

TV 63



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Commissioner of Education
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STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900

April 7, 2014

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

REQUESTED ACTION

Authorize the Department of Education to enter into a contract with NH Coalition for Citizens with Disabilities, d/b/a Parent Information Center (PIC), Concord, NH (vendor code 177245), to build on the current statewide school and family partnership framework providing the opportunity to involve/engage parents and families of children and youth with disabilities in their individual child's education, in their schools and communities regarding special education process at the district and school level throughout New Hampshire. This contract will be effective from July 1, 2014 through June 30, 2017 in an amount not to exceed \$749,996.43. 100% Federal Funds.

Funding for this request is available in account titled IDEA Federal Funds, pending legislative approval of the next biennium budget as follows:

	<u>FY'15</u>	<u>FY'16</u>	<u>FY'17</u>
06-56-56-562510-41100000-102-500731	\$249,998.81	\$249,998.81	\$249,998.81
Contracts for Program Services			

EXPLANATION

A priority was established to provide a statewide plan to develop and implement family and school partnerships throughout the State. This statewide initiative includes the participation of school/district personnel, parents and community members regarding the special education process for children/youth with disabilities. The statewide initiative's objectives align with Department and Bureau of Special Education priorities, including Indicators on the State Performance Plan (SPP) and the Annual Performance Report (APR). There will be a specific focus on Indicator 8, Parent Involvement.

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council

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April 7, 2014

A Request for Proposals (RFP) was advertised in the Manchester Union Leader, on October 18th, October 23rd and October 24th, 2013 and was posted on the Department of Education's web site. The Request for Proposals (RFP) supports building on the current statewide initiative to provide the opportunity to involve/engage districts, communities, parents and families of children/youth with disabilities regarding the special education process.

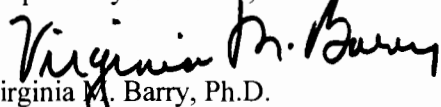
The Department received one (a) proposal to the RFP, Parent Information Center (PIC) (see rubric attached). The Department of Education would like to contract with Parent Information Center based upon their proposal and their work with the Department over the past ten years to develop a multi-faceted approach to improving family-school partnerships in Special Education.

Parent Information Center was established three decades ago with the belief that all children can succeed with the right support; the NH Coalition for Citizens with Disabilities, d/b/a Parent Information Center provides a wealth of services designed to help parents understand their child's special needs and the laws that govern the special education process. In 1995, Parent Information Center expanded its focus to serve all parents, not just parents of children with disabilities.

This contract will be evaluated by the Department through monthly monitoring of the services provided. In addition, the vendor will submit reports to the Department on their progress in meeting the objectives of this contract.

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

Respectfully submitted,


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

VMB:BJR
Enclosures

NH Special Education Family and School Partnership Initiative Rubric

Name of Applicants	Description of bidder's organization capabilities to deliver the services, including a brief description of their personal experience and/or company's experience in developing and implementing a program of this type; to include references as applicable. Please identify the specific subsections of 4.0 as they are addressed (10 points):	Describe how you will accomplish the Services to be Provided in 1.0 of this RFP, including activities and strategies that will achieve the desired outcomes. Also identify roles, responsibilities and partners to be involved for the various activities/strategies. Please identify the subsection(s) of the Services to be Provided as you address them in your narrative. (30 points total)	Provide a work-plan, timeline, milestones or benchmarks in accordance with the activities to carry out Services to be Provided in 1.0 of this RFP (15 points):	Provide a listing of the individuals who will have responsibilities within this proposed project, their titles, qualifications and duties, and the amount of time each will devote to the project. Identify key partners, describe their anticipated participation and provide documentation of their commitment (10 points):	Provide a detailed budget, including budget notes/justification, which clearly explains the relationship between proposed activities and expenditures. The budget should be broken down into three (3) fiscal years; FY'15 (July 1, 2014 - June 30, 2015); FY'16 (July 1, 2015 - June 30, 2016), and FY'17 (July 1, 2016 - June 30, 2017) and not to exceed \$250,000.00 for each year. Indirect costs may not exceed 8% (25 points):	Describe your comprehensive plan for the evaluation of the proposed project's activities, effectiveness and impact (10 points).	Total Score
NH Parent Information Center	10	30	14.25	9	23.5	9.75	96.5

The committee members responsible for review of the Special Education Family and School Partnership Initiative proposal include the following individuals:

- Amy Jenks – Program Specialist III – NHDOE ~ Bureau of Special Education
- Sandy Plocharzyk - Special Education Support Center Director ~ NH School Administrator Association (NHSAA)
- Chuck DiCecca – Director of Special Education – SAU # 2 ~ Interlakes Cooperative
- Jennifer Pomykato – Director of Student Services – SAU #17 ~ Sanborn Regional Cooperative

The scoring for this proposal was conducted employing a consensus model.
 The role of the committee members was advisory in nature. They provided information, analysis, and recommendations that were presented to the Commissioner of Education.
 The Commissioner of Education reviews the information provided and makes the final decision regarding the award of such grants.

New Hampshire Department of Education
Special Education Family and School Partnership Initiative
RFP Review
Monday, December 9, 2013
9:00-12:00pm

Criteria from RFP	Amy	Sandy	Chuck	Jennifer
<p>7.2.1 Significance of Project: Description of bidder's organization capabilities to deliver the services, including a brief description of their personal experience and/or company's experience in developing and implementing a program of this type; to include references as applicable. Please identify the specific subsections of 4.0 as they are addressed (see 4.0 General Requirements) (10 points):</p> <p>(See Section 4.0 General Requirements – page 3 and Section 1.0 Services to be Provided of the RFP – pages 2 -3 for specific scoring criteria)</p>	10	10	10	10
<p>Comments: The proposals references the excellent capabilities of the organization to deliver the services based on current projects that are supported by the Parent Information Center (PIC) which support the Family and School Partnership. The proposal references research-based models and demonstrates, by example, how the organization would complete the work. Examples include the organizations work on the Indicator 8 input group, as well as webinars, brochures and modules. Really strong working family school partnerships successfully, employees in their organization thus tapping into different personnel's expertise, demonstrate use of data to action plan with school districts.</p>				

Criteria from RFP	Amy	Sandy	Chuck	Jennifer
<p>7.2.2 Quality of Services: Describe how you will accomplish the Services to be Provided in 1.0 of this RFP, including activities and strategies that will achieve the desired outcomes. Also identify roles, responsibilities and partners to be involved for the various activities/strategies. Please identify the subsection(s) of the Services to be Provided as you address them in your narrative. (30 points total)</p> <p>7.2.1(a) Content knowledge, including but not limited to, knowledge expertise or working knowledge to promote efforts to increase parent leadership and involvement within their schools/districts, their communities and statewide groups to increase resources and outcomes for children with disabilities. Expertise or working knowledge to promote partnerships between schools/districts, parents and family members, and State and community agencies that promote family engagement systems at work.</p> <p>7.2.2 (b) Technical Skills, including but not limited to: develop and implement research based effective evaluation strategies that support effective family engagement systems; leadership; collaboration; expertise and working knowledge that model effective professional development activities including face time and web-based opportunities.</p> <p>See Section 4.0 General Requirements – page 3 and Section 1.0 Services to be Provided of the RFP – pages 2 -3 for specific scoring criteria)</p>	30	30	30	30
<p>Comments: Thorough in this section, content knowledge and technical skills present. The proposal talked about parent leader network to support parents in leadership roles, they have 35 years knowledge and are well respected by community and schools , produce user-friendly material – states-wide and nationally recognized, online modules are easy to access for everyone, evidence of using PTA Standards and John Hopkins for evidence based practices, well written proposal addressing the RFP requirements inclusive of examples , web-based learning modules are impressive and they continue to add and improve them.. Likes their PLCs, parent leader network is very comprehensive and how they are going to build on it in this contract.</p>				

Criteria from RFP		Amy	Sandy	Chuck	Jennifer
7.2.3 Management Plan: Provide a work-plan, timeline, milestones or benchmarks in accordance with the activities to carry out Services to be Provided in 1.0 of this RFP (15 points): See Section 4.0 General Requirements – page 3 and Section 1.0 Services to be Provided of the RFP – pages 2 – 3 for specific scoring criteria)		15	15	12	15
<p>Comments: Well laid out and very detailed management plan. Very clear and thorough, liked references around Demo sites, sharing the outcomes from the demo sites will be helpful to the rest of the state, liked resources listed, and data collection in management plan, Resources piece should have included people not just the time (vague). Maybe combining the work plan and the management plan would have made this more comprehensive to the reader.</p>					
7.2.4 Personnel and Partners: Provide a listing of the individuals who will have responsibilities within this proposed project, their titles, qualifications and duties, and the amount of time each will devote to the project. Identify key partners, describe their anticipated participation and provide documentation of their commitment (10 points):		8	9	10	9
<p>Comments: Could have indicated in more detail of outside partners mentioned here. They recognize more staff is needed to complete the work. Would like to see PIC partner with more outside stakeholders on parent/school partnership.</p>					
7.2.5 Adequacy of Resources: Provide a detailed budget, including budget notes/justification, which clearly explains the relationship between proposed activities and expenditures. The budget should be broken down into three (3) fiscal years; FY'15 (July 1, 2014 - June 30, 2015); FY'16 (July 1, 2015 - June 30, 2016), and FY'17 (July 1, 2016 – June 30, 2017) and not to exceed \$250,000.00 for each year. Indirect costs may not exceed 8% (25 points):		21	23	25	25
<p>Comments: Very clear, spoke to fact that there are no increases built into budget within the 3 fiscal years in this proposal. Question about can rent cost for employees be in addition to indirect cost or should this be part of the indirect costs. Fringe benefits indicate 19% but in calculating it appears to be 23%. Typo on the Subtotal Direct costs – it says \$193,905.38 and it should say \$231,480.38 – however, final cost is correct. Felt they stayed within parameters of costs for RFP.</p>					


