



4V 17

STATE OF NEW HAMPSHIRE
 DEPARTMENT OF HEALTH AND HUMAN SERVICES
 OFFICE OF HUMAN SERVICES
 DIVISION FOR CHILDREN, YOUTH & FAMILIES

Nicholas A. Toumpas
 Commissioner

Lorraine Bartlett
 Director

129 PLEASANT STREET, CONCORD, NH 03301-3857
 603-271-4451 1-800-852-3345 Ext. 4451
 FAX: 603-271-4729 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

September 10, 2015

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

Sole Source

REQUESTED ACTION

Authorize the New Hampshire Department of Health and Human Services, Division for Children, Youth and Families to enter into a **sole source** agreement with Dr. Michael F. Kalinowski (sole proprietor), 11 Nobel K. Peterson Drive, Durham, NH 03824 (Vendor #105260) in an amount not to exceed \$40,159, to conduct a Child Care Market Rate Survey effective upon Governor and Council approval through June 30, 2016. *100% Federal Funds*

Funds to support this request are anticipated to be available in the following account in State Fiscal Year 2016 upon the availability and continued appropriation of funds in the future operating budget.

**05-95-42-421110-29780000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS
 DEPT OF, HHS: HUMAN SERVICES, CHILD DEVELOPMENT, CHILD CARE DVLP-QUALITY
 ASSURE**

| SFY | Class/Object | Class Title | Activity Number | Budget |
|------|--------------|--------------------------------|-----------------|----------|
| 2016 | 102-500731 | Contracts for Program Services | 42117810 | \$40,159 |
| | | | Total: | \$40,159 |

EXPLANATION

This request is **sole source** because the Market Rate Survey needs to be completed prior to setting the child care provider rates for the next biennial budget. Dr. Michael Kalinowski performed the last seven (7) Market Rate Survey's for the State of New Hampshire and already has mechanisms in place to perform a valid and reliable survey. Also due to a change in leadership within the Child Development Bureau, we were able to exercise the two-year renewal option prior to the previous contract's end date.

The purpose of this agreement is to conduct a Child Care Market Rate Survey of all licensed New Hampshire child care providers to determine the cost of licensed child care. The data from this survey will then be used to determine subsidy rates for the Child Care Scholarship Program to meet the requirements of federal mandate 45 CFR 98.43(b)(2). New Hampshire is federally required to

certify that parents with low income, who are eligible for child care assistance, receive subsidies that ensure equal access to comparable child care services as those not receiving subsidies. Access to reliable child care is essential for low-income parents receiving subsidies through the Child Care Scholarship Program, so they can remain working, going to school or participating in structured job search activities, and for promoting children's learning and healthy development.

Low-income families will benefit by the continuance of available child care subsidies provided through the NH Child Care Scholarship Program.

Dr. Kalinowski has performed the Market Rate Survey since 1999 and his survey meets all the requirements of the Child Care and Development Block Grant. He has knowledge of the nuances of the child care provider system in NH, has been tracking trends, and is known and trusted by the child care provider community.

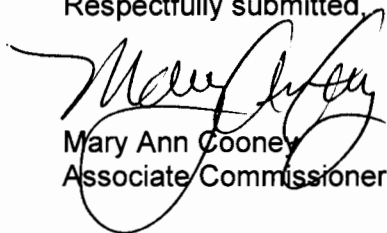
Should Governor and Council not authorize this request the State would not be in compliance with the Child Care Scholarship Program requirements found in Federal Regulation §98.43(b) (2) and New Hampshire Administrative Rules He-C 6910.17. These rules and regulations require a market rate survey be completed every two years in order to determine amounts charged to families by licensed child care programs. Market rate survey information is used, to set child care scholarship reimbursement rates. Noncompliance of Child Care Scholarship Program requirements will result in a reduction of federal funds that support the Child Care Scholarship Program, which will cause financial hardship for working families and parents participating in structured job search activities and possibly lead to job loss due to parents not being able to find affordable child care.

Area Served: Statewide.

Source of Funds: 100% Federal Funds.

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

Respectfully submitted,



Mary Ann Cooney
Associate Commissioner

Approved By:



Nicholas A. Toumpas
Commissioner

Subject: Market Rate Survey of Child Care Providers in New Hampshire

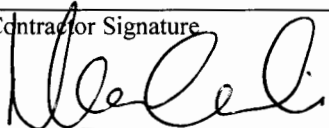
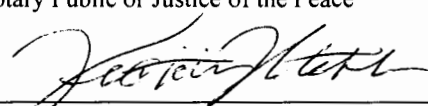
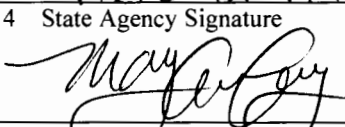
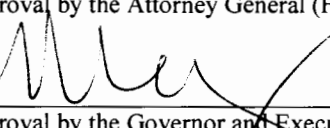
Notice This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

| | | | |
|---|--|--|----------------------------------|
| 1.1 State Agency Name Department of Health and Human Services Division for Children, Youth and Families | | 1.2 State Agency Address 129 Pleasant Street Concord, NH 03301-3857 | |
| 1.3 Contractor Name Michael F. Kalinowski, Sole Proprietor | | 1.4 Contractor Address 11 Nobel K. Peterson Drive Durham NH 03824 | |
| 1.5 Contractor Phone Number (603) 868-1171 | 1.6 Account Number: 010-042-29780000-102-500734 | 1.7 Completion Date 6/30/2016 | 1.8 Price Limitation \$40,159 |
| 1.9 Contracting Officer for State Agency Eric D. Borrin | | 1.10 State Agency Telephone Number (603) 271-9558 | |
| 1.11 Contractor Signature  | | 1.12 Name and Title of Contractor Signatory Dr. Michael F. Kalinowski, Sole Proprietor | |
| 1.13 Acknowledgement: State of <u>NH</u> , County of <u>Strafford</u> On <u>Sept 6, 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 <u>Victoria Mutschler, Notary Public</u> My Commission Expires January 25, 2017 | | | |
| 1.14 State Agency Signature  | | 1.15 Name and Title of State Agency Signatory <u>Mary Ann Conway</u> <u>Associate Commission</u> | |
| 1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: <u>Sara McKeown</u> Director, On: <u>9/15/15</u> | | | |
| 1.17 Approval by the Attorney General (Form, Substance and Execution) By:  <u>Megan A. Keli - Attorney</u> On: <u>10/11/15</u> | | | |
| 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, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

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

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.

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

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

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

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

6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the contractor. In addition, the Contractor shall comply with all applicable copyright laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this

Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

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

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

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

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

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

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

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

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

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

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

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

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

14. INSURANCE.

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

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

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

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

kle
9/8/15

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than thirty (30) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) days prior written notice of cancellation or modification of the policy.

15. WORKERS' COMPENSATION.

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

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

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

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

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no

such approval is required under the circumstances pursuant to State law, rule or policy.

19. CONSTRUCTION OF AGREEMENT AND TERMS.

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

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

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

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

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

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



Exhibit A

Scope of Services

1. Provisions Applicable To All Services

- 1.1. The Contractor agrees that, to the extent future legislative action by the New Hampshire General Court or Federal or State court orders may have an impact on the Service(s) described herein, the State Agency has the right to modify Service priorities and expenditure requirements under this Contract so as to achieve compliance therewith.
- 1.2. The Contractor shall submit a detailed description of the language assistance services they will provide to persons with limited English proficiency to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.
- 1.3. The Contractor shall pursue any and all appropriate public sources of funds that are applicable to the funding of the Services. Appropriate records shall be maintained by the Contractor to document actual funds received or denials of funding from such public sources of funds.

2. Services To Be Provided

The Contractor hereby covenants and agrees that during the term of this Agreement, it will provide services to conduct and report out on the market rate survey of licensed child care programs in the State of New Hampshire, which include, but are not limited to:

- 2.1 Producing a final work-plan within thirty (30) calendar days of the beginning of this contract. The Contractor's work plan shall include, but not be limited to:
 - 2.1.1 Plans for completion of tasks listed in Sections 2.2 -2.5, below.
 - 2.1.2 Benchmark dates for completion of each task.
 - 2.1.3 Names and/or titles of staff responsible for each task.
- 2.2 Providing timely progress updates to the Department. The Contractor shall create monthly reports in electronic or written form that will reflect activity progress for the previous month that include, but are not limited to:
 - 2.2.1 Progress towards tasks identified in the work plan required by Section 2.1, above.
 - 2.2.2 Benchmarks reached.
 - 2.2.3 Problems and successes experienced.
 - 2.2.4 Solutions to problems identified in section 2.2.3.
 - 2.2.5 Goals for the following month.
- 2.3 Designing a survey, subject to Department approval, with questions that capture required provider information, enrollment and capacity numbers, price data and important auxiliary information, which includes, but is not limited to:
 - 2.3.1 The distribution of annual, monthly, weekly, daily and hourly rates charged for child care for specific categories of care and age groups.
 - 2.3.2 Type of child care program (Licensed Center, Family Group, and Family Child Care).
 - 2.3.3 Ages of children served (00-12 months, 13-24 months, 25-35 months, 36-59 months, 60-71 months, and 6-13 years).
 - 2.3.4 Full-time and part-time enrollments by age.
 - 2.3.5 Current number of enrollments for all programs.



Exhibit A

- 2.3.6 Capacity, by age and type of program.
- 2.3.7 Desired capacity of the child care program.
- 2.3.8 Enrollments on child care scholarship.
- 2.3.9 Whether the program is for or non-profit.
- 2.3.10 Child care programs that are high quality, in accordance with the Department's definition of high quality.
- 2.3.11 Whether the child care program is a Head Start Program.
- 2.3.12 Hours of program operations.
- 2.3.13 Whether the program charges the assigned cost share to parents.
- 2.3.14 Whether the program charges the difference between the WSR (weekly standard rate) and their actual charge.
- 2.4 Developing the survey format to ensure validation and ease of use by Providers through:
 - 2.4.1 Ensuring that instructions and questions for the survey are written at a sixth grade reading level.
 - 2.4.2 Modeling the survey on other validated surveys of similar content.
 - 2.4.3 Ensuring content described in Section 2.3 is captured in the survey.
- 2.5 Creating a universal cover letter, subject to Department approval, addressed to child care program providers, that explains: the purpose of the survey; provides instructions; and guarantees the anonymity of the program participants.
 - 2.5.1 Submit a draft to the Department of the market rate survey and cover letter for approval within 14 days of the beginning date of the contract.
- 2.6 The Contactor will distribute the approved survey to all licensed NH child care programs that serve any children from ages 0 to 13 years old and will:
 - 2.6.1 Ensure child care providers complete anonymity by:
 - 2.6.1.1 Keeping provider identification, name and phone numbers in a separate, secure location from the survey results.
 - 2.6.1.2 Shredding all hardcopy surveys 7 years after the final report is released to the Department.
 - 2.6.1.3 Not releasing confidential materials without written approval from the Department.
 - 2.6.2 Ensure the survey is available to all providers electronically and by mail.
 - 2.6.3 Provide programs with the choice to complete the survey electronically or by mail.
 - 2.6.4 Provide a toll-free number and e-mail address that can be used by providers for assistance in completing the survey.
 - 2.6.5 Provide translation services, including translation of the entire survey, to programs who have limited English proficiency.
 - 2.6.6 Contact providers who have not completed the survey, in not less than two (2) and not more than four (4) weeks of the survey being mailed, by telephone, mail or email to:
 - 2.6.6.1 Offer assistance to programs in order to achieve a minimum survey response rate of 60%.



