>Title VII, Part B FY 15 Grantee</u>	<u>Amount</u>	<u>Peer Review</u>
Brain Injury Association of New Hampshire	\$ 68,009.00	92.6
Granite State Independent Living	183,983.00	91.6
Northeast Deaf and Hard of Hearing Services	59,778.00	81.4

Subject:

Granite State Independent Living -INDEPENDENT LIVING

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name NHDOE-Division of Career Technology & Adult Learning		1.2 State Agency Address 21 South Fruit St., Suite 20, Concord, NH 03301	
1.3 Contractor Name Granite State Independent Living		1.4 Contractor Address 21 Chenell Drive, Concord, NH 03301	
1.5 Contractor Phone Number 603.228.9680	1.6 Account Number 565510-6485-102-500731	1.7 Completion Date 09/30/2016	1.8 Price Limitation \$183,983.00
1.9 Contracting Officer for State Agency Virginia M. Barry, Ph.D. Commissioner of Education		1.10 State Agency Telephone Number 603.271.3142	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Clyde E. Terry, CEO	
1.13 Acknowledgement: State of <u>NH</u> , County of <u>Merrimack</u> On <u>July 16th 2015</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace [Seal]			
1.13.2 Name and Title of Notary or Justice of the Peace CYNTHIA L. PARIS, NOTARY			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Virginia M. Barry, Ph.D. Commissioner of Education	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) By: On: 8/27/15			
1.18 Approval by the Governor and Executive Council By: _____ On: _____			

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.
3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement (“Effective Date”).
3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

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

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

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

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

7. PERSONNEL.
7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.
7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.
7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State’s representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer’s decision shall be final for the State.

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

- 8.1.1 failure to perform the Services satisfactorily or on schedule;
- 8.1.2 failure to submit any report required hereunder; and/or
- 8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

- 8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;
- 8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;
- 8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or
- 8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

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

9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

10. TERMINATION. In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination

Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

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

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS. The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written consent of the State.

13. INDEMNIFICATION. The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

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

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per occurrence; and

14.1.2 fire and extended coverage insurance covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

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

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be

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attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) days prior written notice of cancellation or modification of the policy.

15. WORKERS' COMPENSATION.

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

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

17. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire.

19. CONSTRUCTION OF AGREEMENT AND TERMS.

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual

intent, and no rule of construction shall be applied against or in favor of any party.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.

EXHIBIT A

The Contractor shall determine eligibility based on 34 CFR Part 364.51 and 364.4 (21) (Authority: 29 U.S.C. 706(11)(c)(e)), develop and approve Independent Living Plans based on 34 CFR 364.52, (Authority: 29 U.S.C 71(c) and 796c(e) and (j) and provide independent living services up to the limit of the contract based on 34 CFR 364.4 sections (1) through (21), (Authority: 29 U.S.C. 79692(1)).

I. Professional Services

The Contractor shall identify individuals who may be eligible for services, develop documentation in support of their eligibility and complete application information necessary to support their eligibility during the contract period for the following activities:

Service Coordination

1. The Contractor shall employ personnel who are specialists in the development and provision of independent living services in accordance with 34 CFR 364.23.
2. Provide information about independent living services and make referral to other programs for individuals with significant disabilities as required under 34 CFR 364.40.
3. Staff shall obtain medical, psychological, psychiatric, educational, vocational, social and financial information necessary to support eligibility for services under this program in accordance with 34 CFR 364.56. Consumers shall be notified of their right to appeal decisions made by the contractor. Consumers shall also be notified of the services of the Client Assistance Program and how to contact them in accordance with 34 CFR 364.30.
4. Staff shall assist applicants in the completion of application forms, and the development of the Independent Living Plan following the determination of eligibility prior to providing services in accordance with 34 CFR 364.50 and 34 CFR 364.52.
5. The Contractor shall coordinate services with other state and local programs to avoid duplication of services in accordance with 34 CFR 364.27.
6. Staff shall develop and maintain a consumer service record for each independent living program consumer. Documentation shall include eligibility or ineligibility decisions signed and dated by the Service Coordinator, services requested by the consumer, the Independent Living Plan developed with the consumer or a waiver signed by the consumer stating that an Independent Living Plan is unnecessary, the services actually provided, and goals achieved by the consumer in accordance with 34 CFR 364.53.
7. The Independent Living Plan (ILP) shall identify the service(s) to be provided, the approximate cost and duration; the provider; the goal of the program; the intermediate objective(s) to be attained as a result of the service(s); and the review period and criteria against which each objective shall be measured. Services that are needed beyond the period that is specified in the ILP will be provided only when the ILP is amended to specify an extension, and there is justification that the intermediate objective(s) can be attained only if the extension is approved.

8. Staff shall apply for and document in the consumer service record specific comparable benefits sought and obtained, prior to billing the Department of Education, Division of Career Technology and Adult Learning's Independent Living Program in accordance with 34 CFR 364.35.
9. Staff shall assist the consumer in the completion of a financial needs test and inform consumers of the \$5,000 annual limit per 12 month period which begins on the date of eligibility, for a service or combination of services. Services provided will be contingent upon financial need.

Exceptions to the limit of \$5,000 per 12 month period may be granted by the director of the organization providing services to the individual. The director will examine the financial status of the individual and make a determination whether the individual would be denied a necessary service if the service is not provided under Title VII, Part B.

When an individual requires a service or services that exceed the \$5,000 limit and the request for the service is denied, the director of the organization providing services shall notify the individual in writing. A copy of the consumer's rights, including the rights for appeal shall be included with this written notification. When an individual is denied a service under Title VII, Part B, the service provider shall offer an appeal procedure that complies with 34 CFR 364.58 and has been approved by the Statewide Independent Living Council (SILC) and the Designated State Unit (DSU).

10. Staff shall maintain contact with consumers and service providers to ensure that services are being delivered in a timely and appropriate manner. Contacts will be documented in the consumer service record.
11. Staff shall coordinate service delivery between service providers and eligible consumers to ensure timely and appropriate services until each consumer's program is determined to be inactive or closed.
12. Staff shall provide quarterly reports indicating consumers served and total number of hours provided. At the end of the contract period a final report shall incorporate total number of consumers served, services provided, and hours of service provided under each service category of the contract.
13. Staff shall maintain a Management Information System to produce the Title VII, 704 Annual Performance Report as required in 34 CFR Parts 364, 365, and 366.

Access Services

1. The Contractor shall provide necessary adaptive equipment to improve the independence of individuals who are determined eligible as required in 34 CFR 364.51.
2. Staff will oversee construction of ramps, monitor the construction quality, and ensure that they meet the Barrier Free Design Code of the State of New Hampshire. Exterior permanent ramps and entry doorways shall be made to an existing structure and no additions shall be made to any structure.
3. The Contractor shall acquire bids from construction contractors. Contractors will be required to submit their qualifications, which will include credit references, trade references and customer references. The contractor will submit a bid which is in accordance with the evaluation done by the Access Specialist. The construction will be monitored by the Service Coordinator at appropriate stages of construction.

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4. If necessary adaptive equipment is available only from a single source, this information shall be indicated in the consumer service record. The narrative shall include the vendors contacted. If a consumer requests a vendor whose bid is higher, the consumer shall pay the difference between the lowest bid and the higher amount. Vendors or contractors shall be qualified to provide services purchased at competitive prices.
5. Staff shall ensure that the consumer completes a form acknowledging receipt of the adaptive equipment or completion of the ramp and/or the primary entrance doorway is satisfactory to the consumer.

Transportation Services

1. The Contractor shall provide or arrange accessible van transportation services as needed to improve the independence of individuals who are determined eligible in accordance with 34 CFR 364.51.
2. Van drivers shall be provided training in Defensive Driving and Passenger Assistance Techniques.
3. The transportation coordinator shall utilize the most appropriate transportation system in response to a request for transportation services and coordinate among riders to ensure that maximum utilization of services exists.
4. Van drivers shall assist the riders as necessary getting on and off the lift, entering or exiting a building, securing tie-downs and seat belts, as required by riders and prudent to their safety and comfort.
5. The Contractor shall document for each consumer served, dates of service, mileage accrued, purpose of the trip, destination, whether the individual was a new Part B consumer, and identification of the driver.
6. The Contractor shall provide transportation services to individuals with disabilities who are unable to operate a vehicle and cannot obtain other means of transportation services. These individuals with disabilities will arrange their own transportation via other modes of transportation such as buses, taxis, or hired private vehicles.
7. The Contractor shall maintain a current list of consumers who have an Independent Living Plan which identifies this service. Consumers will call the Transportation Coordinator in advance of their scheduled trip and will use the most efficient and cost effective means of utilizing this transportation service.

Travel Training

1. The Contractor will provide transit training to individuals with disabilities to teach them how to access public transportation.

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II Program Evaluation

The Contractor shall conduct bi-annual customer satisfaction surveys as a documentation of quality assurance and program evaluation. The survey will document the individual satisfaction with the services provided measuring the extent to which the services received improved the consumer's ability to live independently. Results shall be compiled and presented to the Department of Education, Vocational Rehabilitation Independent Living Program and the Statewide Independent Living Council bi-annually.

III. Reporting.

All Title VII, Part B funds must be tracked separately, as well as services that were provided by the resources. Monthly reports are required, no later than 10 days, after the close of the previous month. The report/log should identify the following items: type of service being provided, staff providing the service, date of the service, hours of the service, and consumers receiving the service. The grantee will submit with these reports, monthly invoices for services provided, as described above. The first report and invoice will be due November 10, 2015.