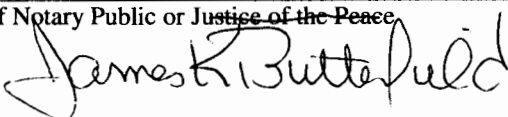
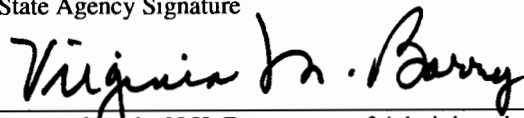
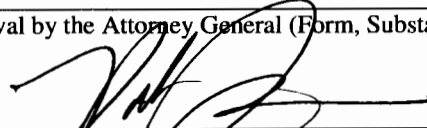
<p>7.2.6 Evaluation Plan: Describe your comprehensive plan for the evaluation of the proposed project's activities, effectiveness and impact (10 points).</p>	9	10	10	10
<p>Comments: One reviewer asked if the Bureau has received the most recent evaluation from the last contract period for this project; the Bureau has the FY'13 Final Report/Plan which is posted on the Bureau's website. Liked that the proposal mapped out outcomes for each objective with overall impact as well as for specific activities. Would like to see more different ways of documenting the work regarding best practices.</p>				
<p>TOTAL AVERAGE SCORE 96.5 93 97 97 99</p>				

Subject: **NH SPECIAL EDUCATION FAMILY AND SCHOOL PARTNERSHP INITIATIVE** FORM NUMBER P-37 (version 1/09)

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name NH State Department of Education, Bureau of Special Ed		1.2 State Agency Address 101 Pleasant Street, Concord, New Hampshire 03301	
1.3 Contractor Name NH Coalition for Citizens with Disabilities, d/b/a Parent Inform		1.4 Contractor Address 54 Old Suncook Road, Concord, NH 03301	
1.5 Contractor Phone Number 603-224-7005	1.6 Account Number see Exhibit B	1.7 Completion Date June 30, 2017	1.8 Price Limitation \$749,998.81
1.9 Contracting Officer for State Agency Santina Thibedeau, Administrator, Bureau of Special Ed		1.10 State Agency Telephone Number 603-271-6693	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Michelle Lewis, Executive Director	
1.13 Acknowledgement: State of <u>NH</u> , County of <u>Merrimack</u> On <u>April 17, 2014</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]		My commission expires October 21, 2014	
1.13.2 Name and Title of Notary or Justice of the Peace James K Butterfield			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Virginia M. Barry, Ph.D., Commissioner of Education	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) By:  On: <u>4/28/14</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, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("Effective Date").
3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.


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

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

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

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

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

Contractor Initials 
Date 4/17/14

8. EVENT OF DEFAULT/REMEDIES.

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

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

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

- 9.1 As used in this Agreement, the word “data” shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.
- 9.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.
- 9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

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

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

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

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

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

14. INSURANCE.

- 14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:
 - 14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per occurrence; and
 - 14.1.2 fire and extended coverage insurance covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.
- 14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.
- 14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be

Contractor Initials
Date 9/17/14

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

15. WORKERS' COMPENSATION.

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

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

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

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

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

19. CONSTRUCTION OF AGREEMENT AND TERMS.

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

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

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

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

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

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

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

EXHIBIT A
Services to be Provided

The NH Coalition for Citizens with Disabilities, d/b/a Parent Information Center will provide the following services as submitted in their proposal to the New Hampshire Department of Education, Bureau of Special Education for the *New Hampshire Special Education Family and School Partnership Initiative*, for the period July 1, 2014 to June 30, 2017:

- Support the NH Department of Education, Bureau of Special Education to promote activities that support the State Performance Plan with a high priority on Indicator 8, including the analysis of the impact of family engagement
- Increase the leadership capacity of parents, school, and district staff
- Establish and sustain a system of training and technical assistance to schools/school districts, parents, and community groups that address needs identified through the Statewide Parent Involvement Survey results, State Performance Plan results and other statewide community level activities to effectively promote partnerships and family engagement systems based on promising practices and research-based research
- Through the implementation of evidence-based practices, build the capacity of schools and school districts to analyze and use data, including Statewide Parent Involvement Survey results, SPP results and other school or district data to inform planning and improvement activities at both the policy and practice level
- Disseminate research-based strategies and promising practices that promote the development and/or enhancement of partnerships with schools and parents of children with disabilities
- Coordinate efforts of the RFP with current Department of Education initiatives and Bureau of Special Education priorities including the Indicators on the State Performance Plan with a specific focus on Indicator 8, parent involvement and student achievement
- Provide the Bureau of Special Education with the following reports:
 - Submittal of monthly invoices using the NH DOE, Bureau of Special Education invoice by the 10th of each month, supported by a report that reflects a summary of activities that have taken place in accordance with the terms of the contract
 - Annual Report: Report detailing the accomplishments and challenges of the project, based on the valuation of the project, within 30 days of the end of each project year. The first report will include strategies for improvement. The final report will include a comprehensive overview of the entire project.


Initial 
Date 4/17/14

EXHIBIT B

Budget and Payment Method

General Expenses:

Budget (through June 30, 2017)

Account Number: 10-056-41100000-102-500731

FY'15 July 1, 2014-June 30, 2015	Amount	FY'16 July 1, 2015-June 30, 2016	Amount	FY'17 July 1, 2016-June 30, 2017	Amount
Personnel		Personnel		Personnel	
Project Director	\$28,080.00	Project Director	\$28,080.00	Project Director	\$28,080.00
Facilitators (4)	\$104,910.00	Facilitators (4)	\$104,910.00	Facilitators (4)	\$104,910.00
Administrative Support (2)	\$24,180.00	Administrative Support (2)	\$24,180.00	Administrative Support (2)	\$24,180.00
Fringe Benefits	\$36,735.38	Fringe Benefits	\$36,735.38	Fringe Benefits	\$36,735.38
Subtotal Personnel	\$193,905.38	Subtotal Personnel	\$193,905.38	Subtotal Personnel	\$193,905.38
Expenses		Expenses		Expenses	
Contracted Services	\$16,300.00	Contracted Services	\$16,300.00	Contracted Services	\$16,300.00
Travel	\$7,500.00	Travel	\$7,500.00	Travel	\$7,500.00
Supplies	\$1,000.00	Supplies	\$1,000.00	Supplies	\$1,000.00
Copy, Postage, Printing	\$1,575.00	Copy, Postage, Printing	\$1,575.00	Copy, Postage, Printing	\$1,575.00
Telephone, Comm.	\$3,000.00	Telephone, Comm.	\$3,000.00	Telephone, Comm.	\$3,000.00
Website maintenance	\$500.00	Website maintenance	\$500.00	Website maintenance	\$500.00
Graphic Design	\$500.00	Graphic Design	\$500.00	Graphic Design	\$500.00
Meeting Space, workshops, training	\$7,200.00	Meeting Space, workshops, training	\$7,200.00	Meeting Space, workshops, training	\$7,200.00
Subtotal Expenses	\$37,575.00	Subtotal Expenses	\$37,575.00	Subtotal Expenses	\$37,575.00
Subtotal Direct Costs (Personnel and Expenses)	\$231,480.38	Subtotal Direct Costs (Personnel and Expenses)	\$231,480.38	Subtotal Direct Costs (Personnel and Expenses)	\$231,480.38
Indirect cost @ 8%	\$18,518.43	Indirect cost @ 8%	\$18,518.43	Indirect cost @ 8%	\$18,518.43
Total	\$249,998.81	Total	\$249,998.81	Total	\$249,998.81

Limitation on Price: Upon mutual agreement between the State contracting officer and the contractor, line items in this budget may be adjusted one to another in no case shall the total budget exceed the price limitation of \$249,998.81 annually or \$749,996.43 for the three year contract period.

Method of Payment: Payment will be made on the basis of monthly invoices received by the 10th of the following month which are supported by a summary of activities that have taken place in accordance with the terms of the contract. If otherwise correct and acceptable, payment will be made.

Invoices will be submitted to:

Barbara Raymond
 NH Department of Education, Bureau of Special Education
 101 Pleasant Street
 Concord NH 03301

Initial 
 Date 4/17/14

EXHIBIT C

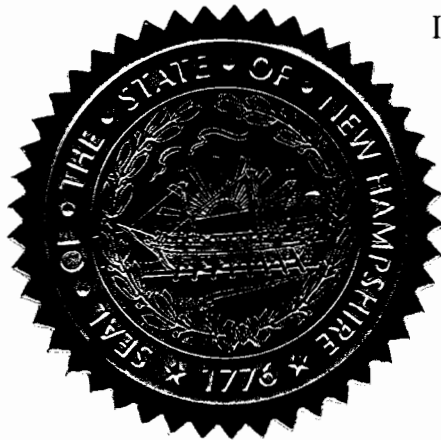
Any document(s) developed and published, as a project of the New Hampshire State Department of Education (NHDOE), Bureau of Special Education, the NHDOE will be recognized as a sponsor.

Initial e
Date 4/12/14

State of New Hampshire Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC. is a New Hampshire nonprofit corporation formed October 7, 1975. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 17th day of March A.D. 2014

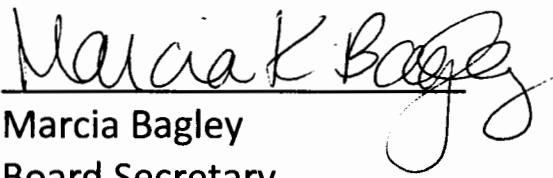
A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

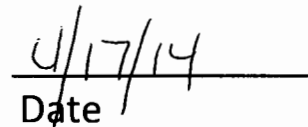
Certificate of Authority

The board of Directors for the NH Coalition for Citizens with Disabilities, Inc. dba The Parent Information Center, having a principal place located at 54 Old Suncook Road, Concord, NH 03301 do hereby certify that Michelle Lewis, the appointed Executive Director of the NH Coalition for Citizens with Disabilities, Inc. dba The Parent Information Center, is authorized to sign and execute all agreements for Governor and Council on behalf of the Board of Directors.

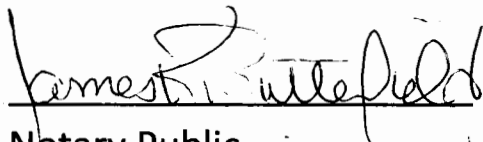
This authorization was adopted at a meeting of the NH Coalition for Citizens with Disabilities board on November 28, 2012, which meeting was held in accordance with the law of the state of incorporation and the by-laws of the corporation, a resolution adopted by the board of directors of the corporation.