Exhibit A

- 2.7 In order to validate survey results, the Contractor will:
- 2.7.1 Achieve a minimum survey response rate of 60% in the five (5) regional office areas of the statewide Child Care Resource and Referral agency, as well as the State of New Hampshire.
 - 2.7.1.1 The five (5) regional office areas (see exhibit A-1) are:
 - 2.7.1.1.1 Central Region;
 - 2.7.1.1.2 Eastern Region;
 - 2.7.1.1.3 Northern Region;
 - 2.7.1.1.4 Southern Region; and
 - 2.7.1.1.5 Southwestern Region.
 - 2.7.2 Contact the statewide Child Care Resource and Referral agency to obtain child care rate information for at least 5% of responding programs.
 - 2.7.3 Compare program rate information received in Section 2.7.2 to the survey information submitted by the child care program to address any discrepancies.
 - 2.8 Produce a final report that will:
 - 2.8.1 Be a written overview of the market rate survey as an introduction of the final report on survey results. The overview will include but not be limited to:
 - 2.8.1.1 Description of and reason for methodologies used.
 - 2.8.1.2 Validation standards used.
 - 2.8.1.3 Method of executing the survey.
 - 2.8.1.4 Cautions on interpreting data.
 - 2.8.1.5 General findings.
 - 2.8.1.6 Recommendations.
 - 2.8.1.7 Conclusions.
 - 2.8.2 Include an Executive Summary that includes instructional language regarding charts and tables within the Final Report.
 - 2.8.3 Include copies of all significant documents produced including, but not limited to:
 - 2.8.3.1 Complete rate tables for all categories of care and age segments.
 - 2.8.3.2 Standard rate tables that include the mean, median, standard deviation and percentages.
 - 2.8.3.3 Tables that are prepared, at the 25th, 50th, 75th and 90th percentile.
 - 2.8.4 Address regional market variations.
 - 2.8.5 Include all data collected as described in Section 2.3 with additional information that includes, but is not limited to:
 - 2.8.5.1 Trends in New Hampshire child care program over the past 14 years.
 - 2.8.5.2 Analyses of selected current survey data against other available data regarding poverty and issues regarding access to child care, to assist the Department in determining rates that ensure equal access.



Exhibit A

- 2.8.6 Be submitted to the Department for review and approval. The Contractor will:
- 2.8.6.1 Provide an electronic draft copy of the final report to the Department for comments and edits.
 - 2.8.6.2 Incorporate comments and edits provided by the Department in the final report.
 - 2.8.6.3 Make a formal presentation of the draft to the Department.
 - 2.8.6.4 Provide one (1) original, at least three (3) bound paper copies, and one (1) electronic copy of the final report to the Department. The Contractor will:
 - 2.8.6.4.1 Provide the electronic copy in accordance with the Department's choice of media.
 - 2.8.6.4.2 Provide copies identified in Section 2.8.6.4 to the Department, at least two (2) weeks prior to the public forum described in Section 2.9, below.
- 2.9 The Contractor will present final results, subject to Department approval, in a public forum, the time and place of which will be determined by the Department. Prior to such presentation, the Contractor will:
- 2.9.1 Work with the Department to advertise the forum through the Department's website.
 - 2.9.2 Work with the statewide Child Care Resource and Referral agency to include forum notification in program newsletters.
- 2.10 The Contractor will maintain detailed supporting documentation used in developing the final report for seven (7) years after the contract end date.
- 2.11 The Contractor will allow a team or person authorized by the State of New Hampshire to periodically review systems of governance, administration and clinical and financial management in order to assure systems are adequate to provide the contracted services. Review shall include all records necessary to measure compliance.
- 2.12 The Contractor will make corrective actions as advised by the State of New Hampshire reviewer if contracted services are not found to be in compliance with the contract.
- 2.13 The Department may waive its right to conduct onsite reviews if the Contractor's reports required by this contract are appropriately submitted and indicate satisfactory provision of services as determined solely by the Department.

MARKET RATE SURVEY REGIONAL OFFICE AREAS
Exhibit A-1

| Central Region | Eastern Region | Northern Region | Southern Region | Southwestern Region |
|----------------|----------------|--------------------|-----------------|---------------------|
| WEBSTER | | STEWARTSTOWN | | W. LEBANON |
| WILMOT | | STRATFORD | | WESTMORELAND |
| | | SUGAR HILL | | WINCHESTER |
| | | TAMWORTH | | WINDSOR |
| | | THORNTON | | |
| | | TUFTONBORO | | |
| | | TWIN MTN | | |
| | | UNION | | |
| | | WAKEFIELD | | |
| | | WARREN | | |
| | | WATERVILLE VALLEY | | |
| | | WENTWORTH | | |
| | | WENTWORTH LOCATION | | |
| | | W STEWARTSON | | |
| | | WHITEFIELD | | |
| | | WOLFEBORO | | |
| | | WOODSTOCK | | |
| | | WOODSVILLE | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Contractor Initials: dlh
Date: 9/10/15



Exhibit B

Method and Conditions Precedent to Payment

1. The State shall pay the Contractor an amount not to exceed the Price Limitation, block 1.8, for the services provided by the Contractor pursuant to Exhibit A, Scope of Services.
 - 1.1. This contract is funded with funds from the Catalog of Federal Domestic Assistance (CFDA) #93.575, Federal Agency Health and Humans Services, Child Care and Development Block Grant in providing services pursuant to Exhibit A, Scope of Services. The contractor agrees to provide the services in Exhibit A, Scope of Services in compliance with funding requirements.
2. Payment for said services shall be made monthly, but not less than quarterly:
 - 2.1. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this agreement. The invoice, provided by the Department, must be completed, signed, and returned to the Department in order to initiate payment Invoices shall be mailed to:

Fiscal Administrator
Division for Children, Youth and Families
Department of Health and Human Services
129 Pleasant Street
Concord, NH 03301
 - 2.2. After approval of the contract by Governor and Executive Council and only upon written request from the vendor documenting vendor need, the Department may issue an initial prepayment of up to 25% of the annual contract price at the beginning of the Contract Period to support start-up activities.
 - 2.3. Expenditures shall be in accordance with the approved line item budget shown in exhibit B-1.
 - 2.4. Payments may be withheld pending receipt of required reports, plans, and updates as defined in Exhibit A.
 - 2.5. A final payment request shall be submitted no later than sixty days after the contact ends.
 - 2.6. Notwithstanding anything to the contrary herein, the Contractor agrees that funding under this contract may be withheld, in whole or in part, in the event of noncompliance with any State or Federal lay, rule or regulation applicable to the services provided, or if the said services have not been completed in accordance with the terms and conditions of this Agreement.
 - 2.7. When the contract price limitation is reached, the program shall continue to operate at full capacity at no charge to the State of New Hampshire for the duration of the contract period.
 - 2.8. Modification of budget line items within the price limitation shall be made only with the approval of the Division for Children, Youth and Families and shall not require approval by Governor and Executive Council.

Exhibit B-1 SFY 2016

New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD

Bidder/Program Name: Dr. Michael Kalinowski

Budget Request for: Market Rate Survey of New Hampshire Child Care Providers

Budget Period: Upon Governor Approval (October 2015) - June 30, 2016

| Line Item | Direct | | Total Program Cost | | Total | Contractor Share/Match | | Total | Funded by DHHS contract share | | Total |
|--|--------------|-----------|--------------------|-----------|--------------|------------------------|-------------|--------------|-------------------------------|--------------|-------|
| | Incremental | Fixed | Incremental | Fixed | | Incremental | Fixed | | Incremental | Fixed | |
| 1. Total Salary/Wages | \$ 33,729.00 | \$ - | \$ 33,729.00 | \$ - | \$ 33,729.00 | \$ - | \$ - | \$ 32,080.00 | \$ - | \$ 32,080.00 | \$ - |
| 2. Employee Benefits | \$ 3,028.00 | \$ - | \$ 3,028.00 | \$ - | \$ 3,028.00 | \$ - | \$ - | \$ 2,408.00 | \$ - | \$ 2,408.00 | \$ - |
| 3. Consultants | \$ 1,800.00 | \$ - | \$ 1,800.00 | \$ - | \$ 1,800.00 | \$ - | \$ - | \$ 1,800.00 | \$ - | \$ 1,800.00 | \$ - |
| 4. Equipment: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Rental | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Repair and Maintenance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Purchase/Depreciation | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 5. Supplies: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Educational | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Lab | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Pharmacy | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Medical | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Office | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 6. Travel | \$ 1,023.00 | \$ - | \$ 1,023.00 | \$ - | \$ 1,023.00 | \$ - | \$ - | \$ 1,023.00 | \$ - | \$ 1,023.00 | \$ - |
| 7. Occupancy | \$ 353.00 | \$ - | \$ 353.00 | \$ - | \$ 353.00 | \$ - | \$ - | \$ 212.00 | \$ - | \$ 212.00 | \$ - |
| 8. Current Expenses | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Telephone | \$ 325.00 | \$ - | \$ 325.00 | \$ - | \$ 325.00 | \$ - | \$ - | \$ 296.00 | \$ - | \$ 296.00 | \$ - |
| Postage | \$ 658.00 | \$ - | \$ 658.00 | \$ - | \$ 658.00 | \$ - | \$ - | \$ 550.00 | \$ - | \$ 550.00 | \$ - |
| Subscriptions | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Audit and Legal | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Insurance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Board Expenses | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 9. Software | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 10. Marketing/Communications | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 11. Staff Education and Training | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 12. Subcontracts/Agreements | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 13. Other (Specific details mandatory) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Printing | \$ 990.00 | \$ - | \$ 990.00 | \$ - | \$ 990.00 | \$ - | \$ - | \$ 990.00 | \$ - | \$ 990.00 | \$ - |
| Incentives | \$ 1,000.00 | \$ - | \$ 1,000.00 | \$ - | \$ 1,000.00 | \$ - | \$ - | \$ 1,000.00 | \$ - | \$ 1,000.00 | \$ - |
| TOTAL | \$ 42,704.00 | \$ 870.00 | \$ 43,574.00 | \$ 870.00 | \$ 43,574.00 | \$ 870.00 | \$ 3,415.00 | \$ 40,159.00 | \$ - | \$ 40,159.00 | \$ - |

Indirect As A Percent of Direct 2.0%



SPECIAL PROVISIONS

Contractors Obligations: The Contractor covenants and agrees that all funds received by the Contractor under the Contract shall be used only as payment to the Contractor for services provided to eligible individuals and, in the furtherance of the aforesaid covenants, the Contractor hereby covenants and agrees as follows:

