



Nicholas A. Toumpas
Commissioner

Maggie Bishop
Director

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

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April 4, 2013

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to enter into agreements with the following vendors to conduct Child Care Resource and Referral services covering all Division of Human Services catchment areas for an aggregate amount not to exceed \$2,030,000 from July 1, 2013 or date of Governor and Executive Council approval, whichever is later, through June 30, 2015. Funds are anticipated to be available in State Fiscal Years 2014-2015 upon the availability and continued appropriations in future operating budgets, with authority to adjust amounts within the price limitation and amend the related terms of the contract without further approval from Governor and Executive Council.

100% FED

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

Southern New Hampshire Services, Inc. (Vendor #177189)

Class/ Account	Title	Catchment Area	Activity Code	SFY 2014	SFY 2015	Total
102-500731	Social Services Contracts	Berlin/Littleton	40035201	\$101,815	\$101,815	\$203,630
102-500731	Social Services Contracts	Conway	40035201	57,655	57,655	115,310
102-500731	Social Services Contracts	Rochester	40035201	124,610	124,610	249,220
102-500731	Social Services Contracts	Seacoast	40035201	58,251	58,251	116,502
102-500731	Social Services Contracts	Southern	40035201	149,123	149,123	298,246
Total				\$491,454	\$491,454	\$982,908

Claremont School District (Vendor #177374)

Class/ Account	Title	Catchment Area	Activity Code	SFY 2014	SFY 2015	Total
102-500731	Social Services Contracts	Claremont	40035201	\$70,674	\$70,674	\$141,348
Total				\$70,674	\$70,674	\$141,348

Lakes Region Community Services Council, Inc. (Vendor # 177251 B002)

Class/ Account	Title	Catchment Area	Activity Code	SFY 2014	SFY 2015	Total
102-500731	Social Services Contracts	Laconia	40035201	\$81,833	\$81,833	\$163,666
Total				\$81,833	\$81,833	\$163,666

Easter Seals of NH, Inc. (Vendor #177204)

Class/ Account	Title	Catchment Area	Activity Code	SFY 2014	SFY 2015	Total
102-500731	Social Services Contracts	Manchester	40035201	\$177,615	\$177,615	\$355,230
102-500731	Social Services Contracts	Concord	40035201	106,011	\$106,011	\$212,022
102-500731	Social Services Contracts	Keene	40035201	87,413	\$87,413	\$174,826
Total				\$371,039	\$371,039	\$742,078
Grand Total				\$1,015,000	\$1,015,000	\$2,030,000

EXPLANATION

These Federal funds support preventive child care services and the scholarship child care payment system. A requirement of this funding is that it be used to increase the availability, accessibility, and quality of child care programs throughout the State. This is accomplished through numerous activities including the provision of child care resource and referral services for consumers and providers.

Child care resource and referral services are provided statewide by Division for Children, Youth and Family catchment area. Services include high quality referrals and consumer education for parties seeking matches with child care providers, free and/or low cost professional development opportunities for child care providers, and providing current and aspiring child care providers with technical assistance in the areas of licensing, best practice, and accreditation. The services also provide the Department, local, and national organizations, agencies, policy makers, public officials, businesses, and community members with accurate data and information related to Early Childcare Education issues.

Should Governor and Council not authorize this request, federal sanctions could result in the reduction in federal funds to support the Child Care Scholarship Program resulting in financial hardship for families dependent on subsidized child care and the inability of some families to find child care that will help them continue working.

This contract is awarded as the result of a competitive bid process. On September 4, 2012 and again on December 21, 2012 the Division issued a Request for Proposal for Child Care Resource & Referral programs to serve the ten (10) District Office catchment areas in the State of New Hampshire. These Request For Proposals were published on the Department's web site.

Six agencies submitted bids for the ten (10) District Office catchment areas; four agencies were awarded contracts that cover all catchment areas. An evaluation committee reviewed the proposals submitted in response to the RFP. The evaluation team's scoring summaries are attached to this letter (Appendix A). The vendors identified in the tables above submitted proposals that achieved higher minimum scores than any other vendor proposal(s) for the given catchment area(s) and were, therefore awarded the contract.

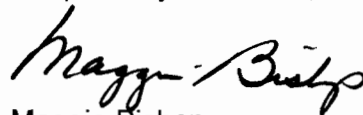
Performance under this agreement will be measured by the Performance Measures and Outcomes specified in the Agreement to include successfully providing referrals to New Hampshire Employment Program participants, and Financial Assistance to Needy Families (FANF) recipients in need of child care, recruiting new child care providers, including those that shall fill opportunities for specific kinds of care e.g. infant/toddler, bilingual, special needs, and non-traditional hours.

Areas Served: The Division for Children, Youth and Families catchment areas of Berlin/Littleton, Conway, Rochester, Seacoast, Southern, Claremont, Laconia, Manchester, Concord, and Keene.

Source of Funds: 100% Federal Funds.

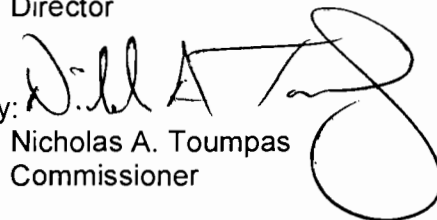
In the event that Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Maggie Bishop
Director

Approved By:



Nicholas A. Toumpas
Commissioner

RFP #10-DCYF-CDB-RR-10 Child Care Resource & Referral Program																												
Claremont D.O. Catchment Area R&R Tabulated Evaluation Form																												
Categories																												
Overall Review - up to 20 points each criteria (value 10% of total)																												
Scorer 1 - K.Booth																												
Scorer 2 - E.Wheatley																												
Scorer 3 - S. Foley																												
Scorer 4 - J. Harrington																												
Scorer 5 -																												
NHCAA CSD Bid 3 Bid 4 NHCAA CSD Bid 3 Bid 4 NHCAA CSD Bid 3 Bid 4 NHCAA CSD Bid 3 Bid 4 NHCAA CSD Bid 3 Bid 4																												
a	Conformity in form and format to instructions contained in the RFP	18.0	16.0					20.0	18.0				15.0	15.0				15.0	15.0									
b	Services proposed in response to proposal specifications	14.0	10.0					12.0	15.0				13.0	15.0				15.0	15.0									
c	Qualifications and adequacy of staffing	12.0	14.0					12.0	12.0				15.0	15.0				10.0	15.0									
d	Demonstrated capacity of the agency to implement the program	8.0	12.0					10.0	12.0				0.0	12.0				15.0	15.0									
e	Cost effectiveness of proposal	10.0	16.0					12.0	15.0				10.0	15.0				12.0	15.0									
subtotal overall review		62.0	68.0	0.0	0.0	66.0	72.0	0.0	0.0	0.0	53.0	72.0	0.0	0.0	0.0	67.0	75.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
subtotal at 10%		6.2	6.8	0.0	0.0	6.6	7.2	0.0	0.0	0.0	5.3	7.2	0.0	0.0	0.0	6.7	7.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Experience - up to 20 points each criteria (value 25% of total)																												
a	Past experience of the Bidder in providing this or a similar service	16.0	20.0					10.0	20.0				10.0	15.0				12.0	15.0									
b	Past experience of the Bidder in working with the child care community and parent population	12.0	20.0					10.0	20.0				10.0	20.0				15.0	15.0									
c	Demonstrated capacity to provide services within the catchment area	16.0	16.0					10.0	15.0				10.0	15.0				15.0	15.0									
d	Demonstrated ability to work with the Department	16.0	18.0					15.0	16.0				10.0	16.0				15.0	15.0									
e	Demonstrated program management and organizational ability of the applicant agency to carry out the proposed service within the required time-frames	10.0	16.0					10.0	14.0				10.0	15.0				15.0	15.0									
subtotal experience		70.0	90.0	0.0	0.0	65.0	85.0	0.0	0.0	0.0	50.0	70.0	0.0	0.0	0.0	72.0	75.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
subtotal experience at 25%		17.5	22.5	0.0	0.0	13.8	21.3	0.0	0.0	0.0	12.5	20.3	0.0	0.0	0.0	18.0	18.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Program Description - up to 20 points each criteria (value 25% of total)																												
Presentation of a complete and detailed program description, that is responsive to the RFP, but does not simply restate the language of the RFP																												
a		20.0	10.0					18.0	14.0				15.0	15.0				15.0	15.0									
b	Presentation of a preliminary work plan including a realistic timeline for project implementation	10.0	14.0					18.0	16.0				10.0	20.0				15.0	15.0									
c	Presentation of an outreach plan to maximize utilization of services within the catchment area	20.0	14.0					15.0	15.0				10.0	20.0				15.0	15.0									
d	Demonstrated capacity to manage the computer aspects of the program or presentation of a clear plan to develop that ability within a reasonable time frame	14.0	12.0					10.0	12.0				15.0	13.0				15.0	15.0									
e	Presentation of a clearly stated evaluation process and quantifiable outcome measures at acceptable levels for both the recruitment and training portions of the program	18.0	12.0					5.0	13.0				15.0	15.0				15.0	15.0									
subtotal program description		82.0	62.0	0.0	0.0	66.0	70.0	0.0	0.0	0.0	63.0	83.0	0.0	0.0	0.0	75.0	75.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
subtotal program description at 25%		20.5	15.5	0.0	0.0	16.5	17.5	0.0	0.0	0.0	15.7	20.8	0.0	0.0	0.0	18.8	18.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Cost and Resources - up to 20 points each criteria (value 30% of total)																												
a	The accuracy and completeness of the budget and budget narrative	18.0	12.0					20.0	15.0				15.0	15.0				15.0	15.0									
b	The acceptability of the line item costs as detailed in the budget narrative	12.0	14.0					10.0	15.0				10.0	15.0				15.0	15.0									
c	A cost effective approach to providing the proposed service	10.0	12.0					18.0	15.0				10.0	18.0				15.0	15.0									
d	Staff resources of the Bidder to effectively administer and operate the program	12.0	16.0					15.0	14.0				10.0	15.0				15.0	15.0									
e	Ability to obtain financial and additional resources from other sources to support this program	8.0	12.0					0.0	14.0				0.0	10.0				15.0	15.0									
subtotal cost and resources		60.0	66.0	0.0	0.0	63.0	73.0	0.0	0.0	0.0	45.0	73.0	0.0	0.0	0.0	75.0	75.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
subtotal cost and resources at 30%		18.0	19.8	0.0	0.0	18.9	21.9	0.0	0.0	0.0	13.5	21.9	0.0	0.0	0.0	22.5	22.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Other - up to 20 points each criteria (value 10% of total)																												
Creative response to meeting the unique needs of the community to be served such as, but not limited to, English proficiency and cultural diversity																												
a		10.0	12.0					2.0	14.0				10.0	15.0				15.0	15.0									
b	Demonstrated plan to be responsive to the increased need for infant care, special needs care, and child care during non-traditional hours	16.0	8.0					10.0	12.0				15.0	15.0				15.0	15.0									
c	Plan to be responsive to the needs of the local NH DHHS District Office, community members, businesses, and local employers	16.0	20.0					15.0	15.0				15.0	20.0				15.0	15.0									
d	Evidence of collaboration with other agencies within the community	4.0	16.0					8.0	15.0				10.0	20.0				15.0	15.0									
e	Inclusion of a plan to be responsive to the needs of providers, DO and NHCP staff, families, and community members (including agencies, policy makers, public officials, and businesses) in the	16.0	12.0					20.0	18.0				15.0	20.0				15.0	15.0									
subtotal other		62.0	68.0	0.0	0.0	55.0	74.0	0.0	0.0	0.0	65.0	90.0	0.0	0.0	0.0	75.0	75.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
subtotal other at 10%		6.2	6.8	0.0	0.0	5.5	7.4	0.0	0.0	0.0	6.5	9.0	0.0	0.0	0.0	7.5	7.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Grand Total		336.0	354.0	0.0	0.0	305.0	374.0	0.0	0.0	0.0	278.0	399.0	0.0	0.0	0.0	364.0	375.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Grand Total at Percentage		68.4	71.4	0.0	0.0	61.3	75.3	0.0	0.0	0.0	54.1	79.1	0.0	0.0	0.0	73.5	75.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	