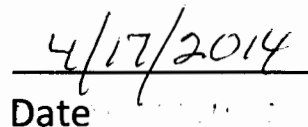
Marcia Bagley
Board Secretary



Date



Notary Public



Date

**My commission expires
October 21, 2014.**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/7/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Infantine Insurance P. O. Box 5125 Manchester NH 03108	CONTACT NAME: Vivian Pinette	
	PHONE (A/C No. Ext): (603) 669-0704	FAX (A/C No.):
E-MAIL ADDRESS: vivian@infantine.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Philadelphia Indemnity Ins Co		18058
INSURER B: AmGuard		43290
INSURER C: Mount Vernon Fire Ins. Co.		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** CL141708853 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Employee Benefits Liab.		[REDACTED]	1/1/2014	1/1/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	[REDACTED]	1/1/2014	1/1/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payments \$ 5,000
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE		[REDACTED]	1/1/2014	1/1/2015
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	[REDACTED] State: NH	1/1/2014	1/1/2015	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
	C Professional Liability		[REDACTED]	1/1/2014	1/1/2015	\$1,000,000 Occurrence \$1,000,000 Aggregate

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

CERTIFICATE HOLDER

224-4365

State of New Hampshire
 Department of Education
 101 Pleasant St.
 Concord, NH 03301

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Chuck Hamlin/BVP

Personnel and Titles

Project Director, Jennifer Cunha - 60% FTE

Facilitator, Denise Feeney – 100 % FTE

Facilitator, Barbara Publicover -50% FTE

Facilitator, Kimm Phillips – 40% FTE

Facilitator, To be hired – 50% FTE

Admin Assistant, Sylvia Abbott – 40% FTE

Admin Assistant, Joni D'Allessandro – 40% FTE

Contracted Services, Pam Miller-Sallet

Contracted Services, Dr. Batya Elbaum

JENNIFER CUNHA

EDUCATION

Bachelor of Science in Special Education, Minor in Sociology
Lesley College, Cambridge, MA, 1996

PROFESSIONAL EXPERIENCE

THE PARENT INFORMATION CENTER, Concord, NH

2002 to Present

Project Director, NH Connections

- Assist the NH Department of Education's priorities related to family-school partnerships in special education, specifically focused on Indicator 8 of the State Performance Plan
- Provide program over site and supervision to Facilitators
- Assist in the development and implementation of plans to provide technical assistance regionally and individually to parents of children with disabilities and schools/school districts to increase family-school partnerships in special education

Project Co-coordinator, Supporting Successful Early Childhood Transitions

- Provide training and technical assistance to various stakeholders regarding the transition from early intervention to preschool special education
- Assist the Department of Education in reviewing and verifying data in relation to early childhood transitions
- Assist school districts in development and implementation corrective action plans in relation to early childhood transitions
- Facilitate and provide follow up technical assistance in the development and implementation of Interagency Agreements between Early Supports and Services programs and preschool special education

Facilitator, Volunteer Advocates for Special Education Training Program, Parent Information Center on Special Education

- Coordinate participants, presenters and materials for two 11 week, 44 hour training programs
- Provide weekly facilitation of sessions and activities
- Provide support to participants in utilizing the information to support other parents in the special education process and serve as a link to PIC

Parent Trainer, Information and Resource Specialist, Parent Information Center on Special Education

- Conduct workshops on variety of topics related to special education for parents, educators, service and agency personnel and youth with and without disabilities
- Responds to parent, educator and other's questions and provides information and resources related to rights and responsibilities in the special education and early intervention processes under IDEA 2004, NH Rules for the Education of Children with Disabilities, The Americans With Disabilities Act, and Section 504 of the Rehabilitation Act
- Responsible for development and implementation of curriculum and materials for parents, youth with disabilities, school and agency personnel related to the secondary transition process
- Developer and Co-presenter of a training series on the secondary transition process for parents, youth with disabilities, school and agency personnel
- Responsible for Youth Scoop (Youth portion of agency newsletter)

NOT YOUR AVERAGE JOE'S, Methuen, MA 2001 to 2002

Manager

- Managed daily operations, front house staffing and hiring, scheduling and bar inventory

SHORTY'S MANAGEMENT GROUP, Bedford and Manchester, NH; Amesbury, MA 2000 to 2001

Manager

- Managed daily operations, staffing and hiring, and scheduling

LUI LUI, Nashua, NH 1999 to 2001

Manager

- Managed daily operations, staffing and hiring, scheduling, hourly employee payroll, inventory and purchasing

NEW ENGLAND RESTAURANT COMPANY,

DBA ON THE BORDER MEXICAN CAFÉ, Tyngsboro and Woburn, MA 1996 to 1999

Key Hourly

- Performed management duties and provided leadership
- Managed daily deposits, invoicing and back office operations
- Directed corporate training of new employees, and managed staff development

Bookkeeper (Corporate Office)

- Managed payroll processing, accounts payable, account research, and acted as liaison between managers and corporate office

LESLEY COLLEGE CENTER FOR READING RECOVERY, Cambridge, MA 1992 to 1996

Research Assistant

- Coordinated two conference committees
- Performed reading assessments specific to Reading Recovery
- Collected research data in the field of early literacy
- Performed general office duties

NASHUA CENTER FOR THE MULTIPLY HANDICAPPED, Nashua, NH 1995

Community Liaison

- Served as residential aide for two adult women with developmental disabilities
- Managed personal care, community inclusion, data collection and skill development

PROFESSIONAL DEVELOPMENT EXPERIENCE

- Secondary Transition Institute at Plymouth State College (August 2004)
- Q.U.I.L.T. Project/Cultural Competence Workgroup (Spring 2004)
- Alliance Secondary Transition Institute (July 2004)
- Member of NH Community of Practice for Secondary Transition

Denise Feeney

Experience

Parent Information Center

Concord, NH

September 2011 to present

Regional Facilitator New Hampshire Connections

Holland America Line Cruises

January 2008 –May 2011

On Board Cruise Sales Consultant

Parent Information Center

Concord NH

Project Director and Project Coordinator

Projects included: School, Family Community Partnerships, Asset Mapping for Educational Resources and Educational Surrogate Parent and Volunteer Advocates Training Programs

January 2002 to January 2008

Canterbury Study Skills Center

Canterbury NH

1994 to 2000

Developed curriculum for improving study skills

Network, recruit and teach study skills to students age ten through sixteen

Present training to parents to highlight the importance of study skills

Elementary School Teacher

September 1990 to June 1996

Education

New Jersey State University

BA Degree

Summary of Achievements

- Developed regional forums and round table discussions for parents and educators
- Facilitated discussions covering special education issues statewide
- Promoted best practices to parents and educators regarding partnerships in special education
- Provided technical assistance to school districts to promote partnerships in special education
- Delivered power point presentations to large audience
- Networked with other departments on board to promote cross sales experiences
- Planned, directed, and managed designated projects
- Ensured that objectives were accomplished in accordance with outlined priorities

- Coordinated the successful simultaneous development of several projects
- Delegated responsibilities and designed time schedules
- Prepared project status reports for management
- Developed marketing campaign to recruit volunteers for NH Educational non profit
- Recruited and managed volunteers for NH Educational non profit
- Developed and conducted trainings for volunteers
- Coordinated with other non profits to follow volunteers in action
- Supervised and mentored project members
- Completed six years as an educator in New Hampshire

Skills

- Team player and team leader
- Works independently as well as with groups
- Skillful and proficient with large or small group presentations
- Highly developed networking skills
- Results oriented
- Highly focused
- Creative thinker
- Effective communicator
- Proficiency with Microsoft Office programs
- Strong problem solver
- Adapts to change

Barbara Publicover

EXPERIENCE:

09/13-Present
Facilitator NEXT STEPS NH Concord, NH
Responsible for provide training, technical assistance and on-going support to Regional Intermediaries, school districts, and families on evidenced-based family engagement strategies related to secondary transitions.

11/11-Present
Facilitator NH CONNECTIONS Concord, NH
Responsible for working with parents to establish and strengthen family/school partnerships in their districts. Duties include technical support, training, mentoring, and oversight as needed.

02/05-Present
Document Scanner PHYSICIANS RESOURCES LTD Amherst, NH
Duties include scanning of documents and data entry for medical billing company.

11/03-6/04
Food Service MERRIMACK SCHOOL DISTRICT Merrimack, NH
Duties included food preparation, stocking snack and beverage displays, serving food from steam table, handling cash register when necessary.

9/01-9/03
F/C Bookkeeper PATRICIA JOLY INTERIORS Merrimack, NH
Subcontractor for local interior designer. Responsibilities include data entry, A/R, A/P and G/L.

2/99-4/01
Office Manager DEVELOPMENTAL THERAPY SERVICES, Merrimack, NH
Responsible for accounts receivables, claims billing, data entry, physician credentialing, patient registration for a pediatric rehabilitation company.

9/91-2/99
Field Liaison Manager GENESIS HEALTHCARE CORPORATION No. Andover, MA
Responsible for overseeing flow of information between business offices and corporate office for approximately 30 nursing homes and assisted living facilities. Duties included set up of new business offices accounts, i.e., payroll, A/R, A/P, G/L. Training and support of business office staff regarding Medicaid, Medicare, Private collections. Responsible for supervision and training of corporate office staff of 3. Heavy interaction with senior management and facility administrators.