1. **Compliance with Federal and State Laws:** If the Contractor is permitted to determine the eligibility of individuals such eligibility determination shall be made in accordance with applicable federal and state laws, regulations, orders, guidelines, policies and procedures.
2. **Time and Manner of Determination:** Eligibility determinations shall be made on forms provided by the Department for that purpose and shall be made and remade at such times as are prescribed by the Department.
3. **Documentation:** In addition to the determination forms required by the Department, the Contractor shall maintain a data file on each recipient of services hereunder, which file shall include all information necessary to support an eligibility determination and such other information as the Department requests. The Contractor shall furnish the Department with all forms and documentation regarding eligibility determinations that the Department may request or require.
4. **Fair Hearings:** The Contractor understands that all applicants for services hereunder, as well as individuals declared ineligible have a right to a fair hearing regarding that determination. The Contractor hereby covenants and agrees that all applicants for services shall be permitted to fill out an application form and that each applicant or re-applicant shall be informed of his/her right to a fair hearing in accordance with Department regulations.
5. **Gratuities or Kickbacks:** The Contractor agrees that it is a breach of this Contract to accept or make a payment, gratuity or offer of employment on behalf of the Contractor, any Sub-Contractor or the State in order to influence the performance of the Scope of Work detailed in Exhibit A of this Contract. The State may terminate this Contract and any sub-contract or sub-agreement if it is determined that payments, gratuities or offers of employment of any kind were offered or received by any officials, officers, employees or agents of the Contractor or Sub-Contractor.
6. **Retroactive Payments:** Notwithstanding anything to the contrary contained in the Contract or in any other document, contract or understanding, it is expressly understood and agreed by the parties hereto, that no payments will be made hereunder to reimburse the Contractor for costs incurred for any purpose or for any services provided to any individual prior to the Effective Date of the Contract and no payments shall be made for expenses incurred by the Contractor for any services provided prior to the date on which the individual applies for services or (except as otherwise provided by the federal regulations) prior to a determination that the individual is eligible for such services.
7. **Conditions of Purchase:** Notwithstanding anything to the contrary contained in the Contract, nothing herein contained shall be deemed to obligate or require the Department to purchase services hereunder at a rate which reimburses the Contractor in excess of the Contractors costs, at a rate which exceeds the amounts reasonable and necessary to assure the quality of such service, or at a rate which exceeds the rate charged by the Contractor to ineligible individuals or other third party funders for such service. If at any time during the term of this Contract or after receipt of the Final Expenditure Report hereunder, the Department shall determine that the Contractor has used payments hereunder to reimburse items of expense other than such costs, or has received payment in excess of such costs or in excess of such rates charged by the Contractor to ineligible individuals or other third party funders, the Department may elect to:
 - 7.1. Renegotiate the rates for payment hereunder, in which event new rates shall be established;
 - 7.2. Deduct from any future payment to the Contractor the amount of any prior reimbursement in excess of costs;

MK

9/10/15



- 7.3. Demand repayment of the excess payment by the Contractor in which event failure to make such repayment shall constitute an Event of Default hereunder. When the Contractor is permitted to determine the eligibility of individuals for services, the Contractor agrees to reimburse the Department for all funds paid by the Department to the Contractor for services provided to any individual who is found by the Department to be ineligible for such services at any time during the period of retention of records established herein.

RECORDS: MAINTENANCE, RETENTION, AUDIT, DISCLOSURE AND CONFIDENTIALITY:

8. **Maintenance of Records:** In addition to the eligibility records specified above, the Contractor covenants and agrees to maintain the following records during the Contract Period:
- 8.1. **Fiscal Records:** books, records, documents and other data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor during the Contract Period, said records to be maintained in accordance with accounting procedures and practices which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
- 8.2. **Statistical Records:** Statistical, enrollment, attendance or visit records for each recipient of services during the Contract Period, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
- 8.3. **Medical Records:** Where appropriate and as prescribed by the Department regulations, the Contractor shall retain medical records on each patient/recipient of services.
9. **Audit:** Contractor shall submit an annual audit to the Department within 60 days after the close of the agency fiscal year. It is recommended that the report be prepared in accordance with the provision of Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Non Profit Organizations" and the provisions of Standards for Audit of Governmental Organizations, Programs, Activities and Functions, issued by the US General Accounting Office (GAO standards) as they pertain to financial compliance audits.
- 9.1. **Audit and Review:** During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts.
- 9.2. **Audit Liabilities:** In addition to and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department, all payments made under the Contract to which exception has been taken or which have been disallowed because of such an exception.
10. **Confidentiality of Records:** All information, reports, and records maintained hereunder or collected in connection with the performance of the services and the Contract shall be confidential and shall not be disclosed by the Contractor, provided however, that pursuant to state laws and the regulations of the Department regarding the use and disclosure of such information, disclosure may be made to public officials requiring such information in connection with their official duties and for purposes directly connected to the administration of the services and the Contract; and provided further, that the use or disclosure by any party of any information concerning a recipient for any purpose not directly connected with the administration of the Department or the Contractor's responsibilities with respect to purchased services hereunder is prohibited except on written consent of the recipient, his attorney or guardian.

Handwritten signature of the contractor.

9/8/15



Notwithstanding anything to the contrary contained herein the covenants and conditions contained in the Paragraph shall survive the termination of the Contract for any reason whatsoever.

11. **Reports:** Fiscal and Statistical: The Contractor agrees to submit the following reports at the following times if requested by the Department.
 - 11.1. Interim Financial Reports: Written interim financial reports containing a detailed description of all costs and non-allowable expenses incurred by the Contractor to the date of the report and containing such other information as shall be deemed satisfactory by the Department to justify the rate of payment hereunder. Such Financial Reports shall be submitted on the form designated by the Department or deemed satisfactory by the Department.
 - 11.2. Final Report: A final report shall be submitted within thirty (30) days after the end of the term of this Contract. The Final Report shall be in a form satisfactory to the Department and shall contain a summary statement of progress toward goals and objectives stated in the Proposal and other information required by the Department.
12. **Completion of Services:** Disallowance of Costs: Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.
13. **Credits:** All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement:
 - 13.1. The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services.
14. **Prior Approval and Copyright Ownership:** All materials (written, video, audio) produced or purchased under the contract shall have prior approval from DHHS before printing, production, distribution or use. The DHHS will retain copyright ownership for any and all original materials produced, including, but not limited to, brochures, resource directories, protocols or guidelines, posters, or reports. Contractor shall not reproduce any materials produced under the contract without prior written approval from DHHS.
15. **Operation of Facilities: Compliance with Laws and Regulations:** In the operation of any facilities for providing services, the Contractor shall comply with all laws, orders and regulations of federal, state, county and municipal authorities and with any direction of any Public Officer or officers pursuant to laws which shall impose an order or duty upon the contractor with respect to the operation of the facility or the provision of the services at such facility. If any governmental license or permit shall be required for the operation of the said facility or the performance of the said services, the Contractor will procure said license or permit, and will at all times comply with the terms and conditions of each such license or permit. In connection with the foregoing requirements, the Contractor hereby covenants and agrees that, during the term of this Contract the facilities shall comply with all rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and shall be in conformance with local building and zoning codes, by-laws and regulations.
16. **Equal Employment Opportunity Plan (EEOP):** The Contractor will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs (OCR), if it has received a single award of \$500,000 or more. If the recipient receives \$25,000 or more and has 50 or



more employees, it will maintain a current EEOP on file and submit an EEOP Certification Form to the OCR, certifying that its EEOP is on file. For recipients receiving less than \$25,000, or public grantees with fewer than 50 employees, regardless of the amount of the award, the recipient will provide an EEOP Certification Form to the OCR certifying it is not required to submit or maintain an EEOP. Non-profit organizations, Indian Tribes, and medical and educational institutions are exempt from the EEOP requirement, but are required to submit a certification form to the OCR to claim the exemption. EEOP Certification Forms are available at: <http://www.ojp.usdoj/about/ocr/pdfs/cert.pdf>.

17. **Limited English Proficiency (LEP):** As clarified by Executive Order 13166, Improving Access to Services for persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, Contractors must take reasonable steps to ensure that LEP persons have meaningful access to its programs.
18. **Pilot Program for Enhancement of Contractor Employee Whistleblower Protections:** The following shall apply to all contracts that exceed the Simplified Acquisition Threshold as defined in 48 CFR 2.101 (currently, \$150,000)

CONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS AND REQUIREMENT TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS (SEP 2013)

(a) This contract and employees working on this contract will be subject to the whistleblower rights and remedies in the pilot program on Contractor employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239) and FAR 3.908.

(b) The Contractor shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in section 3.908 of the Federal Acquisition Regulation.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in all subcontracts over the simplified acquisition threshold.

19. **Subcontractors:** DHHS recognizes that the Contractor may choose to use subcontractors with greater expertise to perform certain health care services or functions for efficiency or convenience, but the Contractor shall retain the responsibility and accountability for the function(s). Prior to subcontracting, the Contractor shall evaluate the subcontractor's ability to perform the delegated function(s). This is accomplished through a written agreement that specifies activities and reporting responsibilities of the subcontractor and provides for revoking the delegation or imposing sanctions if the subcontractor's performance is not adequate. Subcontractors are subject to the same contractual conditions as the Contractor and the Contractor is responsible to ensure subcontractor compliance with those conditions.

When the Contractor delegates a function to a subcontractor, the Contractor shall do the following:

- 19.1. Evaluate the prospective subcontractor's ability to perform the activities, before delegating the function
- 19.2. Have a written agreement with the subcontractor that specifies activities and reporting responsibilities and how sanctions/revocation will be managed if the subcontractor's performance is not adequate
- 19.3. Monitor the subcontractor's performance on an ongoing basis

Ull

9/10/15



- 19.4. Provide to DHHS an annual schedule identifying all subcontractors, delegated functions and responsibilities, and when the subcontractor's performance will be reviewed
- 19.5. DHHS shall, at its discretion, review and approve all subcontracts.

If the Contractor identifies deficiencies or areas for improvement are identified, the Contractor shall take corrective action.

DEFINITIONS

As used in the Contract, the following terms shall have the following meanings:

COSTS: Shall mean those direct and indirect items of expense determined by the Department to be allowable and reimbursable in accordance with cost and accounting principles established in accordance with state and federal laws, regulations, rules and orders.

DEPARTMENT: NH Department of Health and Human Services.

FINANCIAL MANAGEMENT GUIDELINES: Shall mean that section of the Contractor Manual which is entitled "Financial Management Guidelines" and which contains the regulations governing the financial activities of contractor agencies which have contracted with the State of NH to receive funds.

PROPOSAL: If applicable, shall mean the document submitted by the Contractor on a form or forms required by the Department and containing a description of the Services to be provided to eligible individuals by the Contractor in accordance with the terms and conditions of the Contract and setting forth the total cost and sources of revenue for each service to be provided under the Contract.

UNIT: For each service that the Contractor is to provide to eligible individuals hereunder, shall mean that period of time or that specified activity determined by the Department and specified in Exhibit B of the Contract.