Recommendation: Claremont School District

Scorer 1 - Kristin Booth, Program Specialist IV, Child Development Bureau

Scorer 2 - Ellen Wheatley, Administrator, Child Development Bureau

Scorer 3 - Susan Foley, Program Specialist III, Child Development Bureau

Scorer 4 - John Harrington, Contract Specialist, DHHS

Total Score

Bidder 1 = 1283.0

Bidder 2 = 1502.0

Bidder 3 = 0.0

Bidder 4 = 0.0

Score @ %

Bidder 1 = 257.2

Bidder 2 = 300.8

Bidder 3 = 0.0

Bidder 4 = 0.0

Total Bid Sums Claremont1

RFP #10-DCYF-CDB-RR-10 Child Care Resource & Referral Program Manchester D.O. Catchment Area R&R Tabulated Evaluation Form																					
Categories	Scorer 1 - K.Booth				Scorer 2 - E.Wheatley				Scorer 3 - S. Foley				Scorer 4 - J. Harrington				Scorer 5 -				
	NHCAA	SNHS	ES	Bid 4	NHCAA	SNHS	ES	Bid 4	NHCAA	SNHS	ES	Bid 4	NHCAA	SNHS	ES	Bid 4	Bid 1	Bid 2	Bid 3	Bid 4	
Overall Review - up to 20 points each criteria (value 10% of total)																					
a Conformity in form and format to instructions contained in the RFP	18.0	20.0	14.0		20.0	20.0	15.0		15.0	20.0	10.0		15.0	15.0	15.0						
b Services proposed in response to proposal specifications	14.0	20.0	12.0		12.0	20.0	16.0		10.0	20.0	18.0		15.0	15.0	15.0						
c Qualifications and adequacy of staffing	8.0	12.0	20.0		8.0	8.0	20.0		10.0	10.0	20.0		15.0	15.0	15.0						
d Demonstrated capacity of the agency to implement the program	8.0	20.0	16.0		10.0	20.0	15.0		10.0	15.0	20.0		15.0	15.0	15.0						
e Cost effectiveness of proposal	12.0	14.0	20.0		12.0	10.0	20.0		10.0	13.0	20.0		15.0	15.0	15.0						
subtotal overall review	60.0	86.0	82.0	0.0	62.0	78.0	86.0	0.0	55.0	76.0	88.0	0.0	75.0	75.0	75.0	0.0	0.0	0.0	0.0	0.0	
subtotal at 10%	6.0	8.6	8.2	0.0	6.2	7.8	8.6	0.0	5.5	7.8	8.8	0.0	7.5	7.5	7.5	0.0	0.0	0.0	0.0	0.0	
Experience - up to 20 points each criteria (value 25% of total)																					
a Past experience of the Bidder in providing this or a similar service	16.0	20.0	20		10.0	20.0	20		10.0	20.0	20		15.0	15.0	15						
b Past experience of the Bidder in working with the child care community and parent population	12.0	18.0	16		10.0	20.0	20		10.0	10.0	20		15.0	15.0	15						
c Demonstrated capacity to provide services within the catchment area	16.0	16.0	20		10.0	15.0	20		10.0	10.0	20		15.0	15.0	15						
d Demonstrated ability to work with the Department	16.0	20.0	16		15.0	20.0	20		10.0	20.0	20		15.0	15.0	15						
e Demonstrated program management and organizational ability of the applicant agency to carry out the proposed service within the required time-frames	10.0	20.0	20		10.0	20.0	20		10.0	20.0	20		15.0	15.0	15						
subtotal experience	70.0	94.0	92.0	0.0	55.0	95.0	100.0	0.0	50.0	80.0	100.0	0.0	75.0	75.0	75.0	0.0	0.0	0.0	0.0	0.0	
subtotal at 25%	17.5	23.5	23.0	0.0	13.8	23.8	25.0	0.0	12.5	20.0	25.0	0.0	18.8	18.8	18.8	0.0	0.0	0.0	0.0	0.0	
Program Description - up to 20 points each criteria (value 25% of total)																					
a Presentation of a complete and detailed program description, that is responsive to the RFP, but does not simply restate the language of the RFP	20.0	20.0	8		18.0	20.0	12		15.0	20.0	15		15.0	15.0	15						
b Presentation of a preliminary work plan including a realistic timeline for project implementation	10.0	14.0	20		18.0	18.0	20		10.0	15.0	15		15.0	15.0	15						
c Presentation of an outreach plan to maximize utilization of services within the catchment area	20.0	20.0	16		15.0	20.0	18		10.0	15.0	15		15.0	15.0	15						
d Demonstrated capacity to manage the computer aspects of the program or presentation of a clear plan to develop that ability within a reasonable time frame	14.0	20.0	12		10.0	20.0	15		15.0	20.0	20		15.0	15.0	15						
e Presentation of a clearly stated evaluation process and quantifiable outcome measures at acceptable levels for both the recruitment and training portions of the program	12.0	18.0	16		10.0	10.0	16		15.0	13.0	18		15.0	15.0	15						
subtotal program description	76.0	92.0	72.0	0.0	71.0	88.0	81.0	0.0	65.0	83.0	83.0	0.0	75.0	75.0	75.0	0.0	0.0	0.0	0.0	0.0	
subtotal at 25%	19.0	23.0	18.0	0.0	17.8	22.0	20.3	0.0	16.3	20.8	20.8	0.0	18.8	18.8	18.8	0.0	0.0	0.0	0.0	0.0	
Cost and Resources - up to 20 points each criteria (value 30% of total)																					
a The accuracy and completeness of the budget and budget narrative	18.0	16.0	10		20.0	18.0	10		15.0	14.0	10		5.0	15.0	1						
b The acceptability of the line item costs as detailed in the budget narrative	12.0	10.0	16		10.0	10.0	10		5.0	13.0	15		5.0	15.0	10						
c A cost effective approach to providing the proposed service	12.0	14.0	20		15.0	10.0	20		15.0	14.0	15		15.0	15.0	10						
d Staff resources of the Bidder to effectively administer and operate the program	12.0	14.0	20		5.0	5.0	20		5.0	10.0	20		15.0	15.0	10						
e Ability to obtain financial and additional resources from other sources to support this program	8.0	10.0	10		0.0	0.0	10		0.0	10.0	15		15.0	15.0	10						
subtotal cost and resources	62.0	64.0	76.0	0.0	50.0	43.0	70.0	0.0	40.0	61.0	75.0	0.0	55.0	75.0	41.0	0.0	0.0	0.0	0.0	0.0	
subtotal at 30%	18.6	19.2	22.8	0.0	15.0	12.9	21.0	0.0	12.0	18.3	22.5	0.0	16.3	22.5	12.3	0.0	0.0	0.0	0.0	0.0	
Other - up to 20 points each criteria (value 10% of total)																					
a Creative response to meeting the unique needs of the community to be served such as, but not limited to, English proficiency and cultural diversity	4.0	12.0	20		2.0	10.0	20		5.0	5.0	20		15.0	15.0	15						
b Demonstrated plan to be responsive to the increased need for infant care, special needs care, and child care during non-traditional hours	14.0	20.0	16		10.0	18.0	14		15.0	15.0	20		15.0	15.0	15						
c Plan to be responsive to the needs of the local NH DHHS District Office, community members, businesses, and local employers	16.0	16.0	16		15.0	18.0	18		15.0	20.0	20		15.0	15.0	15						
d Evidence of collaboration with other agencies within the community	4.0	16.0	14		8.0	18.0	18		15.0	15.0	20		15.0	15.0	15						
e Inclusion of a plan to be responsive to the needs of providers, DOJ and NMCP staff, families, and community members (including agencies, policy makers, public officials, and businesses) in the	16.0	14.0	12		20.0	15.0	20		15.0	15.0	20		15.0	15.0	15						
subtotal other	54.0	78.0	78.0	0.0	55.0	79.0	90.0	0.0	65.0	70.0	100.0	0.0	75.0	75.0	75.0	0.0	0.0	0.0	0.0	0.0	
subtotal at 10%	5.4	7.8	7.8	0.0	5.5	7.9	9.0	0.0	6.5	7.0	10.0	0.0	7.5	7.5	7.5	0.0	0.0	0.0	0.0	0.0	
Grand Total	322.0	414.0	400.0	0.0	293.0	383.0	427.0	0.0	275.0	372.0	446.0	0.0	355.0	375.0	341.0	0.0	0.0	0.0	0.0	0.0	
Grand Total at Percentage	66.5	82.1	79.8	0.0	58.2	74.4	83.9	0.0	52.8	73.9	87.1	0.0	69.0	75.0	64.8	0.0	0.0	0.0	0.0	0.0	