EDUCATION

1971-1975 UNIVERSITY OF LOWELL Lowell, MA
B.S. Sociology, 1975

OTHER EXPERIENCE

Parent Information Center Volunteer Advocate-2011
UNH Institute on Disability-Leadership Series-2009
Merrimack Special Education Parent Support Group-Facilitator
Nashua-Windham chapter of CHADD-Treasurer
NAMI Nashua-Co-facilitator
NH DOE Indicator B-8 & 14 committees

REFERENCES:

References available upon request

Kimm Phillips

STRENGTHS:

- Strong presentation and training skills, experienced in facilitating to groups of all ages and abilities
- Skilled in developing, coordinating and implementing group and individual training sessions
- Experienced in program outreach, marketing and data collection
- Reliable, flexible individual with attention to quick follow-up
- Effective collaborative team player with strong interpersonal, communication and presentation skills

SKILLS AND PROFESSIONAL EXPERIENCE:

Training and Development

- Prepared and developed learning objectives, curriculum and assessment materials for trainings, online learning modules and home study learning programs on a variety of topics including those related to special education
- Facilitated parent involvement to school district personnel and families of children with disabilities build and strengthen family-school partnerships in special education
- Provided facilitation of sessions and activities for region wide Parent Leadership Training series to NH parents and school personnel
- Successfully developed and offered local, state and regional trainings around early literacy initiatives, education, employment, conflict resolution, and personal boundaries, for individuals and groups
- Provided ongoing consultation for employment-focused coaches and literacy volunteers throughout the state in supervisory and non-supervisory positions emphasizing teamwork and collaboration

Program Development and Management

- Assisted in the development and implementation a framework for providing training, technical assistance and on-going coaching to school personnel and families on evidenced-informed family engagement strategies related to secondary transitions in special education
- Collaborated successfully with multiple stakeholders on statewide initiatives and built effective partnerships
- Managed programs within budget, with ability to forecast and plan for budgetary concerns
- Prepared and developed materials for numerous workshops and information sessions on a wide range of topics to large and small groups, guest speaker on local radio and television talk shows

Computer and Clerical

- Efficient at coordinating program marketing, data collection and evaluation
- Ability to utilize desktop publishing programs to design and edit special project implementation manuals, marketing tools, guides and brochures
- Excellent organizational abilities include skills in multi-tasking and prioritizing workload to meet deadlines
- Experienced writing grants for both public and private funding
- Experienced in using Microsoft Word, Publisher, PowerPoint, Excel, Outlook, Progress, DI ProDiver, Cushy, WordPress, Articulate

EMPLOYMENT HISTORY:

2008- present	<p>NH Parent Information Center Concord, NH Next Steps NH Program Director NH Connections Facilitator PIRC Early Literacy Training and Volunteer Coordinator</p>
2006-2011	<p>Life is Calling Pembroke, NH Owner, Trainer, Consultant, Coach</p>
2006-2008	<p>SAU 53 Pembroke, NH Substitute Teacher</p>
2006-2008	<p>Manchester Community Resource Center Adult Education General Math and Computer Literacy Instructor</p>
1995- 2011	<p>New Hampshire Housing Finance Authority Bedford, NH Contractor services provided until 2011 Housing Services Administrator (1999-2006) Family Self Sufficiency Coordinator (1998-1999) HOPE-EI Service Coordinator (1995-1998)</p>

EDUCATION/CERTIFICATION:

2012	Parent Information Center- Volunteer Advocate Training
2009	United Way Seacoast- Volunteer Coordination Certificate
2007	American Society for Training and Development Certification
2005	Coachville Coaching Skills Certificate
1997	Springfield College School of Human Services Master of Science - Human Services
1992	Springfield College School of Human Services Bachelor of Science - Human Services
1988	White Pines College, Social Work Certificate

PROFESSIONAL ACTIVITIES/AFFILIATIONS:

2012-present	NH Statewide Community of Practice on Secondary Transitions
2012	Pembroke Listens Facilitator
2011- 2012	Academy of Science and Design Educational Foundation
2010- 2012	Granite State Reads representative
2005	National Council of State Housing Agencies Award Winner - Management Innovation
2003-2011	Pembroke Action League for Schools
2003-2006	New England Regional Service Coordinator Conference Planning Committee
2001-2006	Appointed to NH TANF Hardship Review Committee
2001-2006	Active Member of NH Coalition to End Homelessness

Sylvia C. Abbott

Objective:

To utilize my experience and gain knowledge in an expanding organization.

Qualifications:

Computer: Quickbooks, Excel, Microsoft Office & Word, Excel, Access, MYOB, MIP.

Bookkeeping: all aspects of accounts payable/receivable, payroll, taxes, 941's, W-2's, 1099's, journal entries, bank reconciliations, general accounting.

Accounting: financial statements, month end reporting, cash flow and analysis, depreciation, month end journal entries, budget prep/analysis and implementation, audit prep.

Office Management: supervision of 2-3 staff, vendor liaison, supplies, collections.

Human Resources: administer/obtain auto, liability, property, health, dental insurances, 401k, SEP, IRA's, interviewing and intake of new employees, benefit administration.

Experience:

2005-present Admin Coordinator , Parent Information Center, Concord, NH.

All data administration, A/P, A/R, bank reconciliation's, general journal entries, payroll, taxes, month end financial reports, board reports, audit preparation, yearly budget implementation and analysis, cash flow, benefit administration, grant administration, and associated office work.

2000-2005 Business Manager, Business and Industry Association, Concord, NH.

A/P, A/R, deposits, budget prep and analysis, cash flow, depreciation, monthly journal entries, Financial statements, payroll, audit prep, and human resources.

1999-2001 Assistant Bus. & Grants Manager, NH Coalition for Domestic and Sexual Violence.

Duties included facilitating all bookkeeping activities. In addition to: some grant preparation, Excel, budgeting, auditing and various office duties to coordinate the business office.

Education:

B.S. in Accounting with a minor in Business Administration.

Franklin Pierce College, Concord, NH

U.S. Air Force – diet technology.

References:

Available upon request.

PROFESSIONAL SUMMARY

Dedicated and technically skilled business professional with a versatile administrative support skill developed through experience as a business and office manager, customer service liaison, accounts receivable/payable/payroll manager.

HIGHLIGHTS OF QUALIFICATIONS

Office Management	Purchasing Supplies	Great Phone Skills
Accounts Payable	Accounts Receivable	Self-Motivated
Payroll	Able to Meet Deadlines	Supervisor Experience
Works Independently	Time Management	Customer Service

TECHNICAL SKILLS

Quick Books	MS Office and Excel	GL Computer System
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PROFESSIONAL EXPERIENCE

Parent Information Center May 2012 to current

Receptionist

The Bon Ton, Concord, NH Nov 2011 – May 2012

Sales Associate

Pathways Professional Association, Concord NH 1980 - 2010

Business/Office Manager

- Prepared state and federal quarterly tax reports and unemployment tax reports
- Processed payroll and accounts payable in QuickBooks
- Balanced the checking account monthly, used online banking
- Prepared month end and year end reports
- Purchased all office supplies
- Processed patient and insurance company refunds
- Interacted with insurance companies and patient inquires
- Input data entry for medical insurance claims and patient statements
- Maintained backup on computer system

EDUCATION

Hyslop & Associates Computer Training Center

2010

Mastering Microsoft Office Certificate Program

Bryant and Stratton Jr College	Business	1973
NHTI	Dental Assistant	1972

References Available on Request

PAMELA MILLER SALLET

- EDUCATION** Springfield College, Manchester, NH; MS in Human Service Administration, December, 1991
Wheelock College, Boston, MA; MS in Education, focus: Early Intervention, December, 1984
University of Maine, Orono, ME; BA in Psychology, minors: Communication Disorders and Developmental Disabilities, May, 1983
- EMPLOYMENT** Parent Information Center (PIC), Concord, NH
Regional Facilitator/Consultant—Facilitates schools and families to work in partnership and increase parent involvement in Special Education; provides education around the NH DOE parent involvement survey; and participates in State task forces to encourage family-school partnerships. (7/11-present)
- SERESC/Preschool Technical Assistance Network (PTAN), Bedford, NH
Early Childhood Facilitator/Consultant—Facilitates a variety of state and regional early childhood planning meetings; provides technical assistance to preschool special education coordinators; facilitates childcare trainings; collaborates with early childhood/special education higher education faculty; coordinates with a variety of early childhood grants and efforts; and provides input to funding agencies. (7/02-present)
- Early Education and Intervention Network of NH, Concord, NH
Program Coordinator – Oversees mentoring program for professionals working with children birth to five years with disabilities, including: marketing; recruiting; matching mentors and mentees; evaluating; researching mentorship models; collaborating with other training initiatives; and reporting to funders, advisory board and board of directors. (12/98 – present)
- The Upper Room, A Family Resource Center, Derry, NH
Program Coordinator/Educator – Provides parent education for families of young children through: workshops; weekly support group facilitation; summer outings; resources sharing; phone support and referrals; and collaboration with state and local agencies. (8/98 – present)
- Self-Employed Consultant, Stratham, NH
Private Contractor – Provides planning, facilitation and instruction for a variety of NH organizations involved in early childhood and family support. (8/98 – present)
- NH DHHS: Bureau of Developmental Services, Concord, NH
Director/Program Specialist – Implemented the Individuals with Disabilities Education Act in NH for infants and toddlers, including: writing federal grants; overseeing model demonstration projects; collaborating with state and local leaders; providing training and technical assistance; and representing NH at national meetings. (3/94 – 7/98)
- United Developmental Services: Early Intervention Program, Hanover, NH
Program Coordinator – Supervised staff, initiated community outreach efforts, and facilitated service coordination for all families; collaborated with local and state resource providers on early childhood initiatives. (7/91 – 2/94)
- Anne Sullivan Center: Early Intervention Program, Tewksbury, MA
Group Coordinator/Educator – Consulted to center-based groups for infants/toddlers regarding curriculum; supervised interns; assessed children, and provided home-visits in a multi-cultural community. (7/87 – 6/91)
- Cambridge-Somerville Early Intervention Program, Cambridge, MA
Developmental Educator – Taught classrooms of toddlers with disabilities, assessed children, provided home-visits in a multi-cultural community. (9/84 – 6/87)
- AFFILIATIONS** Seacoast Charter School, Kingston, NH: School Committee—member 2009-10
NH Child Care Bureau Credential: Trainer/Mentor/Faculty Level 3—2005-present
NAEYC—member 2004-present
Early Education and Intervention Network of NH—member 1991-present, former board member and Training and Education Chair

Current Academic Rank: Associate Professor
Primary Department: Teaching and Learning
Secondary or Joint Appointments: Psychology

HIGHER EDUCATION

Institutional:

University of Utah	Ph.D.	Developmental Psychology	1994
University of Utah	M.S.	Developmental Psychology	1990
University of California Los Angeles	M.A.	Romance Languages and Linguistics	1979
University of Wisconsin Madison	B.A.	French	1971

EXPERIENCE

Academic:

2004- Associate Professor, Department of Teaching and Learning and Department of Psychology, University of Miami.

2001-03 Assistant Professor, Department of Teaching and Learning and Department of Psychology, University of Miami.

2000-01 Research Associate Professor, Department of Teaching and Learning and Department of Psychology, University of Miami.

1999-00 Research Assistant Professor, Department of Teaching and Learning and Department of Psychology, University of Miami.