FEDERAL/STATE LAW: Wherever federal or state laws, regulations, rules, orders, and policies, etc. are referred to in the Contract, the said reference shall be deemed to mean all such laws, regulations, etc. as they may be amended or revised from the time to time.

CONTRACTOR MANUAL: Shall mean that document prepared by the NH Department of Administrative Services containing a compilation of all regulations promulgated pursuant to the New Hampshire Administrative Procedures Act. NH RSA Ch 541-A, for the purpose of implementing State of NH and federal regulations promulgated thereunder.

SUPPLANTING OTHER FEDERAL FUNDS: The Contractor guarantees that funds provided under this Contract will not supplant any existing federal funds available for these services.

llh

9/8/15



REVISIONS TO GENERAL PROVISIONS

1. Subparagraph 4 of the General Provisions of this contract, Conditional Nature of Agreement, is replaced as follows:
 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, in whole or in part, under this Agreement are contingent upon continued appropriation or availability of funds, including any subsequent changes to the appropriation or availability of funds affected by any state or federal legislative or executive action that reduces, eliminates, or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope of Services provided in Exhibit A, Scope of Services, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of appropriated or available funds. In the event of a reduction, termination or modification of appropriated or available funds, the State shall have the right to withhold payment until such funds become available, if ever. The State shall have the right to reduce, terminate or modify services under this Agreement immediately upon giving the Contractor notice of such reduction, termination or modification. The State shall not be required to transfer funds from any other source or account into the Account(s) identified in block 1.6 of the General Provisions, Account Number, or any other account, in the event funds are reduced or unavailable.
2. Subparagraph 10 of the General Provisions of this contract, Termination, is amended by adding the following language;
 - 10.1 The State may terminate the Agreement at any time for any reason, at the sole discretion of the State, 30 days after giving the Contractor written notice that the State is exercising its option to terminate the Agreement.
 - 10.2 In the event of early termination, the Contractor shall, within 15 days of notice of early termination, develop and submit to the State a Transition Plan for services under the Agreement, including but not limited to, identifying the present and future needs of clients receiving services under the Agreement and establishes a process to meet those needs.
 - 10.3 The Contractor shall fully cooperate with the State and shall promptly provide detailed information to support the Transition Plan including, but not limited to, any information or data requested by the State related to the termination of the Agreement and Transition Plan and shall provide ongoing communication and revisions of the Transition Plan to the State as requested.
 - 10.4 In the event that services under the Agreement, including but not limited to clients receiving services under the Agreement are transitioned to having services delivered by another entity including contracted providers or the State, the Contractor shall provide a process for uninterrupted delivery of services in the Transition Plan.
 - 10.5 The Contractor shall establish a method of notifying clients and other affected individuals about the transition. The Contractor shall include the proposed communications in its Transition Plan submitted to the State as described above.
3. Subparagraph 14.1.1 of the General Provisions of this contract, is deleted and the following subparagraph is added:
 - 14.1.1 comprehensive personal liability against all claims of bodily injury and property damage liability or both combined, in amounts of not less than \$300,000 each occurrence and personal umbrella liability limit of \$1,000,000; and



CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS

**US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS
US DEPARTMENT OF EDUCATION - CONTRACTORS
US DEPARTMENT OF AGRICULTURE - CONTRACTORS**

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.). The January 31, 1989 regulations were amended and published as Part II of the May 25, 1990 Federal Register (pages 21681-21691), and require certification by grantees (and by inference, sub-grantees and sub-contractors), prior to award, that they will maintain a drug-free workplace. Section 3017.630(c) of the regulation provides that a grantee (and by inference, sub-grantees and sub-contractors) that is a State may elect to make one certification to the Department in each federal fiscal year in lieu of certificates for each grant during the federal fiscal year covered by the certification. The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment. Contractors using this form should send it to:

Commissioner
NH Department of Health and Human Services
129 Pleasant Street,
Concord, NH 03301-6505

1. The grantee certifies that it will or will continue to provide a drug-free workplace by:
 - 1.1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - 1.2. Establishing an ongoing drug-free awareness program to inform employees about
 - 1.2.1. The dangers of drug abuse in the workplace;
 - 1.2.2. The grantee's policy of maintaining a drug-free workplace;
 - 1.2.3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 1.2.4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - 1.3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - 1.4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - 1.4.1. Abide by the terms of the statement; and
 - 1.4.2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - 1.5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 1.4.2 from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency

Uc

9/8/15

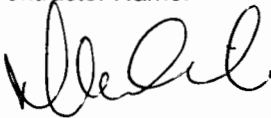


- has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- 1.6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 1.4.2, with respect to any employee who is so convicted
 - 1.6.1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 1.6.2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - 1.7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6.
2. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code) (list each location)

Check if there are workplaces on file that are not identified here.

9/8/15
Date

Contractor Name:

Name: MICHAEL KALINOSKI
Title: SOLR MANAGER

Contractor Initials Me
Date 9/8/15



CERTIFICATION REGARDING LOBBYING

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Section 319 of Public Law 101-121, Government wide Guidance for New Restrictions on Lobbying, and 31 U.S.C. 1352, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS
US DEPARTMENT OF EDUCATION - CONTRACTORS
US DEPARTMENT OF AGRICULTURE - CONTRACTORS

Programs (indicate applicable program covered):

- *Temporary Assistance to Needy Families under Title IV-A
- *Child Support Enforcement Program under Title IV-D
- *Social Services Block Grant Program under Title XX
- *Medicaid Program under Title XIX
- *Community Services Block Grant under Title VI
- *Child Care Development Block Grant under Title IV

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor).
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor), the undersigned shall complete and submit Standard Form LLL, (Disclosure Form to Report Lobbying, in accordance with its instructions, attached and identified as Standard Exhibit E-1.)
3. The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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

Contractor Name:

9/8/15
Date

Michael Kalinowski McDebr
Name: MICHAEL KALINOWSKI
Title: SOLE PROPRIETOR



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION
AND OTHER RESPONSIBILITY MATTERS**

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Executive Office of the President, Executive Order 12549 and 45 CFR Part 76 regarding Debarment, Suspension, and Other Responsibility Matters, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this proposal (contract) is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.
6. The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHHS.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by DHHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and



information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, DHHS may terminate this transaction for cause or default.

PRIMARY COVERED TRANSACTIONS

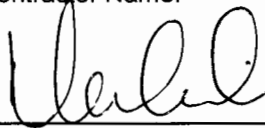
11. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - 11.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - 11.2. have not within a three-year period preceding this proposal (contract) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or a contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - 11.3. are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (l)(b) of this certification; and
 - 11.4. have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
12. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal (contract).

LOWER TIER COVERED TRANSACTIONS


13. By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:
 - 13.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
 - 13.2. where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).
14. The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

9/8/15

Date

Contractor Name:


Name: MICHAEL KROLINOWSKI
Title: SOLR MANAGER

Contractor Initials 
Date 9/6/15



**CERTIFICATION OF COMPLIANCE WITH REQUIREMENTS PERTAINING TO
FEDERAL NONDISCRIMINATION, EQUAL TREATMENT OF FAITH-BASED ORGANIZATIONS AND
WHISTLEBLOWER PROTECTIONS**

The Contractor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

Contractor will comply, and will require any subgrantees or subcontractors to comply, with any applicable federal nondiscrimination requirements, which may include:

- the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. Section 3789d) which prohibits recipients of federal funding under this statute from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act requires certain recipients to produce an Equal Employment Opportunity Plan;
- the Juvenile Justice Delinquency Prevention Act of 2002 (42 U.S.C. Section 5672(b)) which adopts by reference, the civil rights obligations of the Safe Streets Act. Recipients of federal funding under this statute are prohibited from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act includes Equal Employment Opportunity Plan requirements;
- the Civil Rights Act of 1964 (42 U.S.C. Section 2000d, which prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in any program or activity);
- the Rehabilitation Act of 1973 (29 U.S.C. Section 794), which prohibits recipients of Federal financial assistance from discriminating on the basis of disability, in regard to employment and the delivery of services or benefits, in any program or activity;
- the Americans with Disabilities Act of 1990 (42 U.S.C. Sections 12131-34), which prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation;
- the Education Amendments of 1972 (20 U.S.C. Sections 1681, 1683, 1685-86), which prohibits discrimination on the basis of sex in federally assisted education programs;
- the Age Discrimination Act of 1975 (42 U.S.C. Sections 6106-07), which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance. It does not include employment discrimination;
- 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Executive Order No. 13279 (equal protection of the laws for faith-based and community organizations); Executive Order No. 13559, which provide fundamental principles and policy-making criteria for partnerships with faith-based and neighborhood organizations;
- 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations); and Whistleblower protections 41 U.S.C. §4712 and The National Defense Authorization Act (NDAA) for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013) the Pilot Program for Enhancement of Contract Employee Whistleblower Protections, which protects employees against reprisal for certain whistle blowing activities in connection with federal grants and contracts.

The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment.

Exhibit G

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

Contractor Initials

Handwritten initials

Date

Handwritten date: 9/15/15
Handwritten initials: BTG

New Hampshire Department of Health and Human Services
Exhibit G



In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, to the applicable contracting agency or division within the Department of Health and Human Services, and to the Department of Health and Human Services Office of the Ombudsman.

The Contractor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

1. By signing and submitting this proposal (contract) the Contractor agrees to comply with the provisions indicated above.

9/8/15
Date

Contractor Name:

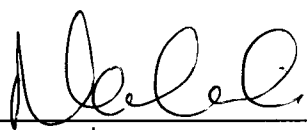


Name: MICHAEL KAZNOWSKI
Title: SOLE PROPRIETOR

Exhibit G

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

Contractor Initials 
Date 9/8/15



CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

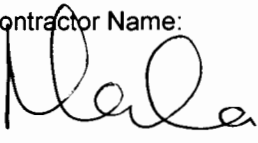
Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

The Contractor identified in Section 1.3 of the General Provisions agrees, by signature of the Contractor's representative as identified in Section 1.11 and 1.12 of the General Provisions, to execute the following certification:

1. By signing and submitting this contract, the Contractor agrees to make reasonable efforts to comply with all applicable provisions of Public Law 103-227, Part C, known as the Pro-Children Act of 1994.

9/8/14

Date

Contractor Name:


Name: MICHAEL ESTKOWSKI
Title: SOLE PROPRIETOR


Contractor Initials 
Date 9/8/14



Exhibit I

HEALTH INSURANCE PORTABILITY ACT
BUSINESS ASSOCIATE AGREEMENT

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 and Security of Individually Identifiable Health Information, 45 CFR Parts 160 and 164 applicable to business associates. 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.

(1) Definitions.

- a. "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
- b. "Business Associate" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- c. "Covered Entity" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. "Designated Record Set" shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- e. "Data Aggregation" shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- f. "Health Care Operations" shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- g. "HITECH Act" means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164 and amendments thereto.
- i. "Individual" shall have the same meaning as the term "individual" in 45 CFR Section 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. "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.
- k. "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR Section 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.