Recommended: ES

Scorer 1 - Kristin Booth, Program Specialist IV, Child Development Bureau
Scorer 2 - Ellen Wheatley, Administrator, Child Development Bureau
Scorer 3 - Susan Foley, Program Specialist III, Child Development Bureau
Scorer 4 - John Harrington, Contract Specialist, DHHS

Total Score
Bidder 1 = 1245.0
Bidder 2 = 1544.0
Bidder 3 = 1614.0
Bidder 4 = 0.0

Score @ %
Bidder 1 = 246.5
Bidder 2 = 305.3
Bidder 3 = 315.5
Bidder 4 = 0.0

Total Bid Sums Manchester

RFP #10-DCYF-CDB-RR-10 Child Care Resource & Referral Program									
Concord catchment		Categories		Scorer 1 - K.Booth					
		NHCAA	ES	Bid 3		Bid 4			
Overall Review - up to 20 points each criteria (value 10% of total)									
Conformity in form and format to instructions contained in the RFP									
Services proposed in response to proposal specifications									
Qualifications and adequacy of staffing									
Demonstrated capacity of the agency to implement the program									
Cost effectiveness of proposal									
subtotal overall review									
subtotal at 10%									
Experience - up to 20 points each criteria (value 25% of total)									
Past experience of the Bidder in providing this or a similar service									
Past experience of the Bidder in working with the child care community and parent population									
Demonstrated capacity to provide services within the catchment area									
Demonstrated ability to work with the Department									
Demonstrated program management and organizational ability of the applicant agency to carry out the proposed service within the required time-frames									
subtotal experience									
subtotal experience at 25%									
Program Description - up to 20 points each criteria (value 25% of total)									
Presentation of a complete and detailed program description, that is responsive to the RFP, but does not simply restate the language of the RFP									
Presentation of a preliminary work plan including a realistic timeline for project implementation									
Presentation of an outreach plan to maximize utilization of services within the catchment area									
Demonstrated capacity to manage the computer aspects of the program or presentation of a clear plan to develop that ability within a reasonable time frame									
Presentation of a clearly stated evaluation process and quantifiable outcome measures at acceptable levels for both the recruitment and training portions of the program									
subtotal program description									
subtotal program description at 25%									
Cost and Resources - up to 20 points each criteria (value 30% of total)									
The accuracy and completeness of the budget and budget narrative									
The acceptability of the line item costs as detailed in the budget narrative									
A cost effective approach to providing the proposed service									
Staff resources of the Bidder to effectively administer and operate the program									
Ability to obtain financial and additional resources from other sources to support this program									
subtotal cost and resources									
subtotal cost and resources at 30%									
Other - up to 20 points each criteria (value 10% of total)									
Creative response to meeting the unique needs of the community to be served such as, but not limited to, English proficiency and cultural diversity									
Demonstrated plan to be responsive to the increased need for infant care, special needs care, and child care during non-traditional hours									
Plan to be responsive to the needs of the local NH DHHS District Office, community members, businesses, and local employers									
Evidence of collaboration with other agencies within the community									
Inclusion of a plan to be responsive to the needs of providers, DOJ and NHMHP staff, families, and community members (including agencies, policy makers, public officials, and businesses) in the									
subtotal other									
subtotal at 10%									
Grand Total									
Grand Total at Percentage									

RFP #10-DCYF-CDB-RR-10 Child Care Resource & Referral Program															
Claremont D.O. Catchment Area RAR Tabulated Evaluation Form															
Categories				Scorer 1 - K.Booth				Scorer 2 - E.Wheatley				Scorer 3 - S. Foley			
Overall Review - up to 20 points each criteria (value 10% of total)				NHCAA	CSD	Bid 3	Bid 4	NHCAA	CSD	Bid 3	Bid 4	NHCAA	CSD	Bid 3	Bid 4
a	Conformity in form and format to instructions contained in the RFP			18.0	16.0			20.0	18.0			15.0	15.0		