1997-99 Research Assistant Professor, Department of Teaching and Learning, University of Miami.

1993-97 Research Associate, Department of Teaching and Learning, University of Miami.

1990-93 Instructor, Department of Languages and Literature, University of Utah.

1986-92 Teaching Fellow, Department of Psychology, University of Utah.

1982-85 Adjunct Instructor, M.A.TESOL Program, University of California Extension at Irvine.

1982-85 Director, Foreign Language Executive Office, University of Southern California, Los Angeles.

1981-82 Director, English as a Second Language Program, Blackburn Resettlement Facility, Los Angeles.

1975-77 Director, Faculty Development Program in English as a Second Language, Department of Public Health, University of Milan Medical School, Milan, Italy.

PROFESSIONAL

Funded Projects:

ESE Parent Survey Project, Florida Department of Education under IDEA, Part B, Section 611, CFDA #84.027A, 874-2624B-4CD01, August 29, 2013-August 31, 2014, \$320,000. Principal Investigator.

Measuring Outcomes for Preschool Children with Disabilities. Florida Department of Education under IDEA, Part B, Special Projects Award Number 874-2664A-4CD01, July 1, 2013-June 30, 2014, \$142,175. Principal Investigator.

- Measuring Outcomes for Preschool Children with Disabilities. Florida Department of Education under IDEA, Part B, Preschool, Special Projects Award Number 874-2664B-4CD02, July 1, 2013-June 30, 2014, \$30,000. Principal Investigator.
- ESE Parent Survey Project, Florida Department of Education under IDEA, Part B, Section 611, CFDA #84.027, 874-2623B-3CD01, January 3, 2013-August 31, 2013, \$184,000. Principal Investigator.
- Measuring Outcomes for Preschool Children with Disabilities. Florida Department of Education under IDEA, Part B, Special Projects Award Number 874-2663A-3CD01, July 1, 2012-June 30, 2013, \$142,175. Principal Investigator.
- Measuring Outcomes for Preschool Children with Disabilities. Florida Department of Education under IDEA, Part B, Preschool, Special Projects Award Number 874-2623B-3CD02, July 1, 2012-June 30, 2013, \$30,000. Principal Investigator.
- ESE Parent Survey Project, Florida Department of Education under IDEA, Part B, Section 611, CFDA #84.027, 874-2622A-2CD01, January 1, 2012-December 31, 2012, \$245,000. Principal Investigator.
- ESE Parent Survey Project, Florida Department of Education under IDEA, Part B, Section 611, CFDA #84.027, 874-2662A-2CD03, January 1, 2012- December 31, 2012, \$30,000. Principal Investigator.
- Measuring Outcomes for Preschool Children with Disabilities. Florida Department of Education under IDEA, Part B, Special Projects Award Number 874-2662A-2CD01, July 1, 2011-June 30, 2012, \$142,175. Principal Investigator.
- ESE Parent Survey Project. Florida Department of Education under IDEA, Part B, Section 611, CFDA # 84.027, 874-2621A-1CD01, January 18, 2011-December 31, 2011, \$245,000. Principal Investigator.
- ESE Parent Survey Project. Florida Department of Education under IDEA, Part B, Section 611, CFDA # 84.027, 874-2661A-1CD03, January 18, 2011-December 31, 2011, \$30,000. Principal Investigator.
- Evaluating the Impact of Early Intervention Services on Young Children with Autism Spectrum Disorder and their Families: A State Systems Approach. Health Resources and Services Administration, Maternal and Child Health Bureau, R40 MC 20611-01, September 1, 2010 – August 31, 2013, \$900,000. Co-Investigator. Principal Investigator: Donna Noyes-Grosser.
- Measuring Outcomes for Preschool Children with Disabilities. Florida Department of Education under IDEA, Part B, Special Projects Award Number 874-2661A-1CD01, July 1, 2010-June 30, 2011, \$142,175.00. Principal Investigator.
- ESE Parent Survey Project. Florida Department of Education under IDEA, Part B, Section 611, CFDA # 84.027, 874-2620A-0CD01, January 1, 2010-December 31, 2010, \$245,000. Principal Investigator.
- ESE Parent Survey Project. Florida Department of Education under IDEA, Part B, Section 611, CFDA # 84.027, 874-2620A-0CD03, January 1, 2010-December 31, 2010, \$30,000. Principal Investigator.
- Measuring Outcomes for Preschool Children with Disabilities. Florida Department of Education under IDEA, Part B, Special Projects Award Number 874-2660A-0CD01, July 1, 2009-June 30, 2010, \$142,175.00. Principal Investigator.

- ESE Parent Survey Project. Florida Department of Education under IDEA, Part B, Section 611, CFDA # 84.027, 874-2620A-0CD01, January 1, 2010-December 31, 2010, \$275,000. Principal Investigator.
- Measuring Outcomes for Preschool Children with Disabilities. Florida Department of Education under IDEA, Part B, Special Projects Award Number 874-2660A-0CD01, July 1, 2009-June 30, 2010, \$142,175.00. Principal Investigator.
- ESE Parent Survey Project. Florida Department of Education under IDEA, Part B, Section 611, CFDA # 84.027, 874-2629A-9CD03, January 1, 2009-December 31, 2009, \$275,000. Principal Investigator.
- Measuring Outcomes for Preschool Children with Disabilities. Florida Department of Education under IDEA, Part B, Special Projects Award Number 874-2629A-9C001, July 1, 2008-June 30, 2009, \$142,175.00. Principal Investigator.
- ESE Parent Survey Project. Florida Department of Education under IDEA, Part B, Section 611, CFDA # 84.027, 874-2628A-8CD03, January 1, 2008-December 31, 2008, \$295,000. Principal Investigator.
- Measuring Outcomes for Preschool Children with Disabilities. Florida Department of Education under IDEA, Part B, Special Projects Award Number 874-2628A-8CD02, August 21, 2007-June 30, 2008, \$142,175. Principal Investigator.
- ESE Parent Survey Project. Florida Department of Education under IDEA, Part B, Section 611, CFDA # 84.027, 874-2627A-7C003, April 1, 2007-December 31, 2007, \$250,000. Principal Investigator.
- Measuring Outcomes for Preschool Children with Disabilities. Florida Department of Education under IDEA, Part B, Special Projects Award Number 874-2627A-7C002, September 6, 2006-August 31, 2007, \$142,175. Principal Investigator.
- Exceptional Student Education (ESE) Program Evaluation Project. Florida Department of Education under IDEA, Part B, Special Projects Award Number 874-2625A-6C002, October 3, 2005 – September 30, 2006, \$265,000. Principal Investigator.
- Parents for Young Children with Disabilities Project. U.S. Department of Education. CDFA # 84.325K, H325K052166-08, October 1, 2005-December 30, 2009, \$777,872. Project Director.
- Administrative Services Project - Training Curriculum for Teachers in Hospital/Homebound Setting, Grant# 7523002, Panhandle Area Educational Consortium, May 9, 2005-December 31, 2005. \$33,000. Project Director.
- Exceptional Student Education (ESE) Program Evaluation Project. Florida Department of Education under IDEA, Part B, Special Projects Award Number 874-2625A-5C002, October 1, 2004 – September 30, 2005, \$500,000. Principal Investigator.
- Alternate Assessment State Collection. Florida Department of Education under IDEA, Part B, Special Projects Award Number 874-2624A-4C003. December 1, 2003 – November 30, 2004. \$500,000. Principal Investigator.
- Low-Incidence Minority Project. U.S. Department of Education. CDFA # 84.325E, H325E030035-06, October 15, 2003-October 14, 2008, \$787,390. Project Director.
- Exceptional Student Education (ESE) Program Evaluation Project. Florida Department of Education under IDEA, Part B, Special Projects Award Number 874-2624A-4C002, October 1, 2003 – September 30, 2004, \$345,000. Principal Investigator.
- Database Design and Data Management for the University of Texas-Austin Three-Tier Intervention Model. Subgrant to the University of Miami from the University of

- Wisconsin under U.S. Department of Education Office of Special Education and Rehabilitative Services Award Number H324Y010001, Coordination, Consultation and Evaluation Center for Implementing K-3 Behavior and Reading Intervention Models, to Thomas R. Kratochwill and Stephen N. Elliott. January 1, 2003 – December 31, 2003, \$22,000. Principal Investigator.
- Alternate Assessment State Collection Project. Florida Department of Education under IDEA, Part B, Special Projects Award Number 874-2623A-3C003. December 1, 2002 – November 30, 2003. \$500,000. Principal Investigator.
- ESE Program Evaluation Project. Florida Department of Education under IDEA, Part B, Special Projects Award Number 874-2626A-3C002, October 1, 2002 – September 30, 2003, \$500,000. Principal Investigator.
- Preparing the Special Education Professoriate of Tomorrow: University of Miami Doctoral Preparation Program for Expert Competencies in Research and Teacher Education. Personnel Preparation to Improve Services and Results for Children with Disabilities, Minority Institution Leadership Grant Award Number H325E020065, September 1, 2002 – August 31, 2006, \$742,486. Co-Director. Director: Marjorie Montague.
- ESE Program Evaluation Project. Florida Department of Education under IDEA, Part B, Special Projects Award Number 874-26220-2R002, October 1, 2001 – September 30, 2002, \$543,667. Principal Investigator.
- Alternate Assessment State Collection Initiative. Florida Department of Education under IDEA, Part B, Special Projects Award Number 874-26220-2R003. October 1, 2001 – September 30, 2002, \$476,000. Principal Investigator.
- ESE Program Evaluation Project. Florida Department of Education under IDEA, Part B, Special Projects Award Number 874-26210-1RC02, October 13, 2000 – September 30, 2001, \$460,000. Principal Investigator.
- ESE/FEFP Funding Model Evaluation Project. Florida Department of Education under IDEA, Part B, Special Projects Award 874-26200-00652, November 1, 1999 – October 31, 2000, \$330,000. Principal Investigator.
- Benchmarks of Exemplary Achievement in Middle Schools. U.S. Department of Education, Office of Special Education Programs, Directed Research Award H324D980036 January 1, 1999 – December 31, 2002, \$600,000. Principal Investigator.
- ESE/FEFP Funding Model Evaluation Project. Florida Department of Education under IDEA, Part B, Special Projects Award 874-26290-90652 September 1, 1998 – October 31, 1999. \$244,000. Principal Investigator.
- Integrative Synthesis of Social Outcomes for Students with Learning Disabilities and Emotional/Behavioral Disorders: Effects of Placement and Instructional Grouping Practices. U.S. Department of Education, Office of Special Education Programs, Initial Career Award H324N980023 September 1, 1998 – August 31, 2000, \$149,983. Principal Investigator.
- ESE/FEFP Funding Model Evaluation Project. Florida Department of Education under IDEA, Part B, Special Projects Award 874-26280-80652 September 1, 1997 – August 31, 1998, \$124,950. Co-Principal Investigator. Principal Investigator: Sharon Vaughn.