The grantee will provide a quarterly itemized expenditure report and budget reconciliation report.

The grantee shall maintain financial records to support the receipt, accounting for, allocation of, and disbursement of all funds awarded. The monthly invoice will support and document all costs associated with services provided on the contact report/log.

The grantee shall maintain documents to support the delivery of services and make them available for review upon request. Program site visits will be conducted, at least biannually, to include a comprehensive financial review.

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EXHIBIT B
ESTIMATED BUDGET: LIMITATION ON PRICE: PAYMENT

<u>Estimated Budget</u>	<u>FY 2016</u>	<u>FY 2017</u>
	(October 1, 2015-June 30, 2016)	(July 1, 2016-September 30, 2016)
Service Coordination	\$138,000.00	\$45,983.00
Access Services		
Transportation Services		
Travel Training		

This budget may be adjusted between fiscal years but in no case can the total budget exceed the price limitation.

Limitation on Price: The total cost for all services provided under this contract shall not exceed \$183,983.00.

Method of Payment: Payment shall be made following receipt of invoices which are supported by a summary of activities that have taken place in accordance with terms of the contract along with a detailed listing of expenses incurred. If correct, payment will be made for 100% of the expenditures listed.

All invoices and reports shall be forwarded to:

New Hampshire Department of Education
Division of Career Technology and Adult Learning
21 South Fruit Street, Ste. 20, Concord, NH 03301
Attention: Sharon B. DeAngelis, Business Administrator

Contractor Initials CT
Date 07/16/15

**EXHIBIT C
SPECIAL PROVISIONS
Special Considerations**

The contractor shall comply with the provisions of the U.S. Code of Federal Regulations 34 CFR 364 and the following U.S. Circular:

- a. OMB Circular A-110 – "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations." Contractor/Vendor shall not make any award or permit any award (sub grant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension".

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate and \$5,000,000 umbrella liability insurance per occurrence.

These insurance limits meet the State's requirements according to section 14.1.1 of the revised P-37 (Version 5/8/15). The Umbrella Liability Insurance brings to total Liability Insurance coverage to \$6,000,000.

Contractor Initials

Date

CT ET
07/10/15 8/12/15

EXHIBIT D

The Contractor identified in Section 1.3 of the General provisions of the Agreement agrees to comply with the Health Insurance Portability and Accountability Act, Public Law 104-191 and with the Standards for Privacy of Individually Identifiable Health Information, 45 CFR Parts 160 and 174. As defined herein, "Business Associate" shall mean the Contractor and subcontractors and agents of the Contractor that receive, use or have access to protected health information under this Agreement and "Covered Entity" shall mean the State of New Hampshire, Department of Health and Human Services.

BUSINESS ASSOCIATE AGREEMENT

(1) Definitions

- a. "Designated Record Set" shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- b. "Data Aggregation" shall have the same meaning as the term "data aggregation" in CFR Section 164.501.
- c. "Health Care Operations" shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- d. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996, Public law 104-191.
- e. "Individual" shall have the same meaning as the term "individual" in 45 CFR Section 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- f. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
- g. "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR Section 164.501, limited to the information created or received by Business Associate from or on behalf of Covered Entity.
- h. "Required by Law" shall have the same meaning as the term "required by law" in 45 CFR Section 164.501.
- i. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- j. Other Definitions – All terms not otherwise defined herein shall have the meaning established under 45 CFR Parts 160, 162 and 164, as amended from time to time.

(2) Use and Disclosure of Protected Health Information

- a. Business Associate shall not use or disclose PHI except as reasonably necessary to provide the services outlined under Exhibit A of the Agreement. Further, the Business Associate shall not, and shall ensure that its directors, officers, employees and agents, do not use or disclose PHI in any manner that would constitute a violation of the Privacy Rule if so used by covered Entity.

Page 7 of 11

Contractor Initials

Date

CT
07/16/15

- b. Business Associate may use or disclose PHI:
 - (i) for the proper management and administration of the Business Associate;
 - (ii) as required by law, pursuant to the terms set forth in paragraph d. below; or
 - (iii) for data aggregation purposes for the health care operations of Covered Entity.
- c. To the extent Business Associate is permitted under the Agreement to disclose PHI to a third party, Business Associate must obtain, prior to making any such disclosure, (i) reasonable assurances from the third party that such PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party; and (ii) an agreement from such third party to immediately notify Business Associate of any breaches of the confidentiality of the PHI, to the extent it has obtained knowledge of such breach.
- d. The Business Associate shall not, unless such disclosure is reasonably necessary to provide services under Exhibit A of the Agreement, disclose PHI in response to a request for disclosure on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity has an opportunity to object to the disclosure and to seek appropriate relief. If Covered Entity objects to such disclosure, the Business Associate shall refrain from disclosing the PHI until Covered Entity has exhausted all remedies.
- e. If the Covered Entity notifies the Business Associate that Covered Entity has agreed to be bound by additional restrictions on the uses or disclosures of PHI pursuant to the Privacy Rule, the Business Associate shall be bound by such additional restrictions and shall not disclose PHI in violation of such additional restrictions.

(3) Obligations and Activities of Business Associate.

- a. Business Associate shall report to the designated Privacy Officer of covered Entity, in writing, any use or disclosure of PHI in violation of the Agreement, of which it becomes aware, within two (2) business days of becoming aware of such unauthorized use or disclosure.
- b. Business Associate shall use appropriate safeguards to prevent the use or disclosure of PHI other than as permitted by the Agreement.
- c. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy Rule.
- d. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI provided under Section (3)K. herein. The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI pursuant to this Agreement, with rights of enforcement and indemnification from such business associates who shall be governed by standard provision #13 of this agreement for the purpose of use and disclosure of protected health information.
- e. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.

Contractor Initials CT
Date 07/10/15

- f. Within ten (10) business days of receiving a written request from Covered Entity Business Associate shall provide access to PHI in a designated record set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
- g. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.
- h. Business Associate shall document such disclosures of PHI and information related to such disclosures as would be required by Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528.
- i. Within ten (10) business days of receiving a written request from Covered Entity for a request for an accounting of disclosures of PHI, Business Associate shall make available to Covered Entity such information as Covered Entity may require to fulfill its obligations to provide an accounting of disclosures with respect to PHI in accordance with 45 CFR Section 164.528.
- j. In the event any individual requests access to, amendment of, or accounting of PHI directly from the Business Associate, the Business Associate shall within two (2) business days forward such request to Covered Entity. Covered Entity shall have the responsibility of responding to forwarded requests. However, if forwarding the individual's request to Covered Entity would cause Covered Entity or the Business Associate to violate HIPAA and the Privacy Rule, the Business Associate shall instead respond to the individual's request as required by such law and notify Covered Entity of such response as soon as practicable.
- k. Within ten (10) business days of termination of the Agreement, for any reason, the Business Associate shall return or destroy, as specified by Covered Entity; all PHI received from, or created or received by the Business Associate in connection with the Agreement, and shall not retain any copies or back-up tapes of such PHI. If return or destruction is not feasible, or the disposition of the PHI has been otherwise agreed to in the Agreement, Business Associate shall continue to extend the protections of the Agreement, to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such PHI. If Covered Entity, in its sole discretion, requires that the Business Associate destroy any or all PHI, the Business Associate shall certify to Covered Entity that the PHI has been destroyed.

(4) Obligations of Covered Entity

- a. Covered Entity shall notify Business Associate of any changes or limitation(s) in its Notice of Privacy Practices provided to individuals in accordance with 45 CFR Section 164.520, to the extent that such change or limitation may affect Business Associate's use or disclosure of PHI.
- b. Covered Entity shall promptly notify Business Associate of any changes in, or revocation or permission provided to Covered Entity by individuals whose PHI may be used or disclosed by Business Associate under this Agreement, pursuant to 45 CFR Section 164.506 or 45 CFR Section 164.508.

Contractor Initials CJ
 Date 07/16/15

- c. Covered Entity shall promptly notify Business Associate of any restrictions on the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR Section 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

(5) Termination for Cause

- a. In addition to standard provision #10 of this agreement the Covered Entity may immediately terminate the Agreement upon Covered Entity's knowledge of a breach by Business Associate of the Business Associate Agreement set forth herein as Exhibit D. The Covered Entity may either immediately terminate the Agreement or provide an opportunity for Business Associate to cure the alleged breach within a timeframe specified by Covered Entity. If Covered Entity determines that neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary.

(6) Miscellaneous

- a. Definitions and Regulatory References. All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy Rule, as amended from time to time. A reference in the Agreement, as amended to include this Exhibit D, to a Section in the Privacy Rule means the Section as in effect or as amended.
- b. Amendment. Covered Entity and Business Associate agree to take such action as is necessary to amend the Agreement, from time to time as is necessary to Covered Entity to comply with the changes in the requirements of HIPAA, the Privacy Rule, and applicable federal and state law.
- c. Data Ownership. The Business Associate acknowledges that it has no ownership rights with respect to the PHI provided by or created on behalf of Covered Entity.
- d. Interpretation. The parties agree that any ambiguity in the Agreement shall be resolved to permit Covered Entity to comply with HIPAA and the Privacy Rule.
- e. Segregation. If any term or condition of the Exhibit D or the application thereof to any person(s) or circumstance is held invalid, such invalidity shall not affect other terms or conditions which can be given effect without the invalid term or condition; to this end the terms and conditions of the Exhibit D are declared severable.
- f. Survival. Provisions in this Exhibit D regarding the use and disclosure of PHI, return or destruction of PHI, extensions of the protections of the Agreement in section 3 k., the defense and indemnification provisions of section 3 d. and standard contract provision #13, shall survive the termination of the Agreement.