[Handwritten Signature]

9/2/15



Exhibit I

- I. “Required by Law” shall have the same meaning as the term “required by law” in 45 CFR Section 164.103.
- m. “Secretary” shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- n. “Security Rule” shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C, and amendments thereto.
- o. “Unsecured Protected Health Information” means protected health information that is not secured by a technology standard that renders protected health information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.
- p. Other Definitions - All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH Act.

2 **Business Associate Use and Disclosure of Protected Health Information.**

- a. Business Associate shall not use, disclose, maintain or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under Exhibit A of the Agreement. Further, Business Associate, including but not limited to all its directors, officers, employees and agents, shall not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
- 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 notify Business Associate, in accordance with the HIPAA Privacy, Security, and Breach Notification Rules 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 any 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

[Handwritten Signature]

9/10/15



Exhibit I

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 over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Business Associate shall be bound by such additional restrictions and shall not disclose PHI in violation of such additional restrictions and shall abide by any additional security safeguards.

(3) Obligations and Activities of Business Associate.

- a. The Business Associate shall notify the Covered Entity's Privacy Officer immediately after the Business Associate becomes aware of any use or disclosure of protected health information not provided for by the Agreement including breaches of unsecured protected health information and/or any security incident that may have an impact on the protected health information of the Covered Entity.
- b. The Business Associate shall immediately perform a risk assessment when it becomes aware of any of the above situations. The risk assessment shall include, but not be limited to:
 - o The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
 - o The unauthorized person used the protected health information or to whom the disclosure was made;
 - o Whether the protected health information was actually acquired or viewed
 - o The extent to which the risk to the protected health information has been mitigated.

The Business Associate shall complete the risk assessment within 48 hours of the breach and immediately report the findings of the risk assessment in writing to the Covered Entity.

- c. The Business Associate shall comply with all sections of the Privacy, Security, and Breach Notification Rule.
- d. 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 and Security Rule.
- e. 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 as provided under Section 3 (I). 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



Exhibit I

pursuant to this Agreement, with rights of enforcement and indemnification from such business associates who shall be governed by standard Paragraph #13 of the standard contract provisions (P-37) of this Agreement for the purpose of use and disclosure of protected health information.

- f. 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 use and 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.
- g. 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.
- h. 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.
- i. Business Associate shall document such disclosures of PHI and information related to such disclosures as would be required for 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.
- j. 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.
- k. 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 and Security 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.
- l. 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

Wk

9/8/15



Exhibit I

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 of 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.
- 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 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

(5) Termination for Cause

In addition to Paragraph 10 of the standard terms and conditions (P-37) 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 I. 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 and Security Rule, amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and Security 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 for Covered Entity to comply with the changes in the requirements of HIPAA, the Privacy and Security 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, the Privacy and Security Rule.

MLL

9/13/15



Exhibit I

- e. Segregation. If any term or condition of this Exhibit I 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 this Exhibit I are declared severable.
- f. Survival. Provisions in this Exhibit I regarding the use and disclosure of PHI, return or destruction of PHI, extensions of the protections of the Agreement in section (3) l, the defense and indemnification provisions of section (3) e and Paragraph 13 of the standard terms and conditions (P-37), shall survive the termination of the Agreement.

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

NH DAHS
 The State
Mary Ann Coyne
 Signature of Authorized Representative
Mary Ann Coyne
 Name of Authorized Representative
Associate Commissioner
 Title of Authorized Representative
9/14/15
 Date

MICHAEL KAUNDZSKI
 Name of the Contractor
[Signature]
 Signature of Authorized Representative

 Name of Authorized Representative
SOVEREIGN PROPERTIES
 Title of Authorized Representative
9/8/15
 Date



CERTIFICATION REGARDING THE FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) COMPLIANCE

The Federal Funding Accountability and Transparency Act (FFATA) requires prime awardees of individual Federal grants equal to or greater than \$25,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$25,000 or more. If the initial award is below \$25,000 but subsequent grant modifications result in a total award equal to or over \$25,000, the award is subject to the FFATA reporting requirements, as of the date of the award.

In accordance with 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), the Department of Health and Human Services (DHHS) must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

1. Name of entity
2. Amount of award
3. Funding agency
4. NAICS code for contracts / CFDA program number for grants
5. Program source
6. Award title descriptive of the purpose of the funding action
7. Location of the entity
8. Principle place of performance
9. Unique identifier of the entity (DUNS #)
10. Total compensation and names of the top five executives if:
 - 10.1. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
 - 10.2. Compensation information is not already available through reporting to the SEC.

Prime grant recipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of The Federal Funding Accountability and Transparency Act, Public Law 109-282 and Public Law 110-252, and 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

The below named Contractor agrees to provide needed information as outlined above to the NH Department of Health and Human Services and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.

9/8/15
Date

Contractor Name:
Michael Kalinowski
Name: MICHAEL KALINOWSKI
Title: SOLE PROPRIETOR



FORM A

As the Contractor identified in Section 1.3 of the General Provisions, I certify that the responses to the below listed questions are true and accurate.

1. The DUNS number for your entity is: N/A

2. In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

Y NO _____ YES

If the answer to #2 above is NO, stop here

If the answer to #2 above is YES, please answer the following:

3. Does the public have access to information about the compensation of the executives in your business or organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C.78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

_____ NO _____ YES

If the answer to #3 above is YES, stop here

If the answer to #3 above is NO, please answer the following:

4. The names and compensation of the five most highly compensated officers in your business or organization are as follows:

| | |
|-------------|---------------|
| Name: _____ | Amount: _____ |
| Name: _____ | Amount: _____ |
| Name: _____ | Amount: _____ |
| Name: _____ | Amount: _____ |
| Name: _____ | Amount: _____ |



CAMBRIDGE MUTUAL FIRE INS. CO.

ANDOVER, MASSACHUSETTS 01810

PART B DECLARATIONS PAGE

20150710-99:00:42:06

AMENDED DECLARATION ++ * * EFFECTIVE 05/05/15
SUPERSEDES ANY PREVIOUS DECLARATION BEARING

THE SAME NUMBER FOR THIS POLICY PERIOD RENEWAL OF POLICY HP 2490071
REASON FOR AMENDMENT-ADD MORTGAGEE

| POLICY NUMBER | FROM | POLICY PERIOD TO | AGENT NO | AGENT |
|--|----------|------------------|----------|--|
| HP 2490071 | 05/05/15 | 05/05/16 | 0000216 | TELEPHONE: (603) 692-3431 |
| NAMED INSURED AND ADDRESS | | | | |
| MICHAEL KALINOWSKI & FANNY KALINOWSKI 11 NOBEL K PETERSON DR DURHAM NH 03824-3219 | | | | CROSS INSURANCE - SOMERSWORTH 475C HIGH ST SOMERSWORTH NH 03878-1024 |

THE PREMISES COVERED BY THIS POLICY IS LOCATED AT THE ABOVE ADDRESS.

POLICY PERIOD- 12:01 AM STANDARD TIME AT THE RESIDENCE PREMISES.

RATING INFORMATION:

AUTOMATIC VALUE-UP AT RENEWAL, FRAME, CONSTRUCTED IN 1999,
PROTECTION CLASS 04, TERRITORY 34, FEET FROM HYDRANT 1000, 1 FAMILY,
PREMIUM GROUP 26, INSIDE CITY. TIER 2.

DEDUCTIBLE: IN CASE OF A LOSS UNDER SECTION I, WE COVER ONLY THAT PART
OF THE LOSS OVER \$ 1000

COVERAGE AT THE ABOVE DESCRIBED LOCATION IS PROVIDED ONLY WHERE A LIMIT OF LIABILITY IS SHOWN OR A PREMIUM IS STATED

SECTION I COVERAGE

| | LIMITS OF LIABILITY | PREMIUM |
|----------------------|---------------------|------------|
| A. DWELLING | \$421,000 | \$1,153.00 |
| B. OTHER STRUCTURES | \$42,100 | |
| C. PERSONAL PROPERTY | \$294,700 | |
| D. LOSS OF USE | \$84,200 | |

SECTION II COVERAGE

| | | |
|-------------------------------|-----------|------------|
| E. PERSONAL LIABILITY | \$300,000 | |
| F. MEDICAL PAYMENTS TO OTHERS | \$2,000 | \$20.00 |
| TOTAL BASIC PREMIUM | | \$1,173.00 |

SUPPLEMENTAL PREMIUM OR CREDITS

| | |
|--|------------|
| NEW DWELLING CREDIT, HO-NDC | \$35.00CR |
| GUARANTEED REPLACEMENT OR REPAIR COST, H116, COVERAGE-A ONLY | \$30.00 |
| PERSONAL PROPERTY REPLACEMENT COST - H00490 | NO CHARGE |
| SPECIAL PERSONAL PROPERTY COVERAGE - H00015 | NO CHARGE |
| PERSONAL UMBRELLA LIABILITY ENDORSEMENT, H-130 | \$255.00 |
| ADDITIONAL COVERAGE ENDORSEMENT, H142 | \$50.00 |
| PREM. ALARM OR FIRE PROT SYS. - HO 0416 | \$115.00CR |
| ACCOUNT CREDIT ENDORSEMENT, H-925 | \$58.00CR |
| HOME/AUTO DISCOUNT, H-938 | \$115.00CR |
| EMPLOYER'S LIABILITY, HO 2491 | \$3.00 |
| OPTIONAL DEDUCTIBLE | \$288.00CR |

PLEASE NOTE :
ALL POLICY CHANGES SHOULD BE PROCESSED THROUGH YOUR AGENT.



AMENDED DECLARATION ++ * * EFFECTIVE 05/05/15
SUPERSEDES ANY PREVIOUS DECLARATION BEARING
THE SAME NUMBER FOR THIS POLICY PERIOD RENEWAL OF POLICY HP 2490071
REASON FOR AMENDMENT-ADD MORTGAGEE

| POLICY NUMBER | FROM | POLICY PERIOD | TO | AGENT NO | AGENT |
|--|----------|---------------|---------|---------------------------|--|
| HP 2490071 | 05/05/15 | 05/05/16 | 0000216 | TELEPHONE: (603) 692-3431 | |
| NAMED INSURED AND ADDRESS | | | | | CROSS INSURANCE - SOMERSWORTH 475C HIGH ST SOMERSWORTH NH 03878-1024 |
| MICHAEL KALINOWSKI & FANNY KALINOWSKI 11 NOBEL K PETERSON DR DURHAM NH 03824-3219 | | | | | |

DESCRIPTION OF ADDITIONAL COVERAGES

PERSONAL UMBRELLA LIABILITY ENDORSEMENT

LIMIT OF LIABILITY - \$1,000,000
EACH OCCURRENCE IN EXCESS OF THE RETAINED LIMIT AS DEFINED HEREIN.
SELF INSURED RETENTION \$500



TERRITORY IS A, NUMBER OF ADDITIONAL AUTOMOBILES IS 1,
OF VEHICLES SUBJECT TO THE UNINSURED/UNDERINSURED MOTORIST SURCHARGE IS 2.