Parent Information Center Mission Statement

The Parent Information Center's (PIC's) mission statement is to
guide and encourage families in supporting the unique
learning potential of their children

Overview of NH Coalition of Citizens with Disabilities dba Parent Information Center

Established three decades ago with the belief that all children can succeed with the right support, the NH Coalition for Citizens with Disabilities, dba the Parent Information Center (PIC), provides a wealth of services designed to help parents understand their child's special needs and the laws that govern the special education process. PIC assists families and schools to increase parental involvement in children's education with the goal of increasing student academic achievement. PIC is a pioneer in creating family/school/community partnerships that support parents of all students to become involved in their child's education. From its inception to the present PIC has demonstrated the ability to identify and respond to the changing needs of children, families and schools in NH.

PIC provides services to families, schools, and community agencies including: information, support and referral services, workshops, conferences and videotaped programs, web-based learning opportunities and leadership and advocacy training series for parents and professionals. PIC's Parent Training and Information Center (PTI) project is a nationally recognized parent center for its strong programmatic foundation and the high quality of their publications and trainings and strong relationship with the NH Department of Education, Bureau of Special Education.

PIC currently employs over 30 people across multiple grants and programs serving more than 10,000 individuals annually. Projects include NH Connections (funded by the NH Bureau of Special Education); Parent Information Center on Special Education (PTI Project); Supporting Successful Early Childhood Transitions (SSECT) (funded by the NH Department of Education, Bureau of Special Education); Integrated Services (Medical Home Project); PLAN – Family to Family Health Information Center; NH Family Voices; Awareness and Access to Care for Children and Youth with Epilepsy; Education, Advocacy, Resources and Support for Families with Infants and Children who have a Suspected or Confirmed Hearing Loss (EARS); Multi-Sensory Intervention Through Consultation and Education program (MICE); and Prevention Makes Cents.

**NEW HAMPSHIRE COALITION FOR
CITIZENS WITH DISABILITIES, INC.**

dba PARENT INFORMATION CENTER

FINANCIAL STATEMENTS

JUNE 30, 2013 and 2012

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
New Hampshire Coalition for
Citizens with Disabilities, Inc.
dba Parent Information Center

Report on the Financial Statements

We have audited the accompanying financial statements of New Hampshire Coalition for Citizens with Disabilities, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2013 and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of New Hampshire Coalition for Citizens with Disabilities, Inc. as of June 30, 2013 and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of program activities and the schedule of expenditures of federal awards, as required by Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, are presented for purposes of additional analysis and is not a required part of the financial statements. The supplementary information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

The financial statements of the New Hampshire Coalition for Citizens with Disabilities, Inc. as of June 30, 2012, were audited by other auditors whose report dated November 20, 2012, expressed an unmodified opinion on those statements.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 4, 2014, on our consideration of New Hampshire Coalition for Citizens with Disabilities, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering New Hampshire Coalition for Citizens with Disabilities, Inc.'s internal control over financial reporting and compliance.

Smith Hennessey Associates, PLLC/CPA
Concord, New Hampshire

February 4, 2014

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
 dba PARENT INFORMATION CENTER
 STATEMENTS OF FINANCIAL POSITION
 FOR THE YEARS ENDED JUNE 30, 2013 AND 2012

	<u>2013</u>	<u>2012</u>
ASSETS		
CURRENT ASSETS		
Cash	\$ 288,993	\$ 235,692
Grants Receivable	131,749	145,396
Prepaid Expenses	<u>8,134</u>	<u>2,587</u>
Total Current Assets	<u>428,876</u>	<u>383,675</u>
PROPERTY AND EQUIPMENT, at cost		
Equipment, Furniture, and Fixtures	107,897	108,396
Less Accumulated Depreciation	<u>(80,466)</u>	<u>(84,724)</u>
Net Property and Equipment	<u>27,431</u>	<u>23,672</u>
TOTAL ASSETS	<u>\$ 456,307</u>	<u>\$ 407,347</u>
LIABILITIES		
CURRENT LIABILITIES		
Accounts Payable	\$ 28,344	\$ 24,771
Accrued Expenses	35	2,020
Accrued Payroll and Related Liabilities	17,035	17,842
Accrual for Compensated Absences	<u>30,314</u>	<u>27,258</u>
TOTAL LIABILITIES	<u>75,728</u>	<u>71,891</u>
NET ASSETS		
Operating	<u>201,781</u>	<u>142,409</u>
Total Unrestricted Net Assets	<u>201,781</u>	<u>142,409</u>
Temporarily Restricted Net Assets	<u>178,798</u>	<u>193,047</u>
TOTAL NET ASSETS	<u>380,579</u>	<u>335,456</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 456,307</u>	<u>\$ 407,347</u>

See Notes to Financial Statements

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
 dba PARENT INFORMATION CENTER
 STATEMENTS OF ACTIVITIES
 FOR THE YEARS ENDED JUNE 30, 2013 AND 2012

	<u>2013</u>	<u>2012</u>
UNRESTRICTED NET ASSETS		
SUPPORT AND REVENUES		
Contributions, Including Fundraising Activities	\$ 8,163	\$ 5,314
Program Services Revenue		
Counseling Income (AFC)	8,667	10,415
Workshops and Training	10,075	6,873
Conferences	910	169
In-Kind Income	18,225	-
Other, Including Speaker Fees and Sale of Materials	11,087	51,010
Total Program Service Revenue	<u>48,964</u>	<u>68,467</u>
NET ASSETS RELEASED FROM RESTRICTIONS		
Restrictions Satisfied by Payments	<u>1,347,038</u>	<u>1,448,487</u>
Total Support and Revenues	<u>1,404,165</u>	<u>1,522,268</u>
OPERATING EXPENSES		
Program Services	1,350,436	1,488,266
Management and general	(5,892)	18,704
Fund raising	1,256	-
Total Operating Expenses	<u>1,345,800</u>	<u>1,506,970</u>
OTHER INCOME AND EXPENSES		
Interest Income	1,219	1,191
Interest Expense	(25)	(195)
Loss on Sale of Equipment	(187)	(119)
Total Other Income and Expenses	<u>1,007</u>	<u>877</u>
NET INCREASE (DECREASE) IN UNRESTRICTED NET ASSETS	<u>59,372</u>	<u>16,175</u>
TEMPORARILY RESTRICTED NET ASSETS		
Grant Revenue	1,332,789	1,434,858
Net Assets Released from Restrictions		
Restrictions Satisfied by Payments	<u>(1,347,038)</u>	<u>(1,448,487)</u>
NET INCREASE (DECREASE) IN TEMPORARILY RESTRICTED NET ASSETS	<u>(14,249)</u>	<u>(13,629)</u>
CHANGES IN NET ASSETS	45,123	2,546
NET ASSETS, beginning of year	<u>335,456</u>	<u>332,910</u>
NET ASSETS, end of year	<u>\$ 380,579</u>	<u>\$ 335,456</u>

See Notes to Financial Statements

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2013 AND 2012

	<u>2013</u>	<u>2012</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Increase (decrease) in Net Assets	\$ 45,123	\$ 2,546
Adjustments to Reconcile Net Income to Net Cash Provided by Operating Activities:		
Depreciation	10,777	14,782
Loss on Sale of Equipment	187	119
Decrease (increase) in Grants Receivable	13,647	(21,848)
Decrease (increase) in Prepaid Expense	(5,547)	11,801
Increase (decrease) in Accounts Payable	3,574	(15,686)
Increase (decrease) in Accrued Expenses	(1,985)	(1,652)
Increase (decrease) in Accrued Payroll and Related Liabilities	(807)	(6,253)
Increase (decrease) in Compensated Absences	3,057	(3,269)
Increase (decrease) in Deferred Lease Incentives	-	(1,298)
Total adjustments	<u>22,903</u>	<u>(23,304)</u>
Net cash flow provided (used) by operating activities	<u>68,026</u>	<u>(20,758)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Proceeds From Sale of Fixed Assets	475	130
Capital Expenditures	<u>(15,200)</u>	<u>-</u>
Net Cash Flow Provided (Used) by Investing Activities	<u>(14,725)</u>	<u>130</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	53,301	(20,628)
CASH AND CASH EQUIVALENTS, Beginning of Year	<u>235,692</u>	<u>256,320</u>
CASH AND CASH EQUIVALENTS, End of Year	<u>\$ 288,993</u>	<u>\$ 235,692</u>
SUPPLEMENTAL CASH FLOW INFORMATION:		
Cash Paid for Interest	<u>\$ -</u>	<u>\$ 195</u>

See Notes to Financial Statements

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
 dba PARENT INFORMATION CENTER
 STATEMENT OF FUNCTIONAL EXPENSES
 FOR THE YEARS ENDED JUNE 30, 2013 and 2012