b	Services proposed in response to proposal specifications			14.0	10.0			12.0	15.0			13.0	15.0		
c	Qualifications and adequacy of staffing			12.0	14.0			12.0	12.0			15.0	15.0		
d	Demonstrated capacity of the agency to implement the program			8.0	12.0			10.0	12.0			0.0	12.0		
e	Cost effectiveness of proposal			10.0	16.0			12.0	15.0			10.0	15.0		
	subtotal overall review			62.0	68.0	0.0	0.0	66.0	72.0	0.0	0.0	63.0	72.0	0.0	0.0
	subtotal at 10%			6.2	6.8	0.0	0.0	6.6	7.2	0.0	0.0	6.3	7.2	0.0	0.0
Experience - up to 20 points each criteria (value 25% of total)															
a	Past experience of the Bidder in providing this or a similar service			16.0	20.0			10.0	20.0			10.0	15.0		
b	Past experience of the Bidder in working with the child care community and parent population			12.0	20.0			10.0	20.0			10.0	20.0		
c	Demonstrated capacity to provide services within the catchment area			16.0	16.0			10.0	15.0			10.0	15.0		
d	Demonstrated ability to work with the Department			16.0	18.0			15.0	16.0			10.0	16.0		
e	Demonstrated program management and organizational ability of the applicant agency to carry out the proposed service within the required time-frames			10.0	16.0			10.0	14.0			10.0	15.0		
	subtotal experience			70.0	90.0	0.0	0.0	55.0	65.0	0.0	0.0	50.0	61.0	0.0	0.0
	subtotal at 25%			17.5	22.5	0.0	0.0	13.8	16.3	0.0	0.0	12.5	15.3	0.0	0.0
Program Description - up to 20 points each criteria (value 25% of total)															
a	Presentation of a complete and detailed program description, that is responsive to the RFP, but does not simply restate the language of the RFP			20.0	10.0			18.0	14.0			15.0	15.0		
b	Presentation of a preliminary work plan including a realistic timeline for project implementation			10.0	14.0			18.0	16.0			10.0	20.0		
c	Presentation of an outreach plan to maximize utilization of services within the catchment area			20.0	14.0			15.0	15.0			10.0	20.0		
d	Demonstrated capacity to manage the computer aspects of the program or presentation of a clear plan to develop that ability within a reasonable time frame			14.0	12.0			10.0	12.0			15.0	13.0		
e	Presentation of a clearly stated evaluation process and quantifiable outcome measures at acceptable levels for both the recruitment and training portions of the program			18.0	12.0			5.0	13.0			15.0	15.0		
	subtotal program description			82.0	62.0	0.0	0.0	66.0	70.0	0.0	0.0	65.0	83.0	0.0	0.0
	subtotal at 25%			20.5	15.5	0.0	0.0	16.5	17.5	0.0	0.0	16.3	20.8	0.0	0.0
Cost and Resources - up to 20 points each criteria (value 30% of total)															
a	The accuracy and completeness of the budget and budget narrative			18.0	12.0			20.0	15.0			15.0	15.0		
b	The acceptability of the line item costs as detailed in the budget narrative			12.0	14.0			10.0	15.0			10.0	15.0		
c	A cost effective approach to providing the proposed service			10.0	12.0			18.0	15.0			10.0	18.0		
d	Staff resources of the Bidder to effectively administer and operate the program			12.0	16.0			15.0	14.0			10.0	15.0		
e	Ability to obtain financial and additional resources from other sources to support this program			8.0	12.0			0.0	14.0			0.0	10.0		
	subtotal cost and resources			60.0	66.0	0.0	0.0	63.0	73.0	0.0	0.0	45.0	73.0	0.0	0.0
	subtotal at 30%			18.0	19.8	0.0	0.0	18.9	21.9	0.0	0.0	13.5	21.9	0.0	0.0
Other - up to 20 points each criteria (value 10% of total)															
a	Creative response to meeting the unique needs of the community to be served such as, but not limited to, English proficiency and cultural diversity			10.0	12.0			2.0	14.0			10.0	15.0		
b	Demonstrated plan to be responsive to the increased need for infant care, special needs care, and child care during non-traditional hours			16.0	8.0			10.0	12.0			15.0	15.0		
c	Plan to be responsive to the needs of the local NH DHHS District Office, community members, businesses, and local employers			16.0	20.0			15.0	15.0			15.0	20.0		
d	Evidence of collaboration with other agencies within the community			4.0	16.0			8.0	15.0			10.0	20.0		
e	Indication of a plan to be responsive to nurseries or providers, DO and other staff, families, and community members (including agencies, policy makers, public officials, and businesses) in the			16.0	12.0			20.0	18.0			15.0	20.0		
	subtotal other			62.0	68.0	0.0	0.0	55.0	74.0	0.0	0.0	65.0	90.0	0.0	0.0
	subtotal at 10%			6.2	6.8	0.0	0.0	5.5	7.4	0.0	0.0	6.5	9.0	0.0	0.0
	Grand Total			336.0	354.0	0.0	0.0	305.0	374.0	0.0	0.0	278.0	399.0	0.0	0.0
	Grand Total at Percentage			68.4	71.4	0.0	0.0	61.3	75.3	0.0	0.0	54.1	79.1	0.0	0.0