MINIMUM UNDERLYING INSURANCE REQUIRED

TYPE OF COVERAGE

- (A) COMPREHENSIVE PERSONAL LIABILITY OR HOMEOWNERS
-BODILY INJURY AND PROPERTY DAMAGE LIABILITY OR
BOTH COMBINED - \$300,000 EACH OCCURRENCE
- (B) AUTOMOBILE LIABILITY (APPLICABLE TO AUTOMOBILES AS DEFINED HEREIN)
-BODILY INJURY LIABILITY - \$250,000 EACH PERSON/\$500,000 EACH OCCURRENCE
-PROPERTY DAMAGE LIABILITY - \$100,000 EACH OCCURRENCE;
OR COMBINED SINGLE LIMIT
-BODILY INJURY AND PROPERTY DAMAGE LIABILITY - \$300,000 EACH OCCURRENCE
- (C) OWNED RECREATIONAL MOTOR VEHICLE LIABILITY
-BODILY INJURY AND PROPERTY DAMAGE LIABILITY OR
BOTH COMBINED - \$300,000 EACH OCCURRENCE
- (D) WATERCRAFT LIABILITY
-BODILY INJURY AND PROPERTY DAMAGE LIABILITY OR
BOTH COMBINED - \$300,000 EACH OCCURRENCE
- (E) LIABILITY FOR 1 OR 2 FAMILY DWELLINGS OR CONDOMINIUM UNITS RENTED
-BODILY INJURY AND PROPERTY DAMAGE LIABILITY OR
BOTH COMBINED - \$300,000 EACH OCCURRENCE

400M (03/15) KS-LP

AND-22 (05/13)

MICHAEL F. KALINOWSKI

11 Nobel K. Peterson Drive
Durham NH 03824
Cell: (603) 608-6114 Home: (603) 868-1171
Email: m.kalinowski@unh.edu

EDUCATION

- 1976 Ed.D. University of Massachusetts
Child Development and Early Education
- 1972 M.Ed. University of Massachusetts
Human Development
- 1970 B.A. Bennington College
Theater, Social Science

CURRENT POSITION

Associate Professor (Emeritus as of 5/22/15)
Human Development & Family Studies, University of New Hampshire

- 2013-2015 Coordinator, UNH Asian Studies Minor
2010-2015 Coordinator, Child Life Minor
Faculty Affiliate, Latin American Studies Minor, Justice Studies
2009-2010 Rand Stearns Professor
2007 Discovery FITSI Summer Fellow
2005-2008 UNH Davis Inquiry Fellow
2005-2015 Coordinator, Graduate/Undergraduate Child Advocacy Specialization
2003-2005 Chairperson of Family Studies
2001-2003 Rand Stearns Professor
1987-1996 Director, Child Study and Development Center
1986-1989 Research Associate, Family Research Laboratory
1982-1985 Chairperson of Family Studies
1980-1996 Director, The Child and Family Center

OTHER ACADEMIC/ADMINISTRATIVE EXPERIENCE

Visiting Professor of Asian Studies at Kansai-Gaidai University, Hirakata, Japan.
Instructed “Asian Families” course to international students and “Writing and Research in the Social Sciences” course to Japanese students. Researched issues related to technology and early childhood design (2000-2001).

Visiting Professor of Developmental Psychology, Hangzhou University, Hangzhou, China.
Instructed graduate course on advanced developmental theory and a seminar for faculty on current issues in child and family studies. Researched early childhood programs and teacher training methods (1994-95).

Director, University of Tennessee Child Development Laboratories and **Assistant Professor**, Curriculum and Instruction (College of Education). Also **Assistant Professor**, Child and Family Studies (College of Home Economics) Coordinated new joint undergraduate K-3 teacher training program between departments. Developed and directed five day care, preschool, infant-toddler, and parent cooperative programs to support teacher training and research. (1976-80).

Director, Parents and Children, Department of Education, Xavier University, Cincinnati, Ohio. Created and administered federal Parent and Child Center and Head Start program serving 120 children under six and their parents which received national attention.

Research Associate, ANISA Project, University of Massachusetts. Responsible for drafting the model's theory of development and for helping Implement the model in pilot sites in Maine, Massachusetts, Connecticut, and Missouri.

Administrative Intern, UNESCO, Paris, France. Revolving duties supporting educational conferences and the International Commission on Educational Reform.

Kindergarten Teacher, Ecole St. Trinité, Port-au-Prince, Haiti

PROFESSIONAL ORGANIZATIONS AND BOARDS

- | | |
|------------|--|
| 2013- | World Forum Foundation, International Advisory Group |
| 2006-2008 | New Hampshire Task Force on Sexual Abuse Prevention |
| 2001-2004 | New England Workforce Partners in Early Education |
| 1990-1999 | Board, National Coalition for Campus Child Care President, 1995-1997; Vice President, 1993-1995; Past President 1997-98 Chair, Public Relations Committee, 1990-1993; Proposal Reviewer: 1991-96 |
| 1989-1992 | National Association of Teacher Educators National Commission on Early Childhood Teacher Education |
| 1988-2000 | Association Mondiale pour L'Education Prescolaire |
| 1987-1990 | Advisory Committee, Infants and Children, Seacoast Foundation |
| 1987- 2000 | Advisory Committee, Exchange Press Director's Network |
| 1986-1996 | National Organization of Child Development Laboratory Schools Steering Committee, 1987-1990; V.P.1988-89, Elections Chair, 1989-90 |
| 1981-1996 | Council of Child Development Laboratory Administrators President, 1983-86; Vice President, 1982-83; Editor, 1987-1990 |

COMPETITIVE GRANTS AND OTHER CONTRACTS

| | |
|--|------|
| DHHS-NH-Div. Family Assistance True Cost of Care Phase II | 2013 |
| DHHS-NH Child Care & Early Education Market Rate Survey (also 2011, 2007, 2005, 2003, 2001, 1999) | 2013 |
| SPARK NH Higher Ed Inventory for EC Prof in Health & Human Services | 2013 |
| Tillotson Foundation/North Country Council – True Cost of Care Pilot Study | 2012 |
| SERESC: PTAN Challenging Behaviors Survey | 2010 |
| DHHS-Child Support Services Review of Policies/Practices (Smith, Kalinowski, and Baughman) | 2008 |
| DHHS-NH Child Care & Early Education Market Rate Survey Addition | 2008 |
| UNH Development Office Outdoor Learning Laboratory | 2002 |
| UNH Instructional Technology Pettee Hall Technology Consortium | 2002 |
| NH Center for Public Policy Studies Child Care Crisis in NH | 2001 |
| UNH Undesignated Gifts Instructional Technology | 1999 |
| UNH Faculty Development Grant International Family Research | 1997 |
| IBM /WFD Child Care Administrative Software Standards | 1996 |
| SHHS Faculty Scholar Child Development Laboratories in the US | 1994 |
| Faculty Development Fund Early Childhood Programs in Japan | 1993 |
| Unrestricted University Gifts Full Day Kindergarten | 1993 |
| Unrestricted University Gifts Computer Observations of Children | 1992 |
| Partners of the Americas Improving Early Education in Brazil | 1991 |
| Whiting Foundation for Analyses of French Ecole Maternelle Designs | 1987 |

PUBLICATIONS

Kalinowski, M. (2014) Every child matters. In Ganong, L. and Coleman, M. Social history of American families. Thousand Oaks, CA: Sage Press.

Kalinowski, M. and Kalinowski, F. (2014). Final report of the 8th New Hampshire child care & early education market rate survey. Concord, NH: DHHS, Child Development Bureau.

Kalinowski, M. and Smith, M. (2013). Child support. In R. Emery (Ed.), Cultural sociology of divorce. Thousand Oaks, CA: Sage Press.

Kalinowski, M. (2013). New Hampshire. In R. Emery (Ed.), Cultural sociology of divorce. Thousand Oaks, CA: Sage Press.

Smith, M. and Kalinowski, M. (2013). Social issues regarding child support. In R. Emery (Ed.), Cultural sociology of divorce. Thousand Oaks, CA: Sage Press.

Kalinowski, M. (2012). True cost final report: Phase I. Concord, NH: Tillotsen Foundation.

Kalinowski, M. (2012, Nov/Dec). Centre de la petite enfance de McGill. Exchange.

Kalinowski, M., (2012) September/October. Jardin dos pequeñitos. Exchange.

Kalinowski, M. and Kalinowski, F. (2012). NH Afterschool Care: Perspectives of Superintendents, Principals, and Licensed & Exempt Providers. Manchester: BOOST NH.

Kalinowski, M. and Iokepa-Guerrero, N. (2011, November). Pūnana Leo, Hawaii. Exchange.

Kalinowski, M. and Kalinowski, F. (2011). Children with challenging behaviors: Survey results from administrators and teachers in licensed early childhood programs in New Hampshire: PTAN Final Report. Manchester, NH: SERESC.

Kalinowski, M. (2011, September). Maria's Preschool, Asunción, Paraguay. Exchange.

Kalinowski, M. and Kalinowski, F. (2012). Final report of the 7th New Hampshire child care & early education market rate survey. Concord, NH: DHHS, Child Development Bureau.

Kalinowski, M. (2011, May). Ospedale degli Innocenti, Florence, Italy. *Exchange*, 199, 94-95.

Kalinowski, M. (2011, March). *Exchange*, 198, 86-87.

Kalinowski, M and Ruset, D. (2011, January). Mihai Eminescu Preschool, Târgu Jiu, Romania, *Exchange*, 197.

Kalinowski, M. and Cohen, T. (2010, November). St. Anne's Crèche, Woodstock, S. Africa, *Exchange*, 196.

Kalinowski, M. (2010, September). Lu Nistou, Beaulieu-sur-Mer, France, *Exchange*, 195.

Kalinowski, M. and Kalinowski, F. (2010). *Child care and early childhood market rates and trends in New Hampshire: Final Report*. Concord, NH: Child Development Bureau.

Kalinowski, M. (2010, July). Pine Grove School, Falmouth, Maine, *Exchange*, 194.