	Program Services	Management and General	Fund Raising	TOTAL 2013	TOTAL 2012
Salaries	\$ 766,280	\$ 48,891	\$ -	\$ 815,171	921,103
Benefits and Payroll Taxes	194,361	17,168	-	211,529	233,262
Professional Services	41,858	14,483	-	56,341	84,135
Contractual Services	30,288	-	-	30,288	18,874
Travel	45,527	126	-	45,653	56,404
Conferences and Seminars	2,153	30	-	2,183	3,965
Dues and Memberships	1,224	-	-	1,224	2,575
Occupancy Costs	25,093	4,837	-	29,930	37,419
Repairs and Maintenance	159	2,718	-	2,877	3,155
Insurance	-	5,999	-	5,999	4,475
Furniture, Fixtures, and Equipment	20,595	-	-	20,595	5,522
Library	1,773	-	-	1,773	2,637
Postage and Delivery	2,599	1,414	47	4,060	5,971
Printing and Reproduction	10,737	683	321	11,741	21,532
Other Expenses	9,168	6,347	888	16,403	6,735
Supplies and Program Materials	603	-	-	603	3,772
Office Expense	10,628	1,279	-	11,907	12,674
Telephone	12,325	2,080	-	14,405	18,344
Program Expense	29,107	-	-	29,107	25,108
Workshop Expenses	19,725	(44)	-	19,681	24,526
Bank Service Charges	-	528	-	528	-
Depreciation	10,407	370	-	10,777	14,782
In-Kind Expenses	18,000	225	-	18,225	-
Subtotal	1,252,610	107,134	1,256	1,361,000	1,506,970
Indirect Cost Allocation	113,026	(113,026)	-	-	-
Less Amounts Capitalized	(15,200)	-	-	(15,200)	-
TOTAL EXPENSES	\$ 1,350,436	\$ (5,892)	\$ 1,256	\$ 1,345,800	\$ 1,506,970

See Notes to Financial Statements

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013 AND 2012

1. Nature of Business and Summary of Significant Accounting Policies

Nature of Activities

The New Hampshire Coalition for Citizens with Disabilities, Inc. (the "Coalition") was incorporated in 1975 for the purpose of creating a unified body of citizens, which would promote the general welfare for all citizens with disabilities. A complete description of the Coalition's programs is described in Note F. The Coalition is supported primarily through federal and state grants. Approximately 96% and 94% of the Coalition's support for the years ended June 30, 2013 and 2012 came from grant revenue, respectively.

The Coalition is also the fiscal agent for NH Family Voices, Multi-Sensory Intervention through Consultation and Education (MICE) and Prevention Makes Cents. The agreements are signed annually and are to provide all administrative and financial responsibilities for the programs. In turn, the Coalition receives compensation through the indirect rate paid by each grantor of contracts, grants and other income.

Basis of Accounting

The financial statements of the Coalition have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables, and other liabilities.

Basis of Presentation

The Coalition is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amount of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could differ from those estimates.

Comparative Financial Information

The financial statements include certain prior-year summarized comparative information in total but not by assets class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Coalition's financial statements for the year ended June 30, 2012, from which the summarized information was derived.

Cash and Cash Equivalents

For purposes of reporting the statement of cash flows, the Coalition considers all Treasury bills, certificates of deposit, money market funds, and all other highly liquid debt instruments purchased with a maturity of 90 days or less to be cash equivalents.

Designation of Unrestricted Net Assets

It is the policy of the Board of Directors of the Coalition to review its plans for future property improvements and acquisitions from time to time and to designate appropriate sums of unrestricted net assets to assure adequate financing of such improvements and acquisitions.

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013 AND 2012

1. Nature of Business and Summary of Significant Accounting Policies
(continued)

Donated Services

Donated Services are recognized as contributions if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Coalition. Volunteers also provide other services throughout the year that are not recognized as contributions in the financial statements since the recognition criteria were not met.

Support and Revenue

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions. Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in temporarily restricted or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as assets released from restrictions.

Contributions of cash that must be used to acquire property and equipment are reported as temporarily restricted support. Absent donor stipulations regarding how long those assets must be maintained, the Coalition reports the expirations of donor restrictions when the acquired assets are placed in service as instructed by the donor. The Coalition reclassifies temporarily restricted net assets to unrestricted net assets at that time.

Functional Expenditures

Directly identifiable expenses are charged to programs and supporting services. Expenses related to more than one function are charged to programs and supporting services on the basis of periodic time and expense studies. Management and general expenses include those expenses that are not directly identifiable with any other specific function but provide for the overall support and direction of the Coalition.

Property and Equipment

All acquisitions of property and equipment in excess of \$2,000 and all expenditures for repairs, maintenance, renewals, and betterments that materially prolong the useful lives of assets are capitalized. Property and equipment are carried at cost or, if donated, at the approximate fair value at the date of donation. Depreciation is calculated using the straight-line and various accelerated methods over the following estimated useful lives:

Furniture, Fixtures, and Equipment	3-10 years
Automobiles	5 years

Leasehold improvements are amortized over the terms of the respected leases.

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013 AND 2012

1. Nature of Business and Summary of Significant Accounting Policies (continued)

Income Taxes

The Coalition is exempt from income taxes under Section 501(c)(3) of the United States Internal Revenue Code. However, income from certain activities not directly related to the Coalition's tax-exempt purpose is subject to taxation as unrelated business income. In addition, the Coalition qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as a Coalition other than a private foundation under Section 509(a)(2).

2. Description of Program and Supporting Services

The following programs and supporting services are included in the accompanying financial statements:

Program Services

The Coalition administers several different programs as follows:

Parent Information Resource Center Project (PIRC) - This project was funded by the United States Department of Education and is aimed at improving student academic performance by increasing parental involvement in children's education and promoting family-school partnerships. The project was defunded February 2012 and future funding is not anticipated at this time.

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

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

NH Family Voices - The project is funded through the State of New Hampshire, Department of Health and Human Services, Bureau of Special Medical Services to provide assistance to families and professionals through direct contact (telephone, e-mail, and in person), publication development and dissemination, workshops, website and trainings.

Multi-Sensory Intervention through Consultation and Education (MICE) - This program is funded by the State of New Hampshire, Department of Health and Human Services, Bureau of Developmental Services to provide educational and developmental services to sensory impaired infants, age's birth to three years.

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013 AND 2012

Program Services Continued:

Education, Advocacy, Resources, and Support for Families with Infants and Children who have Suspected or Confirmed Hearing Loss (EARS) - This project is funded by the State of New Hampshire, Department of Health and Human Services, this program works in conjunction with birth hospitals and testing centers, providing support to families who are referred to diagnostic testing after a newborn hearing screening.

New Hampshire Connections (NHC) - This project is funded by the State of New Hampshire, Department of Education, Bureau of Special Education to build the capacity of state, local districts, schools and families to promote partnerships and develop family engagement systems in special education.

Supporting Successful Early Childhood Transitions (SSECT) - This project is funded through the State of New Hampshire, Department of Education, Bureau of Special Education to provide education and support to school districts and others around early childhood transitions, Least Restrictive Environment, and Child Find.

Facets of Epilepsy Care in NH - This program is funded by the State of New Hampshire, Department of Health and Human Services to assist Special Medical Services to initiate, plan, and organize activities and supports for parents and youth with epilepsy, individually, and as groups related to improved access to care and active engagement in medical homes.

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

Supporting Services

Management and General - Includes the functions necessary to maintain an equitable employment program; ensure an adequate working environment; provide coordination and articulation of the Coalition's program strategy; secure proper administrative functioning of the Board of Directors; and manage the financial and budgetary responsibilities of the Coalition.

Fundraising - Provides the structure necessary to encourage and secure private financial support from individuals, foundations, and corporations.

3. Concentrations

Cash Deposits in Excess of Insured Limits

The Coalition maintains cash balances at several financial institutions located in New Hampshire. Accounts at each institution are insured by the Federal Deposit Insurance Corporation up to \$250,000. At June 30, 2013, there were no uninsured cash balances.

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
 dba PARENT INFORMATION CENTER
 NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2013 AND 2012

Concentrations Continued:

Concentration of Grants

Approximately 67% of the Coalition's grant funding is comprised of federal monies. In addition, 32% of the Coalition's grant funding is provided from grants from the U.S. Department of Education.

4. Fixed Assets

As of June 30, 2013 and 2012, fixed assets consist of the following:

	<u>2013</u>	<u>2012</u>
Furniture and Fixtures	\$ 2,595	\$ 2,595
Office Equipment	48,144	50,093
Leasehold Improvements	27,169	27,169
Vehicles	29,989	28,589
Less: Accumulated Depreciation	<u>(80,514)</u>	<u>(84,724)</u>
Total	<u>\$ 27,383</u>	<u>\$ 23,672</u>

As of the year ended June 30, 2013, the Coalition acquired a car with restricted grant funds. Although the grantor agency reserves the right to request the car be returned to the grantor agency at the end of the grant period, the Coalition has capitalized the car since it is probable that it will be allowed to keep the car at the end of the grant period.

5. Line of Credit

The Coalition has a \$50,000 revolving line of credit, of which \$50,000, was unused and available for working capital at June 30, 2013. Bank advances on the credit line are payable on demand and carry an interest rate of 1 ¼ over prime (3.25% at June 30, 2013). The credit line is secured by substantially all assets of the Coalition.

6. Temporarily Restricted Net Assets

As of June 30, 2013 and 2012, a temporarily restricted net asset by program was comprised of the following:

	<u>2013</u>	<u>2012</u>
Multi-Sensory Intervention through Consultation and Education (MICE)	\$ 114,193	\$ 145,284
Family Driven Early Literacy Initiative (FEDLI)	4,821	4,821
Family Voices	42,104	42,504
NH Connections	-	37
PTAN	-	401
PMC	11,164	-
FV MICE	4,564	-
Family Resource	<u>1,952</u>	<u>-</u>
Total	<u>\$ 178,798</u>	<u>\$ 193,407</u>

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2013 AND 2012

7. Operating Leases

Office Lease

The Coalition renewed its operating lease for the office space for a period of two years, commencing on February 1, 2012. The lease contains a renewal option and requires the Coalition to pay all utilities. The terms of the lease require monthly rental payments of \$1,500. For the years ended June 30, 2013 and 2012, rental expenses were \$18,000 and \$23,520 respectively.

Future minimum lease payments as of June 30, 2013 are as follows:

2014	\$ 10,500
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Office Lease – MICE

The Coalition entered into an operating lease for office space beginning February 1, 2012 for 41 months. The lease contains a renewal option and requires the Coalition to pay all utilities. The terms of the lease require monthly rental payments of \$1,000. Future minimum lease payments are as follows:

2014	\$ 12,000
2015	<u>12,000</u>
Total	<u>\$ 24,000</u>

8. Advertising

The Coalition uses media campaigns to promote its programs among the audiences it serves. The production costs of these campaigns are expensed as advertising as incurred. Advertising costs totaled \$0 and \$73 for the years ended June 30, 2013 and 2012 respectively, and are included in other expenses in the Statement of Functional Expenses.