Average 1

Average 2

64.3

75.2

17.0

16.0

13.5

13.8

12.3

14.0

8.3

12.8

11.0

15.3

62.0

71.8

6.2

7.2

12.0

17.5

11.8

18.8

12.8

15.3

14.0

16.3

11.3

15.0

61.8

82.8

15.4

20.7

17.0

13.5

13.3

16.0

13.5

13.0

13.3

13.8

18.0

72.0

18.1

18.1

17.0

14.3

11.8

14.8

13.3

15.0

13.0

15.0

13.0

15.0

5.8

12.8

60.8

71.8

18.2

21.5

9.3

14.0

14.0

12.5

15.3

17.5

9.3

16.5

16.5

16.3

64.3

76.8

6.4

7.7

258.8

303.8

64.3

75.2

Recommendation: Claremont School District

Scorer 1 - Kristin Booth, Program Specialist IV, Child Development Bureau

Scorer 2 - Eilan Wheatley, Administrator, Child Development Bureau

Scorer 3 - Susan Foley, Program Specialist III, Child Development Bureau

Scorer 4 - John Harrington, Contract Specialist, DHHS

Total Score

Bidder 1 = 1283.0

Bidder 2 = 1502.0

Bidder 3 = 0.0

Bidder 4 = 0.0

Score @ %

Bidder 1 = 257.2

Bidder 2 = 300.6

Bidder 3 = 0.0

Bidder 4 = 0.0

Total Bid Sums Claremont1

RFP #10-DCYF-CDB-RR-10 Child Care Resource & Referral Program										Keene D.O. Catchment Area R&R Tabulated Evaluation Form									
Categories										Scorer 1 - K. Booth					Scorer 2 - E. Wheatley				
										NHCAA	ES	Bid 3	Bid 4		NHCAA	ES	Bid 3	Bid 4	
Overall Review - up to 20 points each criteria (value 10% of total)																			
a	Conformity in form and format to instructions contained in the RFP									18.0	14.0				20.0	16.0			
b	Services proposed in response to proposal specifications									14.0	12.0				12.0	16.0			
c	Qualifications and adequacy of staffing									12.0	20.0				12.0	20.0			
d	Demonstrated capacity of the agency to implement the program									8.0	16.0				10.0	20.0			
e	Cost effectiveness of proposal									14.0	16.0				12.0	15.0			
	subtotal overall review	66.0	78.0	0.0	0.0	0.0	0.0	0.0	0.0	66.0	87.0	0.0	0.0	0.0	63.0	88.0	0.0	0.0	0.0
	subtotal at 10%	6.6	7.8	0.0	0.0	0.0	0.0	0.0	0.0	6.6	8.7	0.0	0.0	0.0	6.3	8.8	0.0	0.0	0.0
Experience - up to 20 points each criteria (value 25% of total)																			
a	Past experience of the Bidder in providing this or a similar service									16.0	20.0				10.0	20.0			
b	Past experience of the Bidder in working with the child care community and parent population									12.0	20.0				10.0	20.0			
c	Demonstrated capacity to provide services within the catchment area									18.0	20.0				10.0	20.0			
d	Demonstrated ability to work with the Department									16.0	18.0				15.0	18.0			
e	Demonstrated program management and organizational ability of the applicant agency to carry out the proposed service within the required timeframes									10.0	20.0				10.0	20.0			
	subtotal experience	72.0	98.0	0.0	0.0	0.0	0.0	0.0	0.0	72.0	98.0	0.0	0.0	0.0	70.0	100.0	0.0	0.0	0.0
	subtotal experience at 25%	18.0	24.5	0.0	0.0	0.0	0.0	0.0	0.0	18.0	24.5	0.0	0.0	0.0	17.5	25.0	0.0	0.0	0.0
Program Description - up to 20 points each criteria (value 25% of total)																			
a	Presentation of a complete and detailed program description, that is responsive to the RFP, but does not simply restate the language of the RFP									20.0	8.0				15.0	15.0			
b	Presentation of a preliminary work plan including a realistic timeline for project implementation									10.0	20.0				10.0	15.0			
c	Presentation of an outreach plan to maximize utilization of services within the catchment area									20.0	16.0				10.0	15.0			
d	Demonstrated capacity to manage the computer aspects of the program or presentation of a clear plan to develop that ability within a reasonable time									16.0	12.0				15.0	20.0			
e	Presentation of a clearly stated evaluation process and quantifiable outcome measures at acceptable levels for both the recruitment and training portions of the program									16.0	18.0				10.0	15.0			
	subtotal program description	82.0	74.0	0.0	0.0	0.0	0.0	0.0	0.0	82.0	74.0	0.0	0.0	0.0	80.0	80.0	0.0	0.0	0.0
	subtotal program description at 25%	20.5	18.5	0.0	0.0	0.0	0.0	0.0	0.0	20.5	18.5	0.0	0.0	0.0	20.0	20.0	0.0	0.0	0.0
Cost and Resources - up to 20 points each criteria (value 30% of total)																			
a	The accuracy and completeness of the budget and budget narrative									18.0	10.0				15.0	10.0			
b	The acceptability of the line item costs as detailed in the budget narrative									12.0	16.0				10.0	15.0			
c	A cost effective approach to providing the proposed service									14.0	18.0				10.0	20.0			
d	Use of resources of the bidder to effectively estimate and operate the program									10.0	20.0				10.0	20.0			
e	Ability to obtain financial and non-financial resources from other sources to support this program									8.0	10.0				0.0	5.0			
	subtotal cost and resources	62.0	74.0	0.0	0.0	0.0	0.0	0.0	0.0	62.0	74.0	0.0	0.0	0.0	45.0	70.0	0.0	0.0	0.0
	subtotal cost and resources at 30%	18.6	22.2	0.0	0.0	0.0	0.0	0.0	0.0	18.6	22.2	0.0	0.0	0.0	13.5	21.0	0.0	0.0	0.0
Other - up to 20 points each criteria (value 10% of total)																			
a	Creative response to meeting the unique needs of the community to be served such as, but not limited to, English proficiency and cultural diversity									10.0	12.0				10.0	0.0			
b	Demonstrated plan to be responsive to the increased need for infant care, special needs care, and child care during non-traditional hours									16.0	14.0				15.0	14.0			
c	Plan to be responsive to the needs of the local NH DHHS District Office, community members, businesses, and local employers									16.0	16.0				15.0	15.0			
d	Evidence of collaboration with other agencies within the community									4.0	16.0				10.0	15.0			
e	Inclusion of a plan to be responsive to the needs of providers, DOJ and NHREP staff, families, and community members (including agencies, policy makers,									16.0	12.0				18.0	15.0			
	subtotal other	62.0	70.0	0.0	0.0	0.0	0.0	0.0	0.0	62.0	70.0	0.0	0.0	0.0	68.0	59.0	0.0	0.0	0.0
	subtotal other at 10%	6.2	7.0	0.0	0.0	0.0	0.0	0.0	0.0	6.2	7.0	0.0	0.0	0.0	6.8	5.9	0.0	0.0	0.0
	Grand Total	344.0	394.0	0.0	0.0	0.0	0.0	0.0	0.0	344.0	394.0	0.0	0.0	0.0	286.0	397.0	0.0	0.0	0.0
	Grand Total at Percentage	69.9	80.0	0.0	0.0	0.0	0.0	0.0	0.0	69.9	80.0	0.0	0.0	0.0	54.1	80.7	0.0	0.0	0.0

Recommend: Easter Seals

Scorer 1 - Kristin Booth, Program Specialist IV, Child Development Bureau
 Scorer 2 - Ellen Wheatley, Administrator, Child Development Bureau
 Scorer 3 - Susan Foley, Program Specialist III, Child Development Bureau
 Scorer 4 - John Harrington, Contract Specialist, DHHS

Total Score
 Bidder 1 = 1312.0
 Bidder 2 = 260.6
 Bidder 3 = #VALUE!
 Bidder 4 = #VALUE!

Score @ %
 Bidder 1 = 260.6
 Bidder 2 = #VALUE!
 Bidder 3 = #VALUE!
 Bidder 4 = 0.0

Total Bid Sums Keene

Average 1	Average 2
17.0	13.8
13.5	15.3
12.3	18.8
10.8	17.8
14.0	16.5
67.5	82.0
6.8	8.2
12.8	18.8
11.8	18.8
13.3	18.8
14.0	17.8
11.3	18.8
63.0	92.8
15.8	23.2
17.0	13.0
13.3	17.5
15.0	16.0
14.0	15.5
12.8	16.0
72.0	78
18.0	19.5
17.0	10.0
11.8	12.8
14.3	15.8
11.8	17.5
5.8	6.3
60.5	62.3
18.2	18.7
9.3	11.3
14.0	14.3
15.3	16.0
9.3	15.5
17.3	15.5
65.0	72.5
6.5	7.3
260.5	305.5
65.2	76.8