Contractor Initials CJ
Date 07/16/15

IN WITNESS WHEREOF, the parties hereto have duly executed this Exhibit D.

The State

Virginia M. Barry
Signature of Authorized Representative

Virginia M. Barry, Ph.D.
Name of Authorized Representative

Commissioner of Education
Title of Authorized Representative

8/19/15
Date

Granite State Independent Living

Clyde E. Terry
Signature of Authorized Representative

Clyde E. Terry
Name of Authorized Representative

Chief Executive Officer
Title of Authorized Representative

July 16, 2015
Date

Contractor Initials CT
Date 07/16/15

State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that GRANITE STATE INDEPENDENT LIVING is a New Hampshire nonprofit corporation formed January 29, 1980. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 15th day of July A.D. 2015

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

William M. Gardner
Secretary of State



Granite State Independent Living

Certificate of Authority

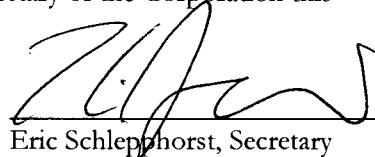
I, Eric Schlepphorst, Secretary of Granite State Independent Living do hereby certify that:

1. I am duly elected Secretary of Granite State Independent Living, a State of New Hampshire corporation;
2. I maintain and have custody and am familiar with the Seal and minute books of the Corporation;
3. I am duly authorized to issue certificates with respect to the contents of such books;
4. The following are true, accurate and complete copies of the resolution duly adopted by the Board of Directors at a meeting, duly held on July 16, 2015, which meeting was duly held in accordance with the State of New Hampshire law and the by-laws of the Corporation;
5. The foregoing resolutions have not been amended or revoked and remain in full force and effect as of the date hereof: and:
6. The following person(s) has (have) been duly elected to and now occupy the office (s) indicated below:

Kenneth Traum, Chair
 Michael Bourbeau, Treasurer
 Eric Schlepphorst, Secretary

IN WITNESS WHEREOF, I have hereunto set my hand as the Clerk/Secretary of the Corporation this

July 16 2015

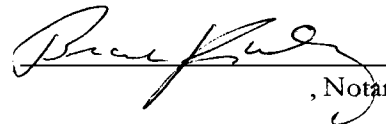

 Eric Schlepphorst, Secretary

State Of New Hampshire

County Of Merrimack

The foregoing instrument was acknowledged before me this 16th day of July 2015, before me, Brad Kulacz, the undersigned Officer, personally appeared Eric Schlepphorst who acknowledged herself to be the Secretary of Granite State Independent Living, a Corporation, and that she, as such Secretary being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the Corporation by herself as Secretary.

IN WITNESS WHEREOF I hereunto set my hand and official seal:


 , Notary Public

SEAL:

BRAD KULACZ, Notary Public
 My Commission Expires **March 6, 2018**



Granite State Independent Living

Resolutions of the Board of Directors

Whereas: Granite State Independent Living, (herein after GSIL,) is interested in obtaining funds through contracts, grants or other means to promote its mission of supporting persons with disabilities obtain independent living services, and

Whereas: The State of New Hampshire, Department of Education; Division of Career Technology and Adult Learning has made available Title VII Part B funds through a request for proposal (RFP) process funds for such independent living purposes, and

Whereas: GSIL submitted an application and such application was approved by the New Hampshire Department of Education, and

Whereas: the New Hampshire Department of Education: Vocational Rehabilitation seeks to enter into a contract for \$183,983.00 with GSIL for such services identified in the approved application.

Now therefore be it RESOLVED: The Board of Directors of GSIL accepts such funds and enters into a contract with the Department of Education: Vocational Rehabilitation effective upon Governor and Council approval.

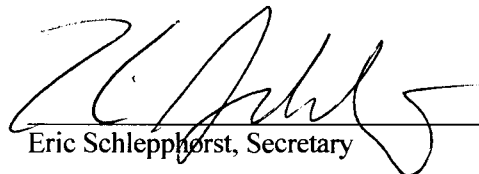
Be it further RESOLVED: Clyde E. Terry, as Chief Executive Officer, is hereby authorized on behalf of Granite State Independent Living, to enter into said contracts with the State and to execute any and all documents, agreements, and other instruments, and any amendments, revisions, or modifications thereto, as may be deemed necessary, desirable or appropriate.

The foregoing resolutions have not been revoked, annulled or amended in any manner whatsoever, and remain in full force and effect as of the date hereof; and the following person has been duly elected and now occupy the office indicated below.

Certificate of Vote

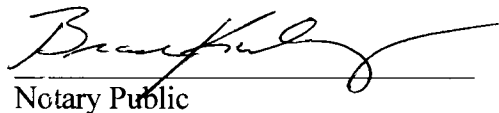
The undersigned, being the Secretary of Granite State Independent Living., a New Hampshire voluntary corporation (“Corporation”), does hereby certify that the Board of Directors of the Corporation did approve the resolutions set forth above, at a duly called vote of said Board of Directors held on July 16, 2015

DATED: July 16 2015


Eric Schleppehorst, Secretary

My Commission Expires:

BRAD KULACZ, Notary Public
My Commission Expires March 6, 2018


Notary Public

(SEAL)

Client#: 492954

GRANISTA6

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/22/2015

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 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 USI Insurance Services LLC 3 Executive Park Drive, Suite 300 Bedford, NH 03110 855 874-0123	CONTACT NAME: PHONE (A/C, No, Ext): 855 874-0123		FAX (A/C, No):
	E-MAIL ADDRESS:		
INSURED Granite State Independent Living 21 Chenell Drive Concord, NH 03301	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Philadelphia Insurance Company		23850
	INSURER B: Travelers Insurance Company		19038
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X			02/11/2015	02/11/2016	EACH OCCURRENCE \$1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$5,000
	<input checked="" type="checkbox"/> Professional Liab						PERSONAL & ADV INJURY \$1,000,000
GENL AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE \$3,000,000
<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							PRODUCTS - COMP/OP AGG \$3,000,000
							\$
A	AUTOMOBILE LIABILITY				02/11/2015	02/11/2016	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000
	<input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB				02/11/2015	02/11/2016	EACH OCCURRENCE \$5,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB						AGGREGATE \$5,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$10K						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				10/01/2014	10/01/2015	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$500,000
							E.L. DISEASE - POLICY LIMIT \$500,000

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

The General Liability policy includes a Blanket Automatic Additional Insured Endorsement that provides Additional Insured status to the Certificate Holder when there is a written contract that requires such status.

CERTIFICATE HOLDER

State of NH-Dept. of Education
 Division of Adult Learning and Rehabilitation
 21 S. Fruit St., Suite 20
 Concord, NH 03301

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

E. David Jones

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GRANITE STATE INDEPENDENT LIVING

Statement of Financial Position

September 30, 2014
(With Comparative Totals for September 30, 2013)

ASSETS

	<u>2014</u>	<u>2013</u>
Current assets		
Cash and cash equivalents	\$ 3,097,322	\$ 3,316,854
Assets whose use is limited, self-funded worker's compensation collateral funds	221,700	-
Accounts receivable, net of allowance of \$53,046 in 2014 and \$73,794 in 2013	1,440,132	1,401,667
Prepaid expenses and other current assets	<u>115,444</u>	<u>270,548</u>
Total current assets	4,874,598	4,989,069
Assets whose use is limited, permanently restricted cash	95,191	95,191
Property and equipment, net	<u>1,019,936</u>	<u>1,084,806</u>
Total assets	<u>\$ 5,989,725</u>	<u>\$ 6,169,066</u>

LIABILITIES AND NET ASSETS

Current liabilities and total liabilities		
Accounts payable	\$ 88,869	\$ 84,030
Accrued expenses and other current liabilities	165,530	58,588
Accrued salaries and related expenses	729,220	649,557
Due to the State	<u>32,085</u>	<u>421,746</u>
Total current liabilities and total liabilities	<u>1,015,704</u>	<u>1,213,921</u>
Net assets		
Unrestricted	4,788,932	4,805,263
Temporarily restricted	89,898	54,691
Permanently restricted	<u>95,191</u>	<u>95,191</u>
Total net assets	<u>4,974,021</u>	<u>4,955,145</u>
Total liabilities and net assets	<u>\$ 5,989,725</u>	<u>\$ 6,169,066</u>