9. Contingencies

Noncompliance with Grantor Restrictions

The Coalition receives money from various federal and state grants. Under the terms of these grants, the Coalition is required to use the money within the grant period for the purposes specified in the grant proposal. If expenditures of the grant were found not to have been made in compliance with the proposal, the Coalition may be required to repay the grantor's funds.

Because no specific amounts have been determined by grantor agency audits or assessed as of June 30, 2013 or 2012, no provisions have been made for this contingency.

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013 AND 2012

10. Employee Benefit Plan

The Coalition maintains a defined contribution retirement account as defined under Section 403(b) of the United States Internal Revenue Code for its employees. The plan covers all employees of the Coalition. Employees may make contributions to the plan up to the maximum amount allowed by the Internal Revenue Code if they wish. The Coalition is not required to make matching employer contributions. The Coalition did not make any employer contributions to the plan for the fiscal years ended June 30, 2013 and 2012.

11. Subsequent Events

The Coalition's line of credit was due for renewal on July 15, 2013. As of October 10, 2013, the line of credit was renewed and available to the Coalition for draw-down.

In preparing these financial statements, the Coalition has evaluated events and transactions for potential recognition of disclosure through February 4, 2014, the date the financial statements were available to be issued.

Office Lease

The Coalition entered into a new three year operating lease for new office space, commencing on August 20, 2013. Monthly rental expense will be \$3,000.

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
 dba PARENT INFORMATION CENTER
 SUPPLEMENTAL SCHEDULE OF PROGRAM ACTIVITIES
 FOR THE YEAR ENDED JUNE 30, 2013

	MICE	FV	NHC	SSECT	PTI	PMC	OTHER	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$
Income								
Grant Income	311,934	362,088	238,581	63,437	215,272	30,500	110,975	1,332,787
Program Service Revenue	-	-	-	-	-	-	-	-
Contributions & Fundraising	1,750	1,180	-	-	-	2,500	2,733	8,163
Other Income	1,234	7,409	-	-	1,014	-	42,185	51,842
Total Income	314,918	370,677	238,581	63,437	216,286	33,000	155,893	1,392,792
Expenses								
Salaries	171,502	169,360	166,803	41,907	131,619	17,388	67,701	766,280
Employee Benefits & Payroll Tax	30,441	75,848	27,543	8,623	41,098	1,722	9,086	194,361
	201,943	245,208	194,346	50,530	172,717	19,110	76,787	960,641
Professional Services	22,641	18,250	1,143	1,941	726	100	(2,943)	41,858
Contractual Services	-	-	8,100	1,350	2,936	1,115	16,787	30,288
Travel	20,811	9,757	7,684	532	4,605	297	1,841	45,527
Conferences & Seminars	550	838	-	-	-	491	274	2,153
Dues & Memberships	589	510	-	-	-	-	125	1,224
Occupancy Costs	11,150	-	3,600	1,596	7,350	-	1,397	25,093
Repairs & Maintenance	159	-	-	-	-	-	-	159
Furniture & Equipment	16,006	2,715	-	-	-	-	1,874	20,595
Less Amounts Capitalized	(15,200)	-	-	-	-	-	-	(15,200)
Library	-	1,773	-	-	-	-	-	1,773
Postage & Delivery	1,072	-	561	-	805	9	152	2,599
Printing & Reproduction	599	1,838	622	-	2,638	10	5,030	10,737
Other Expenses	1,339	82	401	226	-	-	7,120	9,168
Supplies & Program Materials	580	-	-	-	-	23	-	603
Office Expense	2,442	1,520	1,455	487	4,688	36	-	10,628
Telephone	3,707	1,353	2,996	770	2,035	-	1,464	12,325
Program Expense	-	29,107	-	-	-	-	-	29,107
Workshop Expense	-	16,855	-	1,306	100	-	1,464	19,725
Bank Service Charges	-	-	-	-	-	-	-	-
Indirect Cost Allocation	28,366	35,852	17,673	4,699	18,490	1,687	6,259	113,026
Depreciation	-	-	-	-	-	-	10,407	10,407
In-Kind Expenses	-	-	-	-	-	-	18,000	18,000
Total Expenses	296,754	365,658	238,581	63,437	217,090	22,878	146,038	1,350,436
Net Program Activities	\$ 18,164	\$ 5,019	\$ -	\$ -	\$ (804)	\$ 10,123	\$ 9,855	\$ 42,356

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
 dba PARENT INFORMATION CENTER
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 FOR THE YEAR ENDED JUNE 30, 2013

<u>Federal Grantor/Pass through Grantor/Program or Cluster Title</u>	<u>Federal CFDA Number</u>	<u>Pass through Grantor ID</u>	<u>Federal Expenditures</u>
<i>Through the United States Department of Education:</i>			
Parent Training and Information Projects (10/12-09/13)	84.328M	H328M050030	\$ 157,451
Parent Training and Information Projects (10/11-09/12)	84.328M	H328M050030	<u>57,821</u>
<u>Total United States Department of Education 07/12-06/13</u>			<u>215,272</u>
<i>Through the State of New Hampshire Department of Health and Human Services, Division of Public Health Services:</i>			
Education Advocacy, Resources and Support for Families with Infants and Children Who Have a Suspected or Confirmed Hearing Loss (07/12-06/13)	93.251	101639	24,985
Family Support Resource Center (Family Voices) (07/12-06/13)	93.994	150470	169,585
FACETS of Epilepsy Care in New Hampshire (07/12-06/13)	93.110	1013096	<u>82,881</u>
<u>Total State of New Hampshire Department of Health And Human Services, Division of Public Health Services 07/12-06/13</u>			<u>277,451</u>
<i>Through the State of New Hampshire Department of Education:</i>			
Support Successful Early Childhood Transitions (07/12-06/13)	84.027	06-56-56-562510- 2184-102-500731	63,437

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
 dba PARENT INFORMATION CENTER
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 FOR THE YEAR ENDED JUNE 30, 2013

*Through the State of New Hampshire Department of
 Education Continued:*

State Personnel Development Grant (SPDG) Next Steps	84.323A	H323A2003	\$ 17,675
State Personnel Development Grant (SPDG) New Hampshire Responds	84.323A	H323A070028	<u>19,980</u>
<u>Total State of New Hampshire Department of Education 07/12-06/13</u>			<u>101,092</u>

*Through the State of New Hampshire Department of Education,
 Bureau of Special Education:*

NH Connections (07/12-06/13)	84.027D	72600	<u>238,581</u>
<u>Total New Hampshire Department of Education, Bureau of Special Education 07/12-06/13</u>			<u>238,581</u>

*Through the United States Department of
 Health and Human Services:*

Family to Family Health Information Center (06/12-05/13)	93.110	H84MC09488 -04-00	97,219
Family to Family Health Information Center (06/13-05/14)	93.110	H84MC09488 -05-02	<u>5,305</u>
<u>Total United States Department of Health and Human Services 07/11-06/12</u>			<u>102,524</u>

Total Expenditures of Federal Awards \$ 934,920

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER
NOTES TO SCHEDULE OF EXPENDITURES
OF FEDERAL AWARDS
For the Year Ended June 30, 2013

Note 1 – Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activities of New Hampshire Coalition for Citizens with Disabilities, Inc. (the Coalition), dba Parent Information Center and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133 *Audits of States, Local Governments and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in or used in the preparation of the basic financial statements.

TRUSTED / BALANCED / PROFESSIONAL

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors
New Hampshire Coalition for
Citizens with Disabilities, Inc.
dba Parent Information Center

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of New Hampshire Coalition for Citizens with Disabilities, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2013, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated February 4, 2014.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered New Hampshire Coalition for Citizens with Disabilities, Inc.'s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of New Hampshire Coalition for Citizens with Disabilities, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether New Hampshire Coalition for Citizens with Disabilities Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the

Submitted by [Signature]

determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Smith Hennessey Associates, PLLC/CPA
Concord, New Hampshire

February 4, 2014

TRUSTED / BALANCED / PROFESSIONAL

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-133

To the Board of Directors
New Hampshire Coalition for
Citizens with Disabilities
dba Parent Information Center

Report on Compliance for Each Major Federal Program

We have audited New Hampshire Coalition for Citizens with Disabilities, Inc.'s compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of New Hampshire Coalition for Citizens with Disabilities, Inc.'s major federal programs for the year ended June 30, 2013. New Hampshire Coalition for Citizens with Disabilities, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of New Hampshire Coalition for Citizens with Disabilities, Inc.'s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about New Hampshire Coalition for Citizens with Disabilities, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of New Hampshire Coalition for Citizens with Disabilities, Inc.'s compliance.

Opinion on Each Major Federal Program

In our opinion, New Hampshire Coalition for Citizens with Disabilities, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2013.

Report on Internal Control over Compliance

Management of New Hampshire Coalition for Citizens with Disabilities, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered New Hampshire Coalition for Citizens with Disabilities, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of New Hampshire Coalition for Citizens with Disabilities, Inc.'s internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Smith Hennessey Associates, PLLC/CPA
Concord, New Hampshire

February 4, 2014

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended June 30, 2013

SUMMARY OF AUDITOR'S RESULTS

1. The auditor's report expresses an unmodified opinion on the financial statements of New Hampshire Coalition for Citizens with Disabilities, Inc.
2. No instances of noncompliance material to the financial statements of New Hampshire Coalition for Citizens with Disabilities, Inc. which would be required to be reported in accordance with *Government Auditing Standards* were disclosed during the audit.
3. The auditor's report on compliance for the major federal award programs for New Hampshire Coalition for Citizens with Disabilities, Inc. expresses an unmodified opinion on all major federal programs.
4. Audit findings that are required to be reported in accordance with Section 510(a) of OMB Circular A-133 are reported in this schedule.
5. The programs tested as major programs were:
 - Parent Training and Information Projects (PTI)-CFDA#84.328M
 - Family to Family Health Information Center (F2F)-CFDA #93.110
 - FACETS of Epilepsy Care – CFDA#93.110
6. The threshold used for distinguishing between Type A and B programs was \$300,000.
7. New Hampshire Coalition for Citizens with Disabilities, Inc. was determined to be a low-risk auditee.

FINDINGS – FINANCIAL STATEMENTS AUDIT

None

FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT

None

Parent Information Center
Board of Directors January 2014

The board serves without compensation.

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