RFP #13-0CYF-CDB-RR-05 Child Care Resource & Referral Program Conway D.O. Catchment Area R&R Tabulated Evaluation Form																					
		Scorer 1 - K. Booth		Scorer 2 - E. Wheatley		Scorer 3 - S. Foley		Scorer 4 - J. Harrington		Scorer 5 -											
		NHCAA	WMCC	Bid 3	Bid 4	NHCAA	WMCC	Bid 3	Bid 4	NHCAA	WMCC	Bid 3	Bid 4	NHCAA	WMCC	Bid 3	Bid 4	NHCAA	WMCC	Bid 3	Bid 4
Overall Review - up to 20 points each criteria (value 10% of total)																					
a	Conformity in form and format to instructions contained in the RFP	18.0	20.0			20.0	18.0			15.0	20.0			15.0	15			15.0	15		
b	Services proposed in response to proposal specifications	14.0	12.0			12.0	12.0			13.0	12.0			15.0	15			15.0	15		
c	Qualifications and adequacy of staffing	16.0	10.0			18.0	10.0			10.0	10.0			15.0	15			15.0	15		
d	Demonstrated capacity of the agency to implement the program	8.0	14.0			10.0	12.0			10.0	10.0			15.0	15			15.0	15		
e	Cost effectiveness of proposal	10.0	16.0			12.0	5.0			5.0	10.0			15.0	15			15.0	15		
Subtotal overall review		66.0	72.0	0.0	0.0	72.0	57.0	0.0	0.0	53.0	62.0	0.0	0.0	75.0	75.0	0.0	0.0	0.0	0.0	0.0	0.0
Subtotal at 10%		6.6	7.2	0.0	0.0	7.2	5.7	0.0	0.0	5.3	6.2	0.0	0.0	7.5	7.5	0.0	0.0	0.0	0.0	0.0	0.0
Experience - up to 20 points each criteria (value 25% of total)																					
a	Past experience of the Bidder in providing this or a similar service	10.0	14.0			10.0	12.0			10.0	15.0			15.0	15.0						
b	Past experience of the Bidder in working with the child care community and parent population	12.0	10.0			10.0	15.0			10.0	0.0			15.0	15.0						
c	Demonstrated capacity to provide services within the catchment area	14.0	8.0			10.0	8.0			10.0	0.0			15.0	15.0						
d	Demonstrated ability to work with the Department	16.0	16.0			15.0	5.0			10.0	13.0			15.0	15.0						
e	Demonstrated program management and organizational ability of the applicant agency to carry out the proposed service within the required time-frames	10.0	18.0			10.0	15.0			10.0	15.0			15.0	15.0						
Subtotal experience		62.0	68.0	0.0	0.0	55.0	53.0	0.0	0.0	50.0	43.0	0.0	0.0	75.0	75.0	0.0	0.0	0.0	0.0	0.0	0.0
Subtotal experience at 25%		15.5	16.5	0.0	0.0	13.8	13.3	0.0	0.0	12.5	10.8	0.0	0.0	18.8	18.8	0.0	0.0	0.0	0.0	0.0	0.0
Program Description - up to 20 points each criteria (value 25% of total)																					
a	Presentation of a complete and detailed program description, that is responsive to the RFP, but does not simply restate the language of the RFP	20.0	10.0			18.0	14.0			15.0	18.0			15.0	15.0						
b	Presentation of a preliminary work plan including a realistic timeline for project implementation	10.0	16.0			18.0	18.0			10.0	15.0			15.0	15.0						
c	Presentation of an outreach plan to maximize utilization of services within the catchment area	20.0	12.0			15.0	0.0			10.0	10.0			15.0	15.0						
d	Demonstrated capacity to manage the computer aspects of the program or presentation of a clear plan to develop that ability within a reasonable time frame	14.0	12.0			10.0	18.0			15.0	20.0			15.0	15.0						
e	Presentation of a clearly stated evaluation process and quantifiable outcome measures at acceptable levels for both the recruitment and training portions of the program	18.0	8.0			10.0	10.0			15.0	12.0			15.0	15.0						
Subtotal program description		82.0	58.0	0.0	0.0	71.0	60.0	0.0	0.0	65.0	75.0	0.0	0.0	75.0	75.0	0.0	0.0	0.0	0.0	0.0	0.0
Subtotal program description at 25%		20.5	14.5	0.0	0.0	17.8	15.0	0.0	0.0	16.3	18.8	0.0	0.0	18.8	18.8	0.0	0.0	0.0	0.0	0.0	0.0
Cost and Resources - up to 20 points each criteria (value 30% of total)																					
a	The accuracy and completeness of the budget and budget narrative	18.0	8.0			20.0	10.0			16.0	10.0			15.0	10.0						
b	The acceptability of the line item costs as detailed in the budget narrative	16.0	10.0			10.0	10.0			10.0	12.0			15.0	14.0						
c	A cost effective approach to providing the proposed service	10.0	16.0			15.0	5.0			10.0	10.0			15.0	14.0						
d	Staff resources of the Bidder to effectively administer and operate the program	20.0	14.0			15.0	5.0			16.0	10.0			15.0	15.0						
e	Ability to obtain financial and additional resources from other sources to support this program	8.0	14.0			0.0	0.0			0.0	10.0			15.0	15.0						
Subtotal cost and resources		72.0	62.0	0.0	0.0	60.0	30.0	0.0	0.0	52.0	52.0	0.0	0.0	75.0	68.0	0.0	0.0	0.0	0.0	0.0	0.0
Subtotal cost and resources at 30%		21.6	18.6	0.0	0.0	18.0	9.0	0.0	0.0	15.6	15.6	0.0	0.0	22.5	20.4	0.0	0.0	0.0	0.0	0.0	0.0
Other - up to 20 points each criteria (value 10% of total)																					
a	Creative response to meeting the unique needs of the community to be served such as, but not limited to, English proficiency and cultural diversity	10.0	14.0			2.0	10.0			10.0	14.0			15.0	15.0						
b	Demonstrated plan to be responsive to the increased need for infant care, special needs care, and child care during non-traditional hours	16.0	8.0			10.0	10.0			15.0	0.0			15.0	15.0						
c	Plan to be responsive to the needs of the local NH DHHS District Office, community members, businesses, and local employers	16.0	10.0			15.0	5.0			15.0	10.0			15.0	15.0						
d	Evidence of collaboration with other agencies within the community	4.0	6.0			8.0	12.0			10.0	5.0			15.0	15.0						
e	Inclusion of a plan to be responsive to the needs of providers, DO and NHREP staff, families, and community members (including agencies, policy makers, public officials, and businesses) in the	16.0	6.0			20.0	10.0			15.0	10.0			15.0	15.0						
Subtotal other		62.0	44.0	0.0	0.0	55.0	47.0	0.0	0.0	65.0	39.0	0.0	0.0	75.0	75.0	0.0	0.0	0.0	0.0	0.0	0.0
Subtotal other at 10%		6.2	4.4	0.0	0.0	5.5	4.7	0.0	0.0	6.5	3.9	0.0	0.0	7.5	7.5	0.0	0.0	0.0	0.0	0.0	0.0
Grand Total		344.0	302.0	0.0	0.0	313.0	249.0	0.0	0.0	285.0	271.0	0.0	0.0	375.0	368.0	0.0	0.0	0.0	0.0	0.0	0.0
Grand Total at Percentage		70.4	61.2	0.0	0.0	62.2	48.2	0.0	0.0	56.2	55.2	0.0	0.0	75.0	72.9	0.0	0.0	0.0	0.0	0.0	0.0

Recommendations

Bidder 1 - K. Booth
Bidder 2 - E. Wheatley
Bidder 3 - S. Foley
Bidder 4 - J. Harrington