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

GRANITE STATE INDEPENDENT LIVING

Statement of Activities

**Year Ended September 30, 2014
(With Comparative Totals for Year Ended September 30, 2013)**

	<u>Unrestricted</u>	Temporarily <u>Restricted</u>	Permanently <u>Restricted</u>	<u>2014</u>	<u>2013</u>
Support and revenue					
Program fees	\$14,142,753	\$ -	\$ -	\$14,142,753	\$13,824,188
Grants	1,472,362	108,642	-	1,581,004	1,545,778
Public support	77,041	-	-	77,041	133,889
Interest	3,028	-	-	3,028	3,725
Miscellaneous	42,987	-	-	42,987	81,190
Net assets released from restrictions	<u>73,435</u>	<u>(73,435)</u>	<u>-</u>	<u>-</u>	<u>-</u>
 Total support and revenue	 <u>15,811,606</u>	 <u>35,207</u>	 <u>-</u>	 <u>15,846,813</u>	 <u>15,588,770</u>
Expenses					
Long-Term Care	11,900,592	-	-	11,900,592	11,785,956
Community Economic Development	2,406,177	-	-	2,406,177	2,270,396
General Management	1,409,166	-	-	1,409,166	1,415,502
Fundraising	<u>112,002</u>	<u>-</u>	<u>-</u>	<u>112,002</u>	<u>113,154</u>
 Total expenses	 <u>15,827,937</u>	 <u>-</u>	 <u>-</u>	 <u>15,827,937</u>	 <u>15,585,008</u>
 Change in net assets	 (16,331)	 35,207	 -	 18,876	 3,762
Net assets, beginning of year	<u>4,805,263</u>	<u>54,691</u>	<u>95,191</u>	<u>4,955,145</u>	<u>4,951,383</u>
Net assets, end of year	<u>\$ 4,788,932</u>	<u>\$ 89,898</u>	<u>\$ 95,191</u>	<u>\$ 4,974,021</u>	<u>\$ 4,955,145</u>

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

GRANITE STATE INDEPENDENT LIVING

Statement of Functional Expenses

**Year Ended September 30, 2014
(With Comparative Totals for Year Ended September 30, 2013)**

	Long-Term Care	Community Economic Development	Total Program	General Management	Fundraising	Total 2014	Total 2013
Personnel expense							
Salaries and wages	\$ 9,579,947	\$ 1,461,152	\$ 11,041,099	\$ 817,704	\$ 71,010	\$ 11,929,813	\$ 11,641,125
Payroll taxes	837,874	121,202	959,076	69,227	5,745	1,034,048	1,012,797
Employee benefits	811,818	346,187	1,158,005	149,997	19,152	1,327,154	1,423,803
	<u>11,229,639</u>	<u>1,928,541</u>	<u>13,158,180</u>	<u>1,036,928</u>	<u>95,907</u>	<u>14,291,015</u>	<u>14,077,725</u>
All other expenses							
Advertising	14,155	10,593	24,748	31,209	4,312	60,269	14,443
Provision for bad debts	33,728	2,437	36,165	5,088	-	41,253	35,078
Board of directors	-	-	-	10,602	-	10,602	8,399
Building occupancy	105,059	83,857	188,916	61,985	-	250,901	232,470
Computer	40,642	8,615	49,257	2,891	-	52,148	67,631
Consultants	-	-	-	19,096	-	19,096	57,801
Depreciation	79,254	44,528	123,782	12,518	-	136,300	144,729
Dues and subscriptions	725	1,253	1,978	5,257	250	7,485	8,902
Equipment lease and maintenance	33,688	6,033	39,721	5,178	-	44,899	42,245
Grants	-	140,302	140,302	-	-	140,302	96,598
Insurance	38,504	6,979	45,483	4,726	-	50,209	53,603
Interest	-	-	-	-	-	-	4,790
Interpreter	-	3,587	3,587	1,419	375	5,381	6,689
Meals and entertainment	163	926	1,089	117	50	1,256	1,289
Miscellaneous	86,316	3,337	89,653	19,118	3,293	112,064	137,470
Postage and shipping	34,381	2,960	37,341	7,627	3,925	48,893	53,884
Printing	9,444	2,204	11,648	3,494	3,097	18,239	23,855
Professional development	2,087	3,191	5,278	3,232	40	8,550	11,748
Professional fees	59,233	3,637	62,870	144,178	-	207,048	158,173
Supplies	9,550	9,436	18,986	23,580	316	42,882	52,148
Telephone	43,895	13,596	57,491	3,681	-	61,172	69,728
Transportation	1,892	74,973	76,865	578	-	77,443	84,297
Travel	78,237	55,192	133,429	6,664	437	140,530	141,313
Total expenses	\$ 11,900,592	\$ 2,406,177	\$ 14,306,769	\$ 1,409,166	\$ 112,002	\$ 15,827,937	\$ 15,585,008

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

GRANITE STATE INDEPENDENT LIVING

Statement of Cash Flows

**Year Ended September 30, 2014
(With Comparative Totals for Year Ended September 30, 2013)**

	<u>2014</u>	<u>2013</u>
Cash flows from operating activities		
Change in net assets	\$ 18,876	\$ 3,762
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Depreciation	136,300	144,729
Provision for bad debts	41,253	35,078
Contribution revenue for long-term purposes	-	(49,233)
Decrease (increase) in		
Accounts receivable	(79,718)	81,806
Prepaid expenses	155,104	(170,529)
Increase (decrease) in		
Accounts payable	4,839	34,926
Accrued expenses and other liabilities	106,942	40,646
Accrued salaries and related expenses	79,663	(72,245)
Due to the State	<u>(389,661)</u>	<u>421,746</u>
Net cash provided by operating activities	<u>73,598</u>	<u>470,686</u>
Cash flows from investing activities		
Acquisition of equipment	(71,430)	(162,098)
Decrease in assets whose use is limited, mortgage reserve	-	25,298
Increase in assets whose use is limited, self-funded worker's compensation collateral funds	<u>(221,700)</u>	<u>(49,233)</u>
Net cash used by investing activities	<u>(293,130)</u>	<u>(186,033)</u>
Cash flows from financing activities		
Principal payments on note payable	-	(505,902)
Proceeds from contributions for long-term purposes	<u>-</u>	<u>49,233</u>
Net cash used by financing activities	<u>-</u>	<u>(456,669)</u>
Net decrease in cash and cash equivalents	<u>(219,532)</u>	<u>(172,016)</u>
Cash and cash equivalents, beginning of year	<u>3,316,854</u>	<u>3,488,870</u>
Cash and cash equivalents, end of year	<u>\$ 3,097,322</u>	<u>\$ 3,316,854</u>

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

2014-2015 BOARD OF DIRECTORS

Chair

***Ken Traum (2015-2)**



1st Vice Chair

***Lorna D. Greer (2016-1)**

2nd Vice Chair

***Patricia L. Martin-Brown (2016-1)**

Treasurer

Michael Bourbeau (2017-1)

Northeast Delta Dental

One Delta Drive

PO Box 2002

Concord, NH 03302-2002

Secretary

***L. Eric Schlepffhorst, MD (2016-1)**



Liza Colby (2017-1)

***Paul Perry (2015-1)**

***Mark Haddad (2015-2)**

Jennifer Share (2017-1)

Michael J. Hall (2016-1)

Philip Spurr (2015-1)

***Dan Hebert (2017-2)**

Ron Hoy (2016-1)

Brad Kulacz (2017-1)

GSIL Board of Directors 2014- 2015

Biographical Narratives



Kenneth Traum, Chair (2015) - Assistant Consumer Advocate, State of NH (Retired) – Resides in Contoocook, NH: Kenneth Traum is a veteran of the GSIL Board. While serving previous terms, Ken was Chair of the Board as well as Chair of the Finance Committee. He also served on the Strategic Planning Committee, and was previously on the Bancroft Acquisition Committee. His professional experience includes his work at the Office of the Consumer Advocate for over 21 years where he held the position as Assistant Consumer Advocate for the State of New Hampshire. While in that position he primarily dealt with public utility rates and quality of service.

Though retired, Ken continues to offer consulting in the area of utility regulation. He is a Board member of the Concord Family YMCA where he serves on the Finance and Facilities Committees; a Hopkinton Rotarian, and an Instructor at the Learning Institute at New England College and sits on the Town of Hopkinton budget committee. He is also active in bicycling (both indoors and out), nautilus and walking. **(Experience with disability - Physical limitation resulting from nerve signal issues)**



Lorna Greer, 1st Vice Chair (2016) - Anti-Discrimination Investigator, NH Human Rights Commission (retired) – Whitefield, NH: Lorna is from Whitefield and has extensive community and political contacts in the North Country. She was an Anti-Discrimination Investigator for the NH Human Rights Commission from 1984 to 2007. She has worked in social services, on political campaigns in Littleton and once ran for town select board, she is involved with both State and national politics and government, and she currently volunteers for the Whitefield Fire and Rescue. She also serves on the State Rehabilitation Council where she seeks to make Vocational Rehabilitation Services available to those who will benefit from using them. She has worked with state agencies, legislators, judges and community leaders to help formulate a new Child Protective Services System for a Western metropolitan area the size of NH. She has interviewed and assessed situations where discrimination is alleged, and has mediated settlements where possible. Lorna also served for several years on the Board for the State Employees Association.

She holds a Master's of Science in Management and Organization, which concentrates on consensus building and planning, from Antioch New England Graduate School; a B.A. in Political Science from UNH and she is also a Certified Paralegal. She is currently a Discrimination Specialist with Discrimination Resolutions, a company she co-owns.

Board of Directors Salary Verification

GSIL is governed by a Board of Directors which is comprised of 53% of members being individuals with disabilities. The Board of Directors is not compensated in any way for their services and all work is done on a voluntary basis. Board members volunteer for terms of 3 years and can serve for a total of 2 consecutive terms. Members are responsible for assisting in planning and executing the organization's work, oversight of its finances, operations, and for accountability for its organizational integrity. A Member promotes the mission of the organization and acts as an ambassador.