- Kalinowski, M. (2010, March). Early childhood in the new China: Suzhou. *Exchange*, 190.
- Kalinowski, M. (2010, January). Mother Earths Charter School: Canada. *Exchange*, 189.
- Smith, M., Kalinowski, M., Baughman, R., and Henly, M. (2009). *New Hampshire child support guidelines review and recommendations*. Concord, NH: Division of Child Support Services.
- Kalinowski, M. (2009, November). Scoil Iognaid Ris: Ireland. *Exchange*, 188.
- Kalinowski, M. (2009, May). St. Mary's Kindergarten, Kyoto. *Exchange*, 187.
- Kalinowski, M. (2009, March). Ecole Maternelle du Port, Nice *Exchange*, 186, 78-79.
- Kalinowski, M. (2009, January). Dubai American Academy. *Exchange*, 185, 82-83.
- Kalinowski, M. and Kalinowski, F. (2008). *Child care and early childhood market rates in New Hampshire: Final Report*. Concord, NH: Child Development Bureau.
- Kalinowski, M. (2008). *Elegant interior and exterior play spaces for young children. Proceedings: Centre for Early Childhood Development & Education*. Dublin, IE: CECDE.
- Kalinowski, M. and Kalinowski, F. (2008). *Special report on New Hampshire childcare and early education market rates*. Concord, NH: DHHS Child Development Bureau.
- Ruset, D. and Kalinowski, M. (2008). *Is Romanian mothers' employment status during a child's first year of life correlated with school-age children's behavior problems?* Saarbrücken, Germany: VDM Verlag.
- Kalinowski, M. (2008, November). UNH Child Study and Development Center. *Exchange*, 184, 78-79.
- Kalinowski, M. (2008, September). Oni Memorial Children's Hospital Toy Library, Nigeria. *Exchange*, 183, 86.
- Kalinowski, M. (2008, July). Ludoteca Movil, Paraguay. *Exchange*, 180, 82-83.
- Kalinowski, M. (2008, May). University of Hawaii at Manoa Children's Center. *Exchange*, 179, 98-99.
- Kalinowski, M. (2008, March). The nature through children's look. *Exchange*, 180, 82-83.
- Kalinowski, M. (2008, January). Peter & Jane. *Exchange*, 179, 98-99.
- Kalinowski, M. (2007, September). StarBright Learning Exchange: A program showcase. *Exchange*, 177, 37-38.
- Kalinowski, M. et al. (2007). "Abuse, Sexual", "Head Start", "Laboratory Schools", "Montessori Pedagogy", "Rousseau". In R. New and M. Cochran (Eds.). Early Childhood Education: An International Encyclopedia. Westport, CT: Greenwood.

- Kalinowski, M. and Kalinowski, F. (2006). NH Child care and education market rate survey: Final report - MR #4. Concord, NH DHHS-BCD.
- Kalinowski, M. (2006). Traditional and new forms of higher education. *Exchange*, 170, 30-33.
- Kalinowski, M. (2005). The UNH Pettee Hall Technology Project: An Interim Report. *World Conference on Educational Multimedia, Hypermedia and Telecommunications Proceedings*. Association for the Advancement of Computing in Education.
- Buckleitner, W. and Kalinowski, M. (2005). Trends in software for children under six. *Exchange*. Pp. 66-70.
- Kalinowski, M. and Xu, F. (2005). NH Child care and education market rate survey: Final report - MR#3. Concord, NH: DHHS-BCD.
- Kalinowski, M. (2004). Introducing Technology to Faculty. *International Conference on Social Sciences Abstracts*. ISSE.
- Kalinowski, M. and Xu, F. (2002). NH Early care and education market rate survey: final report - MR #2. Concord, NH: DHHS-BCD.
- Kalinowski, M. (2002). The special nature of management software. *Child Care Information Exchange*. 146, Pp. 79-81.
- Kalinowski, M. (2002). Program showcases. *World Forum on Early Care and Education Abstracts*. Auckland, NZ.
- Kalinowski, M. (2001). Educational technology in 2000: Light speed ahead, with mild turbulence. *The Information Technology and Childhood Education Annual*, 281-291.
- Kalinowski, M. (2001). Program showcases. *World Forum on Early Care and Education Abstracts*. Athens, GR.
- Kalinowski, M. (2000). Child care administrative software: questions from the field. *Child Care Information Exchange*. 134, Pp. 81-85.
- Kalinowski, M. (2000). Campus child care. In Wertz, R. [Ed.]. College and University Business Administration Handbook. Washington, DC: NACUBO.
- Kalinowski, M. (2000). NH Child care market rate survey: final report - MR#1. Concord, NH: DHHS-BCD.
- Kalinowski, M. (2000). Program showcases. *World Forum on Early Care and Education Abstracts*. Singapore.
- Kalinowski, M. (1998). Child care administrative software: what directors have to say. *Child Care Information Exchange*. 119, Pp. 28-32.
- Kalinowski, M. (1998). Selecting Child Care Administrative Software. *Child Care Information Exchange*. 121, Pp. 63-70.

Kalinowski, M. (1996). "Stewardship in early childhood". *Campus Child Care News*. Vol. 11, 3, p. 1.

Kalinowski, M. (1995). Early childhood abroad. *CCDLA Bulletin*. Vol. 6, 2, Pp. 1, 5.

Kalinowski, M. and Silva, J. (1994). New England & Céara, Brazil: Technological Partners Across Americas. *Proceedings of the International Conference on Technology and Education*, London, March.

Kalinowski, M. (1993). *Types of campus programs for children in the United States*. Cascade, WI: NCCCC Press.

Kalinowski, M. (1993). *Financial aspects of campus programs for children in the United States*. Cascade, WI: NCCCC Press.

Moran, MJ and Kalinowski, M. (1993). (Eds.). Redefining practices and curricula in response to diversity. Durham, NH: *CCDLA Monograph*.

Kalinowski, M. (1993). Teaching about difference in the absence of diversity. *NOCDS Bulletin*, Fall, Pp. 6-7.

Kalinowski, M. (1993). A thumbnail sketch of programs for children on campus. *CCDLA Bulletin*, 4, 1, p. 3.

Kalinowski, M. (1992). Nanosecond children: early education "sans frontieres". *Proceedings: Ninth International Conference on Technology and Education*, 3, 1244-1246.

Woodward, W. R. and Kalinowski, M.F. (1992). Child care in East Berlin: An update. *Child Care Information Exchange*, 84, 5-8.

Kalinowski, M. (1992). UNH Child study and development center: discovering new worlds. *Common Ground*. February. p. 11.

Doran, L. A. and Kalinowski, M. (1991). Effective techniques of computer literate preschool children. *Journal of Computing in Childhood Education*, 2, 3, 41-50.

Kalinowski, M. and Brym, P. (1991). "HyperLottery", HyperObserver", HyperInventory" and "Hyper- Emergency Card". In Norder, M. (Ed.), Reference Guide to Macintosh in Higher Education. Cupertino: Apple Press.

Kalinowski, M. (1991). Technology, education and children: future visions and present conditions. *Proceedings of the Eighth International Conference on Technology and Education*.

Johnston, J, et al. (1991). Proposed National Certification Standards for Teachers of Children from Birth Through Age Eight. *Young Children*.

Kalinowski, M. and Brym, P. (1991). Intergenerational computer collaborations. *Proceedings: 12th Educational Computing Organization of Ontario*.

Kalinowski, M. and Brym, P. (1990). Hypercard applications for training and research. *Proceedings: Seventh International Conference on Technology and Education*.

Kalinowski, M. and Doran, L. A. (1990). Training computer anxious adults: effective strategies by preschool child tutors. *Proceedings: Seventh International Conference on Technology and Education*.

Scallan, P. and Kalinowski, M. (1990). Improving staff performance-Part one: providing feedback. *Child Care Information Exchange*, 72.

Kalinowski, M. and Moran, M. (1990). Improving staff performance-Part two: videotape feedback. *Child Care Information Exchange*, 74.

PAPERS AND PROFESSIONAL PRESENTATIONS

Kalinowski, M. (2014, March). Inquiry and Discovery: Challenging first year students and the University in new approaches to hands on instruction. International journal of Arts and Sciences Conference, Valetta, Malta.

Kalinowski, M. (2013, May). Child care market rate studies: A view from New Hampshire. International journal of Arts and Sciences Conference, Toronto, CA.

Kalinowski, M., Sandberg, A. Goldston, L. Cincilei, C. (2011, May). Mentoring pre-service and in-service teachers: International approaches.

Kalinowski, M. (2010, October). Child care and early education in New Hampshire: A review of trends over the past decade. New Hampshire Child Advocacy Day Conference, Portsmouth, NH.

Kalinowski, M., Slager, P., Kline, J, Harris, S., and Frederick, C. (2010, July). Initial findings from a review of Boy Scout ineligible volunteer files: what they hid and why they hid it. International Family Violence and Child Victimization Research Conference, Portsmouth, New Hampshire.

Kalinowski, M., and Slager, P. (2010, June). Institutional Sexual Molestation: Preliminary Findings and Implications from a Review of 1217 Ineligible Volunteer Files of the Boys Scouts of America from 1970-1988. International Journal of Arts & Sciences (IJAS) Conference, La Baume, France.

Kalinowski, M., Kamau, M. (Kenya), Popat, S. (India), Bhana, D. (S. Africa), and Onesmus, S. (Namibia) (2009, June). Diversity and children's rights: Gender issues in the midst of conflict. World Forum on Early Care and Education Biennial Conference, Belfast, Ireland.

Neugebauer, B., Hernandez, L., and Kalinowski, M., (2009, June). Why you are here, and what you can do for children around the world. World Forum on Early Care and Education Biennial Conference, Belfast, Ireland.

Smith, M., Kalinowski, M., Baughman, R. and Henley, M. (2009, April 28). An overview of NH Division of Child Support Services policies and procedures: Final report recommendations and suggestions. Child and Family Committee of the NH Legislature.

Celentano, J., Pistole, T., Lee, M., Kalinowski, M., and Greenberg, A. (2007, November 9). Measuring student engagement in a student inquiry course. NEFDC Annual Conference, Worcester, MA.

Kalinowski, M. (2007, May 18). International approaches to child advocacy. World Forum on Early Care and Education, Kuala Lumpur, Malaysia.

Kalinowski, M. (2007, May 16). Particularly idiosyncratic and marvelously effective designs for spaces for young children. World Forum on Early Care and Education, Kuala Lumpur, Malaysia.

Kalinowski, M. (2007, March). Conceptual and programmatic differences between French école maternelles and American preschools: A discussion. Ecole Maternelle du Porte. Nice, France.

Kalinowski, M. (2007, February 8). Elegant interior and exterior play spaces for young children. Center for Early Childhood Development and Education International Conference. Dublin Castle, Ireland.

Kalinowski, M. and Nimmo, J. (2007, January 30). The importance of child care to children, families and society. It's Fair to Share - Reducing Taxes in Canada by Sharing Income Conference for the Parliament of Canada and the public. Invited brief presentation (via video uplink), Parliament Hill, Ottawa, Canada.

Kalinowski, M., Collum, A., Gillis, K., and Holzworth, T. (2005) Unique Canadian early care and education programs. World Forum on Early Care and Education, Montreal. (May 19).

Kalinowski, M., Cohen, A., Rafanello, D., Stevenson, C., and Young, M. (2005). Child Advocacy: Finding Your Voice. World Forum on Early Care and Education, Montreal. (May 20).

Kalinowski, M. (2005). Results of the NH early care and education market rate survey. Public Forums in Concord and Berlin, NH Concord, NH (October 18).

Blank, H., Copeland, M., Kalinowski, M., Lightfoot, J., Beard, J. (2005). Child care assistance policies: families struggling to move forward as states are going backwards. Child Care Policy Forum. Concord, NH (January 20).

Kalinowski, M. (2004). Internationalizing social science curricula in rural settings: a case study from Durham, NH. Proceedings of the Third Annual International Conference on Social Sciences, Honolulu.

Kalinowski, M. (2003) Program Showcases. World Forum on Early Care and Education, Acapulco, May.