Granite State Independent Living

FY 10/1/15 - 9/30/16

List of Principal Staff Working on Part B Programs and Their Salaries

Employee	Title	Salaries
Clyde Terry	CEO	154,713.00
Chris Purington	VP of Community Economic Development	67,685.00
Sarah Melasecca	ILS Program Manager	50,174.00
Phyllis Brooks	Transportation Services Administrator	42,003.00
Holly Innerfield	Data Support Assistant	32,507.00
Jessica Crosby	IL Service Coordinator	33,014.00
Karen Currier	IL Service Coordinator	35,354.00
Scott Ehrlich	IL Service Coordinator	40,346.00
Skot Jervis	IL Service Coordinator	35,861.00
Becky Nelson	IL Service Coordinator	36,017.00
Madeline Olio Ruano	IL Service Coordinator	40,677.00
James Taber	IL Service Coordinator	36,426.00
Teri Nordle	Staff Interpreter - ASL, Part Time	30,764.00

CLYDE E. TERRY, JD
Concord, NH 03301

EXPERIENCE:

2002-Present

**Chief Executive Officer (CEO)
Granite State Independent Living, Concord, NH**

- Responsible for oversight of organization's mission of advocacy and service delivery on behalf of persons with disabilities and Seniors.
- Manages a \$17 million budget, human resources, operations, technology, policy and practices, as well as board, governmental and public relations.
- Oversaw the acquisition of two other nonprofits; successfully converted a portion of one into a private sector entity that provided additional income to support programs in the nonprofit.
- Secured new sources of funding for a variety of fee-for-service and grant based programs including the Veteran's Administration, U.S. Department of Housing and Urban Development and NH Secretary of State.

During my tenure, GSIL was awarded:

- *"2010 Pinnacle Award- Greater Concord Chamber of Commerce – Nonprofit of the Year"*
- *"Citadel Broadcasting (WOKQ) 2010 Year of Service Award"*
- *"2009 Corporate Fund Award - Excellence in Nonprofit Management"*
- *"2009 Business Excellence Award - New Hampshire Business Review",*
- *"2007 Nonprofit/Education Business of the Year" by New Hampshire Business Magazine*
- *Finalist for the prestigious Peter F. Drucker Award for "Excellence Innovative Non-Profit Management."*

2011-Present

**Member and Chair of Employment Committee
National Council on Disability**

Nominated by President Barack Obama and confirmed by U.S. Senate, to advise president and Congress on disability issues. As Policy committee chair, led national project to reform Section 14(c) Fair Labor Stands Act to phase out payment of sub minimum wage to persons with disabilities. Also team member for councils Medicaid Managed Care initiatives.

2001-2002

**Executive Director
New Hampshire Developmental Disabilities Council**

- Responsible for agency's administrative, budgetary, staffing, board and public relations.
- Spokesperson before government officials.
- Supervised the preparation of \$2.5 million budget and operations plan, including the annual \$100,000 small grants program.
- Recognized as a national expert on election reform and voter accessibility. One of the principle architects of the "Help America Vote Act 2002."

1994 – 2001

Director of Policy and Planning

New Hampshire Developmental Disabilities Council, Concord, NH

- Coordinated the Council's governmental relations including drafting state and federal legislation, devised strategies, shepherding initiatives through legislatures and coordinating constituent involvement.
- Prepared agency multi-year plan.
- Prepared and monitored contract compliance.

1996

Adjunct Professor

University of New Hampshire, Durham, NH

Designed and taught "Disability and the Family in the Community", a course dealing with civil rights, community services and the legal aspects of disabilities.

1988-1994

Hearing Officer/ADA Coordinator

New Hampshire Division of Mental Health and Developmental Disabilities, Office of Client and Legal Services, Concord, NH

- Conducted administrative hearings and prepared decisions and findings on hearings regarding client eligibility, civil rights and other medical legal issues confronting clients of the Mental Health and Developmental Disability system.
- Investigated allegations of exploitation and abuse and neglect of clients. Coordinated all activities within the Division for the Americans with Disabilities Act of 1990, including training staff, contractors, clients and employers.
- Represented the Division in personnel actions before the Personnel Appeals Board.
- Administrative oversight for contracts between the Division and service providers.

1985 – 1988

Legal Assistant/Lobbyist

Essex Power Services, Inc., Essex Hydropower Associates, Concord, NH and Boston, MA

- Coordinated government relations activity for state and federal legislation.

- Supervised real estate acquisition.
- Supervised technical staff.

1984 - 1985 **Intern, New Hampshire Attorney General's Office
Consumer Protection Division, Concord, NH**

- Researched and wrote pleadings and memorandum of law on consumer protection and anti-trust issues.
- Assisted in the preparation of cases for trial by conducting fact-finding.
- Interviewing witnesses and researching records.

1979 – 1982 **Program Director
Governor's Office, Division of Human Resources, Concord, NH**

1974 – 1979 **Investigator
City of Boston Consumer Council, Boston, MA**

COMMITTEES AND CIVIC ACTIVITIES

- National Task Force on Accessible Elections- Washington, DC
- Citizen's Commission on Supreme Court
- Medical Ethics Committee Concord Hospital
- Endowment for Health Advisory Council
- Medical Care Advisory Committee – 1996 - 2006
- Governor's Task Force on Employment and Economic Opportunity for Persons with Disabilities
- Governor's Task Force on Transportation
- Governor's Commission on Disability
- Help America Vote Act Task Force
- UNH Institute on Disabilities / University Center for Excellence in Developmental Disabilities
Executive Committee member – 2014 to Present
- NH Disability Rights Center, Inc.
Board of Directors 2003 - 2008
- Belknap and Merrimack Counties Community Action Program, Inc.
Board of Directors 1982 – 1998, President 1989 – 1998
- NH Federation of the Blind
Treasurer and Vice President, 1983 – 1985

PUBLICATIONS/AWARDS

Distinguished Alumni Award
Emerson College, June 2010

Gubernatorial Public Service Award
2004

Voters Denied Equal Access to the Polls: Status Report on the Accessibility of Polling Places in the United States
March 2001

National Advocacy Award
National Council for Independent Living, June 2001

CERTIFICATIONS

Eligible for the Massachusetts and Federal Bars
Justice of the Peace, New Hampshire

EDUCATION

Franklin Pierce Law Center
Concord, NH
J.D., May 1985

Emerson College
Boston, Ma.
B.S. Speech, 1974

OTHER

Solo 4,000 mile bicycle trip; Summer 1982

CHRISTOPHER PURINGTON

HONORS

**US Small Business Administration (SBA) 2011 NH Business Champion
NH Small Business Development Center Advisory Board Member
International Racquetball Tour Professional Athlete – Ranked 48th '05-'06**

SKILLS

Leadership

Entrepreneurship
Organizational Change
Project Management
Team Leadership

Marketing

Business Development
Digital Marketing
Strategic Communications
Vendor Management

Operations

Budget Management
Lean Business Transformation
Non-Profit Administration
Sales Management

EXPERIENCE

GRANITE STATE INDEPENDENT LIVING (GSIL) – Concord, NH

Statewide non-profit that provides economic development services and home care

Vice President of Community Economic Development

2/2015 – Present

Director of Business Development

6/2011 – 2/2015

- Lead the development and growth for a \$2 million statewide community services department, comprised of numerous employment, education, benefits planning and independent living programs and grants, to improve outcomes, service quality and financial management.
- Develop new strategies for services and funding that are necessary to respond to unmet community need. This includes creating and fostering relationships with community partners to advance mutually beneficial efforts.
- Strategize with agency leadership in regards to organizational decision making in support of GSIL's mission, vision and values.
- Manage department budget in accordance with organizational budget guidelines, and analyze financial and utilization reports in coordination with outside funding sources and customers.
- Administer goals, objectives and program activities for the Community Economic Development Department in support of the organization's strategic plan.
- Oversee staff development efforts and provide coaching to support the continual improvement of performance and increase productivity and outcomes.
- Implement policies and procedures necessary for program quality and integrity that ensure compliance with funding sources and state and federal regulations.
- Direct agency wide marketing efforts, budgeting and vendor relationships. This includes the redesign of service efforts to better meet customer demand and advance customer service.

FRIEND YOUR BODY – Merrimack, NH

2009 – Present

Online health, fitness & nutrition coaching and employee wellness start-up

General Manager

- Manage digital marketing and product development projects for FriendYourBody.com and BetterBeyond50.com.
- Oversee contracts, accounting, budgets and financial strategies.

GATEWAYS COMMUNITY SERVICES – Nashua, NH

2009 – 2011

Regional non-profit that provides disability and senior services

Project Manager

- Managed Medicaid Infrastructure Grant efforts to evolve statewide employment programs, benefits counseling, and training models.
- Facilitated the workforce development coalition, which was a collaboration of regional service providers and related government agencies for professional development and the advancement of employment service delivery.
- Directed all small business and economic development program creation and replication, business relationships, contracts, and budgets.
- Developed a customer portal for clients to access statements, submit electronic forms, communicate with customer agents, and increase customer service productivity and efficiency in a secure online environment.
- Managed company wide digital marketing including email marketing and social media. This included developing and administering an online membership for the Autism Center to connect families and promote therapy services.

GEARBOX RACQUETBALL – Bonita, CA

2007 – 2013

International athletic equipment and apparel manufacturer

Sponsored Marketing Representative

- Volunteered to coach junior racquetball athletes.
- Sold company's athletic apparel and equipment at local, regional, and national venues.
- Marketed company's product line by running demos and competing on the professional tour.

COMMUNITY BRIDGES – Concord, NH

2007 – 2008

Regional non-profit that provides disability and senior services

Career Development Specialist

- Created and managed the Vocational Department, which included administering contracts, directing service provision, supervising staff, and leading and publishing employment trainings.
- Coached job seekers and consulted with staff, management, and partner agencies in the areas of employment law, staffing, training, and benefits to support client career goals.
- Developed relationships with businesses and staffing agencies to make applicable and sustainable job placements.

EDUCATION

Lean Green Belt Certification – MORE EFFECTIVE CONSULTING – Nashua, NH

Continual business process improvement by increasing value and eliminating waste

B.A. in Psychology – UNIVERSITY OF NEW HAMPSHIRE – Durham, NH

SARAH B.E. MELASECCA

EDUCATION

2002 Franklin Pierce College
B.S., Business Management, graduated Summa Cum Laude

PROFESSIONAL EXPERIENCE

2012 – Present Granite State Independent Living
Independent Living Services Program Director

- Manage statewide IL Services, Access Modification, Transportation, and Peer Support Programs, including funding allocation and supervision of service provision.
- Supervise and evaluate service delivery staff, assuring the quality and consistency of service provision.
- Develop new programs and services as appropriate in response to community need.
- Promote use and awareness of GSIL services through outreach.
- Conduct an annual consumer satisfaction survey.
- Seek funding and sponsorship opportunities; compose proposals for Federal and private sector grants; establish fee for service programs as appropriate.
- Prepare reports to satisfy organizational and funder requirements.

2011 – 2012 Granite State Independent Living
Independent Living Services Program Manager

- Managed existing statewide IL Services programs.
- Supervised and evaluated service delivery staff, assuring the quality and consistency of service provision.
- Promoted use and awareness of GSIL services through outreach.
- Conducted an annual consumer satisfaction survey.
- Sought funding and sponsorship opportunities; composed proposals for Federal and private sector grants.
- Assisted in report preparation to satisfy organizational and funder requirements.

2007 – 2011 Granite State Independent Living
Housing Program Manager

- Developed, coordinated and conducted consumer educational programs in Homeownership and Financial Fitness.
- Provided one-on-one credit counseling, rental counseling and group education for persons with disabilities.
- Managed Homeownership program, including staff supervision, reporting and program success analysis.
- Searched for funding and sponsorship opportunities; composed proposals for Federal and private sector grants.
- Conducted outreach and educational presentations to professional and consumer groups.
- Managed EasyLiving Home Program; coordinated Coalition meetings and events.

2004 – 2007 Laconia Area Community Land Trust

Homeownership Director

- Managed Homeownership program, including reporting and program success analysis.
- Sought funding and sponsorship opportunities; composed proposals for Federal and private sector grants.
- Developed and coordinated educational programs for Homeownership and Financial Fitness.
- Provided one-on-one credit counseling and group education.
- Administered IDA Savings Program and related education and counseling.

2003 – 2004

New Hampshire Federal Credit Union

Mortgage Consultant/Consumer Loan Officer

- Managed daily functions of the mortgage department.
- Counseled and coached homebuyers through the mortgage process.
- Member of the Community Outreach Committee.

2002 – 2003

First Colebrook Bank

Branch Manager/Assistant Vice President

- Managed training, operations, and team development of customer service and teller staff.
- Increased customer base through business calling programs; maintained established customers through continuous quality service and planned customer appreciation events.
- Evaluated and approved consumer loans, including manufactured home and conventional mortgages. Worked with both in-house and secondary market mortgages.
- Maintained appearance and safety of branch facility and equipment through contact with vendors and contractors.

1999 – 2002

First Colebrook Bank

Assistant Branch Manager/Assistant Vice President

- Evaluated and approved consumer and mortgage loans.
- Coordinated branch operations and scheduling to ensure adequate coverage.
- Planned and implemented all facets of a limited-service branch at a retirement community.

PROFESSIONAL CERTIFICATIONS

National Association of Home Builders:

- *Certified Aging-in-Place Specialist*

NCHEC/NeighborWorks America® Certifications:

- *Certificate of Professional Recognition in Homebuyer Education Training*
- *Certificate of Professional Recognition in Post Purchase Education Training*
- *Foreclosure Intervention and Default Counseling Certification*
- *Full-Cycle Lending Post Purchase Systems Certificate*
- *Homeownership Counseling Certification for Program Managers & Executive Directors*
- *Housing Counseling Certificate*
- *Mortgage Lending Certificate*
- *Program of Study Certificate: Homeownership and Community Lending*

PHYLLIS E. BROOKS

EDUCATION

1983 Pinebrook Junior College
Associate degree in Secretarial Science

1981 Cedar Grove Academy
Business Major

PROFESSIONAL EXPERIENCE

August 2011 – Present

Granite State Independent Living

Transportation Manager

- Schedule transportation for consumers including dispatching drivers and vehicles
- Arrange outside service providers and process trip reimbursement vouchers
- Maintain as current electronic department organizer to eliminate schedule conflicts and assist with planning group events
- Complete documentation, assist with payroll and contribute to monthly and quarterly report requirements
- Assist the Transportation Director with scheduling vehicle maintenance and other duties as assigned
- Ability to drive busses, as needed, for maintenance, emergencies and/or as requested by the Transportation Director

2004 – Present
Owner

Phyllis E. Brooks, Housekeeping Services

2001 – 2004

First Student/Bruce Transportation

CDL Licensed School Bus Driver

August 1988 – June 1990

Concord School District – Pupil Personnel Office

Secretary/Receptionist

- Responsibilities included extensive word processing, Dictaphone, typing, purchase orders, billing, sorting mail, tracking students, phone duties, greeting and directing the incoming public

May 1986 – August 1988

Exeter Area Chamber of Commerce

Office Manager

- Responsibilities included effectively coordinating and administering all secretarial activities, telecommunications, typing correspondence, research and reports, processing mail, establishing accounts for new members, assisting walk-in clients seeking information from business related demographics to residential relocation requests, to tourist inquiries; total control and full responsibility for accounts receivable (nearly 400 accounts) accounts payable, payroll and special chamber projects; preparation of month end and year end reports for company CPA, assisting Executive Director with fiscal budget preparations and supervising and scheduling hours and work load for three office volunteers.

October 1985 – April 1986

Damart Thermawear

Secretary to Vice President of Retail Division

- Responsibilities included all travel arrangements, extensive Dictaphone, typing all correspondence and reports, renovated existing filing system, demographic research, worked well independently, handling all telecommunications, processed mail.

1983 – 1985

Christian Literature Crusade

Corporate Wholesale Manager's Secretary

- Responsibilities included effectively coordinating and administering all department secretarial activities which included handling all departmental communications relating to customer correspondence, tracking and reporting of sales revenue and credit reports. Developed and implemented a new filing system which resulted in a more efficient and systematic way of filing and retrieval of sales and credit invoices and customer correspondence. Accountable for all customer questions and problems relating to orders and accounts receivable.

SUMMARY: *Includes experience in various clerical and administrative positions, including purchasing, customer service, accounts receivable/billing, data entry/management and retail associate/supervisor.*
(Experience)

EDUCATION: *2003 B.A. Degree in Education from Notre Dame College, Manchester, NH – Honors Cum Laude*
2012 LEAN Training, Concord, NH.
2012 COLORS Workshop, Concord, NH.

EXPERIENCE: *2/11/2013 to Current* **Data Management, Billing & Administrative Assistant**
Granite State Independent Living **Concord, NH**
Duties and responsibilities to include:

- *Medicaid Hosp. & Adjustment Billing*
- *Billing for the CED department*
- *Maintain DACs data base*
- *Ticket-to-Work Reconciliations*
- *Train New Service Coordinators*
- *Data entry*
- *Verifying data integrity*
- *Producing reports and analyzing data*
- *Assisting the CED department with program quality assurance*
- *Assist the CED Services Program Director with the implementation of consumer satisfaction/outcome surveys.*
- *Transportation billing (Part B & Medicaid)*
- *Assist the Transportation Coordinator in all aspects of her position/cross trained to fill in and assist on a regular basis.*
- *Process consumer ride requests*
- *Produce letters to consumers & medical offices*
- *Frontdesk/switchboard coverage as needed*
- *Filing, faxing & scanning*

10/15/2012 to 2/4/2013 **Funding Administrator**
Accountemps **Bedford, NH**
Duties and responsibilities to include:

- *Verifying & processing all lease requests.*
- *Issue funding for all leases as approved.*

3/2002 to 6/2012 **Reimbursement & A/R Technician**
Community Bridges, Inc. **Concord, NH**

Duties and responsibilities to include:

- *Invoicing, credits memos & debit memos*
- *Applied cash receipts daily*
- *Reconciled bank accounts*
- *Researched unpaid receivables and arranged for payments*
- *Entered client data in the accounts receivable/Medicaid billing and the state data collection systems (NHLeads)*
- *Processed weekly transmission of Medicaid claims*
- *Ran weekly Medicaid pending & denied claims reports and reviewed for unpaid status*
- *Processed resubmittals and write offs of denied claims*
- *Processed renewal and new Medicaid service applications*
- *Tracked and pursued missing attendance*
- *Tracked and pursued missing Prior Authorizations*
- *Filed client data sheets, invoices and other documents*
- *Ordered office supplies*
- *Accounts payable*
- *Collections as needed*

9/1992 to 5/2001

Valinor, Inc. (Sysinct)

Purchasing/A/R-Billing/Operation Support

Manchester, NH

Duties and responsibilities to include:

- *Invoicing, credits & debits (resolving billing issues & problems)*
- *Maintained consultant/engineering project contracts & information.*
- *Processed expense reports. (Verify and Set-up for payment)*
- *Applied cash receipt daily.*
- *Maintained & tracked status report log of all employees.*
- *Processed credit applications and background checks.*
- *Travel arrangements for employees.*
- *Switchboard*
- *Established and maintained ongoing relationships with vendors.*
- *Product research & quotes.*
- *Data input: purchase orders, receiving & product information.*
- *Maintained inventory of training courseware.*
- *Product ordering.*
- *Maintained and updated literature library.*
- *Provided general office support to engineers, consultants and in-house staff*

SOFTWARE: *Microsoft Windows environment including; Excel, Word, Outlook, Publisher & PowerPoint. AccPac Accounting System, Medicaid Billing System (NHLeads& MMIS), Great Plains/MS Dynamics, DACS, DocStar, MIP/Sage Accounting. Minimum use of Quickbooks, Schedule+, Access. Internet browsers: Explorer, Firefox and Netscape.*

References are available and will be furnished upon request.