Kalinowski, M. (2002). Results of the NH early care and education market rate survey. NH Child Care Advisory Council. Concord, NH (October 18).

Kalinowski, M. (2002). Charge to presenters. World Forum on Early Care and Education, Auckland, NZ (April 10).

Kalinowski, M., Virji, Z., Small, D., Rico, P., Vercalli, E., and Alchin, I. (2002). "Early childhood programs and their communities". World Forum on Child Care and Early Education. Auckland, NZ. (April 11).

Kalinowski, M. (2001). Trends and issues regarding educational technology and young children. National Assn. for Education of Young Children, Anaheim, CA (Nov 1).

Kalinowski, M. (2001). Buenas dias Cienfuegos: early childhood in Cuba. National Assn. for Education of Young Children, Anaheim, CA (Nov 1).

Kalinowski, M. (2001). Child Care Administrative Software To Better Manage Programs for Young Children. National Assn. for Education of Young Children, Atlanta, GA. (Nov. 9).

Kalinowski, M. (2001). Innovative early childhood designs around the world. Invited address to Social Science Colloquium at Bennington College, Bennington, VT (Nov).

Kalinowski, M. (2000). Bringing color to the lily: developing a child development laboratory that sensitizes children to cultural differences. World Forum on Early Care and Education. Singapore (May 18).

Kalinowski, M. (2000). Child Care Administrative Software To Better Manage Programs for Young Children. National Assn. for Education of Young Children, Atlanta, GA. (Nov. 9).

Kalinowski, M. (1999). What is the worst that can really happen: liability issues in residential and educational settings. Invited paper to N.H. Division of Children and Youth Conference. Concord, NH. (May 13).

Kalinowski, M., McHugh, P., Jones, D., and Butler, C. (1999). The process of early moral development. Panel #3: Education and early childhood: aspects of moral and ethical development. Forum on Juvenile Violence: Preventions and Interventions, Concord (November 5). Invited paper.

Kalinowski, M. (1999). Child care administrative software: choosing well and wisely. National Assn. for Education of Young Children, New Orleans, LA. (Nov. 12).

Kalinowski, M. (1999). Utilizing computers to administer small to midsized educational and residential programs. Invited paper to N.H. Division of Children and Youth Conference. Concord, NH. (May 13).

Kalinowski, M. (1999). Blinders to director development. NH Assn. for the Education of Young Children Administrators' Conference. Portsmouth, NH. (May 6).

Kalinowski, M. (1999). How to protect yourself from disaster: issues of liability in campus child care. National Coalition for Campus Child Care Annual Conference, San Francisco (April 30).

Kalinowski, M. (1999). Software for children and administrators. Invited Seminar to Minnesota Child Care Administrator's Conference, Minneapolis (January).

Kalinowski, M. (1998). Protecting your organization and staff. NHAEYC Administrators' Conference. Concord, NH. (June).

Kalinowski, M. (1998). Limiting liability in early childhood settings. Invited address at Dartmouth-Hitchcock Medical Center. Hanover, NH. (April).

Kalinowski, M. (1998). How to analyze and select child care administrative software. National Coalition for Campus Child Care Annual Conference, St. Louis, MO. (March).

Kalinowski, M. (1998). Selection criteria for child care administrative software. California Child Care Association, Sonoma, CA. (January).

Kalinowski, M. (1998). Selection criteria for child care administrative software. Missouri Child Care Association, St. Louis, MO. (January).

Kalinowski, M. (1998). Software for children and administrators. Metropolitan New York Child Care Administrators' Conference. Pauling, NY. (January).

Kalinowski, M. (1997). Preliminary results from a national survey of child care administrative software users. National Assn. for Education of Young Children, Anaheim, CA. (December).

Harris, L. & Kalinowski, M. (1997). Technology in the child care center. NHAEYC Administrators' Conference. Concord, NH. (June).

Kalinowski, M. (1997). It takes an institute, and other challenges for children, youth and families in the 21st century. Invited address to faculty of San Francisco State University at new Marian Wright Edelman Institute, San Francisco. (May).

Kalinowski, M. (1997). Curriculum, Children with special needs, developmentally appropriate practices, space and design: what are responsibilities of centers. Plenary session moderator. National Coalition for Campus Child Care Annual Conference. Washington, DC. (April).

Kalinowski, M. (1996). An introduction to administrative software. National Assn. for Education of Young Children, Dallas, TX (November)

Copeland, J., Kalinowski, M., McBride, B., and Gorton, B. (1996). What does the future hold for children's programs? National Assn. for Education of Young Children, Dallas, TX (November).

Kalinowski, M. (1996). NCCCC 2000: Please fasten your seat belts. Invited keynote address to National Coalition for Campus Child Care annual conference, Kansas City, KS. (March).

Kalinowski, M. (1996). Designing outdoor play spaces for children: lessons from Asia, Europe, and South America. Invited paper to Dartmouth College, Hanover, NH (February).

Kalinowski, M., McElhenny, S., Terry, P., Koch, B., and Brees, L. (1995). Child care in China: what Americans should know. National Coalition for Campus Child Care, Phoenix, AZ (March).

Kalinowski, M. (1995). Yours, mine and ours - partnerships that work. National Assn. for Education of Young Children, Washington, DC. (November).

Kalinowski, M. (1994). Communicopiates, nintendopes or drill drones: technological impacts on young children. International Conference on Technology and Education, London (March).

Kalinowski, M. (1994). Sexual molestation outside the home: Lessons from the East Dallas YMCA. National Assn. for Education of Young Children. (November).

Kalinowski, M. (1993). Child care on American campuses. National Coalition for Campus Child Care, Anaheim, CA (November).

Kalinowski, M., Schindler, P., Moran, MJ., and Barbour, N. (1993). Child care and child development laboratories on campus: keeping the wolves at bay. National Assn. for Education of Young Children, Anaheim, CA (November).

Kalinowski, M. (1993). Developmentally appropriate criteria for selection of children's software. NAEYC Panel on Technology and Young Children, and the Technology and Young Children's Caucus, Anaheim, CA (November).

Kalinowski, M. (1993). A profile of child care in the United States. First U.S./China Conference on Early Childhood Education, Beijing, (October).

Kalinowski, M. (1993). Current multicultural issues in day care. First U.S./China Conference on Early Childhood Education, Beijing, (October,).

Kalinowski, M. (1993). Administrative issues for directors. National Coalition for Campus Child Care, Hilton Head, SC (March).

Kalinowski, M. (1992). Neoteric design in programs for young children. National Coalition for Campus Child Care, New Orleans, LA (November).

Kalinowski, M., Barry, V., Thomas, J., and Benham Barbour, N. (1992). Child care and child development laboratories on campus: getting blood from a turnip in difficult times. National Assn. for Education of Young Children, New Orleans, LA (November).

Kalinowski, M., J. Thomas, S. Graves, and G. Baron. (1991). Child care and child development laboratories on campus--Getting blood from a turnip in difficult times. National Assn. for Education of Young Children, New Orleans (November).

Kalinowski, M. (1992). Our responsibility to advocate. Invited keynote address to National Coalition for Campus Child Care, Breckenridge, CO (April).

Kalinowski, M. (1992). Innovative child care designs from North America, Europe and South America. National Coalition for Campus Child Care, Breckenridge, CO (April).

Kalinowski, M., J. Thomas, S. Graves, and G. Baron. (1991). Child care and child development laboratories on campus--Ivory towers or real world settings? National Assn. for Education of Young Children, Denver, CO (November).

COURSES AT THE UNIVERSITY OF NEW HAMPSHIRE

FS 444a We Don't All Play the Violin: Stories and Stereotypes of Asians in America

FS 444b Sexual Molestation of Young Children Outside the Home (scheduled Spring 2012)

FS 525 Human Development

FS 623 Developmental Perspectives on Infancy and Early Childhood

FS 635 Learning in Child Development Settings

FS 707 Child Life Internship

FS 712 Child Advocacy Internship

FS 712 Child Advocacy Seminar

FS 733 Supervising Programs for Young Children

FS 734 Curriculum for Young Children

FS 771 American Families in Poverty

FS 772/872 International Perspectives on Children and Families

FS 773/873 International Approaches to Child Advocacy

FS 710/911 Child Advocacy Internship

FS 797/897 Early Childhood Education in Southern France
FS 786/788 Student Teaching
FS 785/786 Seminar for Student Teachers
FS 708/709 Teaching Internships at Child Study and Development Center

RECENT UNH SERVICE CONTRIBUTIONS

Member, International Studies Committee, 2008 - 2012
Member, University Retention Committee for Junior Faculty, 2008 - 2010
Member, University Writing Committee, 2007- 2012
Member, Working Group for Internationalizing the Academic Plan, 2006
Member, UNH Graduate Council, 2005 - 2008
Member, Provost's Working Group on Students and the UNH Mission, 2005 - 06
Member, Vice Provost for Academic Affairs Search Committee
Member SHHS Executive Committee, 2003 - 2005
Chair, Faculty Senate Academic Affairs Committee, 2003 - 2005

RECENT PUBLIC SERVICE ACTIVITIES

Editor: World Forum Radio (2008-); Editor: Exchange Online Everyday (2005-2006); Contributor: Exchange Everyday (2004-2007).

Reviewer: Journal of Educational Multimedia and Hypermedia, Early Childhood Research Quarterly; Young Children; Journal of Computing in Childhood Education; Journal of Early Childhood Teacher Education; Leadership Quest; Violence and Victims; Common Ground; State University of New York Press; Holt, Rinehart and Winston; McGraw-Hill; Random House; Little, Brown and Company; Scott, Foresman; National Association of College and University Business Officers.

Previous Editorial Boards: Journal of Educational Multimedia and Hypermedia, Information Technology and Childhood Education Annual

Program Review Panelist for US Department of Education (CCAMPUS) proposals, Washington, DC.

Expert court testimony: Institutional sexual molestation, child molestation, liability issues related to young children.

Television, radio and print news reports: Institutional child injuries, campus security, child care, public policy related to children, and issues related to toys.

Board of Directors Rivermoor Landing Condominium Association, 1993-2001; V.P. 1998-01.

Consulting: SERESC, Foundation for Seacoast Health; Applewood School; Wheelock College; St. Paul's School; Phillips Exeter Academy; National St. Louis University; St. Louis Child Day Care Assn.; Mid-Valley, NY Child Care Centers; Bay Area, CA Child Care Centers; Sha Tang Trading Co.

Expert Testimony/Technical Assistance: Paul Mones, Steven J Rosenberg; Jeff Anderson & Associates; Silver, Golub and Teiltell LLP; Wiggins & Nourie, P.A.; Gallagher, Gosseen et al.; NH Public Defender's Office; Melick & Porter; Mills & Pardee; Orr & Reno; Gallagher Gosseen Faller Kaplan & Crowley; Frank Branson & Associates; Child Care Inc.

Mentor, Data Fluency, The Early Education and Intervention Network of New Hampshire (2010-).

Ad-hoc Member, Durham Public Library Advancement Committee (2015-).