Salary requirements are negotiable.

People Support Specialist

Qualified professional with eight plus years experience within the social services field. I have experience working with adults with a variety of disabilities and socio-economic backgrounds. I provide these adults with consistency and structured environments to be successful in all areas of their lives. I have the knowledge to effectively perform supervisory duties and case management responsibilities.

Professional Experience

Granite State Independent Living, Concord, NH 2014-Present
Independent Living Services Coordinator

- Conduct Intakes
- Assess consumer needs
- Develop Independent living plans
- Skill Building
- Maintain Records
- Home and Vehicle Evaluations
- Coaching
- Support and Encourage consumer self-advocacy
- Advocate for consumers
- Transportation Billing
- Coordinate Transportation Services
- Provide Information and Referral Services

Easter Seals NH, Concord, NH 2012-2014
Community Living Manager

- Supervision of day staff
- Ensure client records meet state standards
- Ensure staff payroll is entered accurately
- Ensure client's rights are not violated
- Write meaningful/measurable progress notes for ISP
- Process ISP paperwork
- Attend all quarterly and ISP meeting
- Author client's annual reports
- Author monthly progress notes
- Develop relationships with clients, case managers, home providers and guardians
- Author meaningful/enjoyable client schedules while maintaining state standards
- Perform duties of team leader and direct support associate
- Assist community based services customers with gaining meaningful employment

Easter Seals NH, Concord, NH 2009- 2012
Team Leader

- Provide support to individuals with developmental disabilities within their communities
- Secure employment for people with developmental disabilities and ensure their success
- Securing volunteer positions, community inclusion and center based services
- Production payroll and billing
- Supervision of day program staff
- Ensure documentation meets states standards
- Ensuring clients rights are not violated
- Scheduling of the day program staff and various other responsibilities
- Ensuring all client books are kept current and meet state standards

Participate and prepare materials for treatment team and agency meetings
Maintain consistent communication with homecare providers, guardians and service coordinators
Train new staff to support individuals that Easter Seals supports
Ensure client monthly notes are submitted on time

The Walking Company, Concord, NH

2008-2010

Assistant Manager per-diem

Responsible for daily operations of the store
Supervising staff
Customer Service and Sales
Visual Merchandising
Closely working with customers to determine their needs

ADDITIONAL EMPLOYMENT HISTORY

Matthew's Hallmark, Concord, NH Assistant Manager

Responsible for daily operations of the store, Customer Service and Sales,
Visual Merchandising

Granite Ledges, Concord, NH Personal Care Attendant

Assisted residents with A.D.L'S.

The Inn at Deerfield in Deerfield, Deerfield NH. Personal Care Attendant

Assisted residents with A.D.L'S.

Education

Southern New Hampshire University, Manchester, NH
Psychology – Present

New Hampshire Technical Institute, Human Services, Concord, NH
Associate's Degree

Concord High School, Concord, NH

Related Skills

- ↓ Knowledgeable of client rights
- ↓ CPR and First Aid certified
- ↓ Knowledgeable of state regulations
- ↓ Knowledgeable of accommodations
- ↓ Microsoft Office (Word, Excel)

Trainings

- ↓ Defensive Driving Course
- ↓ Dealing with difficult people training
- ↓ DISC Training
- ↓ Managing Work Place Stress
- ↓ Creative Problem Solving
- ↓ Time Management
- ↓ Active listening
- ↓ Effective Communication Skills
- ↓ Culture Diversity Awareness
- ↓ College of Direct Support
- ↓ Motivational Interviewing
- ↓ Living Well with a Disability Facilitator

References upon request

Karen J. Currier

Summary of Qualifications

Human Services professional with over 30 years' experience in a variety of settings and positions. Recognized as a natural communicator who commits to relationship building and has a track record of performance, reliability, confidentiality, and ethical standards.

Organization Experience

- Work independently with client caseload and well organized with attention to detail
- Set up patient/client accounts in regional hospital
- Conducted intakes and needs assessments for clients
- Served as Admissions and ER registrar @ regional hospital
- Complete and process forms in multiple settings
- Computer literate in Windows including Excel, Word, PowerPoint & Publisher

Social Services Experience

- Coordinate to provide advocacy, independent skills training, information & referral, peer support
- Provide respite care for mentally/physically-disabled persons
- Render assistance to clients receiving Physical and/or Occupational therapy
- Worked closely with residents to provide basic care needs
- Assisted and worked one-on-one with care of autistic child
- Ability to interact and respond to a variety of staff and/or clients needs and demands

Education

- BS in Human Services - Magna Cum Laude Springfield College, MA 2005
 - Nursing Program - NH Vocational Technical College 1995 - 1998

Professional Experience

IL Services Coordinator, Granite State Independent Living, Littleton, NH 2008 - Present

Respite Worker, Common Ground, Littleton, NH 2004 - 2008

LNA, Lafayette Center, Franconia NH 2003 – 2004

Multiple Positions, Littleton Regional Hospital, Littleton NH 1992 – 1999

LNA, Morrison Nursing Home, Whitefield NH 1983 – 1991

Scott A. Ehrlich

Experience

Granite State Independent Living, Concord, NH, December 2014 - Present

Independent Living Services Coordinator providing assistance for 30+ New Hampshire residents to enable them to live more independent and contented lives.

Granite State Independent Living, Concord, NH, November 2010 - Present

Enhanced Work Incentives Counselor, providing benefits and employment counseling to 80+ New Hampshire Social Security Disability Insurance beneficiaries for the Benefit Offset National Demonstration (BOND), a project run by the Social Security Administration.

One Sky Community Services, Portsmouth, NH, July 2010 – April 2012

In-home behavioral support provider for children diagnosed with developmental disabilities.

Autism Respite Resource Outreach, Hampton Falls, NH, 2009 - 2010

In-home behavioral support provider for children diagnosed with autism or other developmental disabilities.

Oyster River High School, Durham, NH, 2008 - 2010

Student-specific paraprofessional working in an inclusive public school with students with disabilities.

William J. White Education & Behavioral Consulting Services, Ashland, NH, 2007 - 2008

Behavior Specialist working in inclusive school and community settings with students diagnosed with autism or other developmental disabilities.

Washington County Mental Health Services, Barre, VT, 2006 - 2007

Behavior Interventionist working with students with disabilities in area school districts.

Coaching:

- **Main Street Middle School Baseball**, Head Coach, Montpelier, VT, 2007
- **Lebanon (NH) High School Boys Ice Hockey**, Assistant Coach, 2003-2006
- **Lebanon HS Junior Varsity Baseball**, Head Coach: 2005
- **Lebanon HS Reserve Baseball**, Head Coach: 2004

Education

University of New Hampshire, Durham, NH: 1998-2003

Bachelor of Arts degree in Psychology, with an emphasis in English

Skills

Job Skills: Responsibilities have included but are not limited to coordinating services for consumers, communicating with partner organizations, employment counseling, benefits analysis and reporting, data collection and analysis, service note writing, development of child-specific intervention plans, writing progress reports, and writing incident reports as they occur.

Skot Jervis

- Objective** To secure a job that will allow me to assist people with disabilities with improving their lives.
- Work Experience** Granite State Independent Living
21 Chenell Drive
Concord, NH 03301
- Services coordinator** January 2002-Present
- Assisted numerous people with disabilities with overcoming barriers that restricted their independence. Including, but not limited to, home modifications, acquiring adaptive equipment, benefits enrollment, vehicle modifications, and peer support.
 - Organized and/or participated in numerous outreach presentations in order to inform other agencies about the services Granite State Independent Living can offer the population they serve.
- Skills** I consider myself to be quite computer literate; skilled with Microsoft Office and easily adapt to new database/data entry systems as necessary.
- Interests** Photography, technology, exercise
- Education** Keene State College
229 Main Street
Keene, NH 03431
Dates attended: 1999-2001
Masters in Education
School Guidance Counselor Certification
- Keene State College
229 Main Street
Keene, NH 03431
Dates attended: 1995-1999
Bachelors in Elementary Special Education & Psychology
- Central High School
207 Lowell Street
Manchester, NH 03104
Dates attended: 1983-1987
- References** References available upon request

Becky Nelson

9/2011- Current Granite State Independent Living Concord, NH
1/2015- Current IL Services Coordinator
2011-2015 LTS Coordinator

10/08- 7/11 Moore Center Services Provider Manchester, NH
4/08- 7/11 Health masters Paramedical Examiner Boston, MA
9/07- 7/11 Superior Mobile Medics Paramedical Examiner San Diego, CA
2/07- 7/11 APPS Paramedical Examiner
4/06-2007 NH Oncology & Hematology- Phlebotomist
12/05-3/07 CMC Perinatal Technician
2/03- 2/04 Bank North Group Research Assistant/Adm Ast.
1999-2000 NH Med Labs Phlebotomist
1996- 1996 Ridgewood Healthcare LNA

Education: 1992-1996 Memorial High School Diploma

References available upon request

10/08- 7/11 **Moore Center Services** **Provider** **Manchester, NH**
4/08- Current **Healthmasters** **Paramedical Examiner** **Boston, MA**
9/07- Current **Superior Mobile Medic** **Paramedical Examiner** **San Diego, CA**
02/07- Current **Exam One** **Paramedical Examiner** **Bedford, NH**
12/06- Current **APPS Paramedical** **Paramedical Examiner** **Bow, NH**
4/06-2007 **NH Oncology & Hematology** **Phlebotomist** **Hooksett, NH**
12/05-3/07 **CMC** **Mom's Place** **Perinatal Technician/ Medical Assistant**

ICU- Critical Care Tech

2003-2004 **Home Health & Hospice** **LNA** **Nashua, NH**

2001-2001 Banknorth Group, Inc. **Research Assistant/Administrative Assistant**
 My position as an Administrative Assistant consisted of assisting three individuals with their administrative and accounting needs. I also assisted in the needs of researching information for Appraisals, and provided the necessary preparation for Reports.

1999-2000 **NH Medical Labs** **Phlebotomist** **Manchester, NH**

1996-1996 **Ridgewood Health Care Center** **LNA** **Manchester, NH**
 At Ridgewood is where I enrolled in a Certified Nursing Assistant course, and received my license

Education **1992-1996** **Memorial High School** **Diploma** **Manchester, NH**
1999- Current **NH Community Technical College-** I am currently working my way toward a Nursing Degree.

References available upon request

Madeline Olio Ruano

Job Objective

A Service Coordinator position with a social service agency that utilizes my excellent organizational and communication skills, involves advocacy and Community and Consumer Education/Outreach and Identify and utilize local resources in support of community living for people with disabilities.

Work History

- 2009 – present **IL Service Coordinator** – Granite State Independent Living, Concord, NH
- Maintain in outreach activities to members of the general community.
 - Provide information and referral.
 - Advocacy on behalf of consumers.
 - Direct services to people with disabilities.
- 2007 – 2009 **Deaf Service Manager** – Granite State Independent Living, Concord, NH
- Oversee the program service.
 - Assist the orienting, evaluation and supervise staffs.
 - Education to Community and Consumer Outreach.
 - Assist in the development, implementation and review of consumers' ILs.
- 1996 – 2007 **Program Director** – Northeast Independent Living Program, Inc., Lawrence, MA
- Oversee the program budget and program service.
 - Provide peer mentoring and IL training to consumers.
 - Provide supervision and training to staff, Intern and Volunteers.
 - Plan and implement peer, support and skills training to consumers and community providers.
- 1994 – 1996 **Program Director** – North Suffolk Mental Health Associates, Chelsea, MA
- Oversee the program services and budgets.
 - Develop new policies for the program services.
 - Assist in interview, hiring, orientation training, and evaluation system for program.
 - Monitor staff schedule/routines.
 - Meeting with Program and DMH Administration and contracting team members with agencies.

Education

- B.S. Sign Language Interpreter, University of New Hampshire at Manchester, Manchester, NH
A.S. Medical Technician, Rochester Institute of Technology/NTID, Rochester, NY

Leadership and Training

Training in conflict-resolution skills, HIPPA, Mental Health Overview, Microsoft Lyncs, and professional training.
Fluent in American Sign Language.
VR Deaf & HOH Advisory Committee, UNH-M Sign Language Interpreter Advisory Meeting, NECC Sign Language Interpreter Advisory Meeting.

References available on request.

James C. Taber, MS, HS-BCP.

PROFESSIONAL EXPERIENCE

Services Coordinator 05/17/04-current

Granite State Independent Living, Concord, NH 03301

- 1 Serve as Case Manager/Services Coordinator with a case load of 40-50 consumers.
- 2 Solicit bids and funding for durable medical equipment and implement purchase and installation of equipment.
- 3 Review files before closure to conform to Federal/State policies.
- 4 Provide advocacy services for a wide variety of services from housing to benefits and transportation and employment.
- 5 Safety Committee/Research all Material Safety Data Sheet Information for keeping an updated chemical safety program.
- 6 Determine data collection requirements and design forms to collect data
- 7 Maintain current knowledge of state and federal standards and regulations related to HIPPA/ Health Information Personal Privacy Act.
- 8 Grant writing committee researching and writing grants for program funding.

Corporate Security Operations Manager

1/08-04/06

Securitas, Int., J. Jill Group, Tilton, NH.

- 1 Oversaw coordination of personnel, shift scheduling, training, recruiting/hiring, and operational support of corporate security staff.
- 2 Responsible for communication and coordination between Securitas home office in Portland, ME and J. Jill executive management in Tilton, NH.
- 3 Oversaw internal and external investigations and documentation for harassment, accident and termination cases, and various other issues.
- 4 Maintained all staff certification in AED, CPR, First Aid qualifications.
- 5 Developed new clients and contact leads for Securitas, Int.

Juvenile Services Case Manager

12/02-10/04

State of NH, Department of Youth Services.

- 6 Successfully completed Youth Services Training Academy.
- 7 Managed a case group of adjudicated youth on The Diversion Program for first time offenders.
- 8 Supervised court appearances, community services and work and training environments.
- 9 Provided advocacy services to youth who were involved in the criminal justice system.

*ALSO WORKED LONG TERM FOR CHOICEPOINT, PINKERTON AND NATIONAL DATA RETRIEVAL SYSTEMS DOING BACKGROUND INVESTIGATIONS FOR CRIMINAL RECORDS, MV CHECKS, LIENS AND EVICTIONS, EMPLOYMENT VERIFICATION, ETC (INDEPENDENT CONTRACTOR).

Education

Masters of Science Degree

Psychology/Criminal Justice, Springfield College, Manchester, NH.

Bachelors of Science

Criminal Justice, Franklin Pierce College, Concord, NH.

Ass. Applied Science.

Criminal Justice, NH Technical College, Concord, NH.

Human Services Board Certified Practitioner, HS-BCP, (2012).

Unites States Navy Veteran.

Computer skills

Microsoft Word, Access, Excel, Outlook, database management, Windows, on-line and email services, various specific databases, Crimesoft, CFAL,DACS.

References upon request.

Teri Nordle, NHICS, NIC-W

NH Licensed ASL/English Interpreter – NHICS – Expires 9/2017

RELEVANT EXPERIENCE

1983-1985	Claypit Hill Elementary School	Wayland, MA
	<i>Educational Interpreter/Tutor</i>	
1985-1989	Northern Essex Community College	Haverhill, MA
	<i>Staff Interpreter/Tutor</i>	
1989-1991	Memorial High School	Manchester, NH
	<i>Educational Interpreter/Tutor</i>	
1991-1993	Manchester School of Technology	Manchester, NH
	<i>Classroom Facilitator, Young Mother's Program</i>	
	<i>Taught GED Preparation, Pre-Employment/Work Maturity Skills, English Composition and Writing,</i>	
1993 - 1998	Manchester School of Technology	Manchester, NH
	<i>Classroom Teacher, GOAL Program - Alternative Education Program</i>	
	<i>Taught Pre-Employment/Work Maturity Skills, English Composition, Writing, and GED preparation skills. Authored state and federal grants for program funding</i>	
1998-2000	A TECH Services/ASSETT	Concord, NH
	<i>Educational Services Coordinator for NH School Districts</i>	
2000- 2004	Southern NH University	Manchester, NH
	<i>Full time ASL/English Interpreter, post-secondary setting</i>	
2004 – 2006	Pembroke Academy	Pembroke, NH
	<i>Classroom Teacher/Educational ASL Interpreter</i>	
	<i>Taught Career Awareness and Development</i>	
	<i>Interpreted mainstream college-preparatory program</i>	
2008 – 2010	Sorenson Communications	Concord, NH
	<i>Video Relay Interpreter</i>	
	<i>Provided ASL/English Interpreting services utilizing VP technology for consumers.</i>	
2005 – Present	ASL/English Interpreter	NH, MA
	<i>Freelance ASL/English Interpreter</i>	
	<i>Educational, Community and Medical interpreter, providing communication access to Deaf children, youth, and adults throughout the New England area.</i>	
September, 2012 – Present	Staff ASL/English Interpreter	
	<i>Granite State Independent Living</i>	

EDUCATION

1978-1981	University of New Hampshire	Manchester, NH
	<i>ASL/English Interpreting & Deaf Studies</i>	
1981-1982	Front Range Community College	Westminister, CO
1982-1983	A.S., ASL/English Interpreting/ Deaf Studies - UNH	
2010-2012	Online Coursework toward B.S.	