Total Score
Bidder 1 = 1317.0
Bidder 2 = 1160.0
Bidder 3 = 0.0
Bidder 4 = 0.0

Score @ %
Bidder 1 = 263.8
Bidder 2 = 237.5
Bidder 3 = 0.0
Bidder 4 = 0.0

Total Bid Sums Conway

RFP #13-DCVF-CDB-RR-05 Child Care Resource & Referral Program																					
Seacoast Catchment area		Scorer 1 - K. Booth				Scorer 2 - E. Wheatley				Scorer 3 - S. Foley				Scorer 4 - J. Harrington				Scorer 5 -			
Categories		NHCAA	SNHS	Bid 3	Bid 4	NHCAA	SNHS	Bid 3	Bid 4	NHCAA	SNHS	Bid 3	Bid 4	NHCAA	SNHS	Bid 3	Bid 4				
Overall Review - up to 20 points each criteria (value 10% of total)																					
Conformity in form and format to instructions contained in the RFP		18	20			20	20			15	20			15	15						
Services proposed in response to proposal specifications		14	20			12	15			10	20			15	15						
Qualifications and adequacy of staffing		16	14			15	16			10	15			15	15						
Demonstrated capacity of the agency to implement the program		8	20			10	17			10	20			15	15						
Cost effectiveness of proposal		12	10			12	10			15	15			15	15						
subtotal overall review		68.0	84.0	0.0	0.0	69.0	78.0	0.0	0.0	60.0	90.0	0.0	0.0	75.0	75.0	0.0	0.0				
subtotal at 10%		6.8	8.4	0.0	0.0	6.9	7.8	0.0	0.0	6.0	9.0	0.0	0.0	7.5	7.5	0.0	0.0				
Experience - up to 20 points each criteria (value 25% of total)																					
Past experience of the Bidder in providing this or a similar service		16.0	20.0			10.0	20.0			10.0	20.0			15.0	15.0						
Past experience of the Bidder in working with the child care community and parent population		12.0	18.0			10.0	20.0			10.0	20.0			15.0	15.0						
Demonstrated capacity to provide services within the catchment area		16.0	20.0			10.0	20.0			10.0	15.0			15.0	15.0						
Demonstrated ability to work with the Department		16.0	20.0			15.0	15.0			10.0	20.0			15.0	15.0						
Demonstrated program management and organizational ability of the applicant agency to carry out the proposed service within the required time-frames		10.0	18.0			10.0	14.0			10.0	20.0			15.0	15.0						
subtotal experience		70.0	96.0	0.0	0.0	55.0	89.0	0.0	0.0	50.0	95.0	0.0	0.0	75.0	75.0	0.0	0.0				
subtotal experience at 25%		17.5	24.0	0.0	0.0	13.8	22.3	0.0	0.0	12.5	23.8	0.0	0.0	18.8	18.8	0.0	0.0				
Program Description - up to 20 points each criteria (value 25% of total)																					
Presentation of a complete and detailed program description, that is responsive to the RFP, but does not simply restate the language of the RFP		20.0	20.0			18.0	20.0			15.0	15.0			15.0	15.0						
Presentation of a preliminary work plan including a realistic timeline for project implementation		10.0	16.0			18.0	20.0			10.0	15.0			15.0	15.0						
Presentation of an outreach plan to maximize utilization of services within the catchment area		20.0	20.0			15.0	16.0			10.0	15.0			15.0	15.0						
Demonstrated capacity to manage the computer aspects of the program or presentation of a clear plan to develop that ability within a reasonable time		14.0	16.0			10.0	12.0			15.0	15.0			15.0	15.0						
Presentation of a clearly stated evaluation process and quantifiable outcome measures at acceptable levels for both the recruitment and training portions of the program		16.0	10.0			10.0	12.0			15.0	20.0			15.0	15.0						
subtotal program description		80.0	82.0	0.0	0.0	71.0	80.0	0.0	0.0	65.0	80.0	0.0	0.0	75.0	75.0	0.0	0.0				
subtotal program description at 25%		20.0	20.5	0.0	0.0	17.8	20.0	0.0	0.0	16.3	20.0	0.0	0.0	18.8	18.8	0.0	0.0				
Cost and Resources - up to 20 points each criteria (value 30% of total)																					
The accuracy and completeness of the budget and budget narrative		18.0	12.0			20.0	20.0			15.0	18.0			15.0	15.0						
The acceptability of the line item costs as detailed in the budget narrative		12.0	10.0			10.0	10.0			10.0	15.0			15.0	15.0						
A cost effective approach to providing the proposed service		14.0	16.0			19.0	15.0			10.0	15.0			15.0	15.0						
Staff resources of the Bidder to effectively administer and operate the program to obtain maximum and additional resources from other sources to support this program		12.0	14.0			12.0	15.0			10.0	15.0			15.0	15.0						
8.0		12.0			0.0	0.0				0.0	15.0			15.0	15.0						
subtotal cost and resources		64.0	64.0	0.0	0.0	67.0	60.0	0.0	0.0	45.0	78.0	0.0	0.0	75.0	75.0	0.0	0.0				
subtotal cost and resources at 30%		19.2	19.2	0.0	0.0	18.3	18.0	0.0	0.0	13.5	23.4	0.0	0.0	22.5	22.5	0.0	0.0				
Other - up to 20 points each criteria (value 10% of total)																					
Creative response to meeting the unique needs of the community to be served such as, but not limited to, English proficiency and cultural diversity		10.0	20.0			2.0	20.0			15.0	15.0			15.0	15.0						
Demonstrated plan to be responsive to the increased need for infant care, special needs care, and child care during non-traditional hours		16.0	18.0			10.0	18.0			15.0	20.0			15.0	15.0						
Plan to be responsive to the needs of the local NH DHHS District Office, community members, businesses, and local employers		16.0	14.0			15.0	18.0			15.0	15.0			15.0	15.0						
Evidence of collaboration with other agencies within the community inclusion of a plan to be responsive to the needs of providers, DOJ and NHREP staff, families, and community members (including agencies, policy makers,		4.0	20.0			8.0	18.0			15.0	18.0			15.0	15.0						
subtotal other		62.0	90.0	0.0	0.0	55.0	92.0	0.0	0.0	75.0	83.0	0.0	0.0	75.0	75.0	0.0	0.0				
subtotal other at 10%		6.2	9.0	0.0	0.0	5.5	9.2	0.0	0.0	7.5	8.3	0.0	0.0	7.5	7.5	0.0	0.0				
Grand Total		344.0	416.0	0.0	0.0	371.0	399.0	0.0	0.0	295.0	426.0	0.0	0.0	375.0	375.0	0.0	0.0				
Grand Total at Percentage		69.7	81.1	0.0	0.0	62.2	77.3	0.0	0.0	59.8	84.5	0.0	0.0	75.0	75.0	0.0	0.0				

Bidder 1 - K. Booth
Bidder 2 - E. Wheatley
Bidder 3 - S. Foley
Bidder 4 - J. Harrington

Total Score		Score @ %
Bidder 1 =	###	Bidder 1 = 262.7
Bidder 2 =	###	Bidder 2 = 317.8
Bidder 3 =	0.0	Bidder 3 = 0.0

Total Bid Sums Seacoast

FP #13-DCYF-CDB-RR-05 Berlin/Littleton D.O. Catchment Area RMR Categories		Scorer 1 - K. Booth		Scorer 2 - E. Wheatley		Scorer 3 - S. Foley		Scorer 4 - J. Harrington		Average 1		Average 2		Average 3		Average 4	
Overall Review - up to 20 points each criteria (value 10% of total)		NHCAA	WMCC	Bid 3	Bid 4	NHCAA	WMCC	Bid 3	Bid 4	NHCAA	WMCC	Bid 3	Bid 4	NHCAA	WMCC	Bid 3	Bid 4
Conformity in form and format to instructions contained in the RFP		18.0	20.0				18.0			15.0	15.0			17.8	16.8	0.0	0.0
Services proposed in response to proposal specifications		14.0	12.0				13.0	12.0		15.0	15.0			13.0	12.8	0.0	0.0
Qualifications and adequacy of staffing		16.0	20.0				10.0	15.0		15.0	15.0			13.3	16.3	0.0	0.0
Demonstrated capacity of the agency to implement the program		8.0	14.0				10.0	12.0		15.0	15.0			10.8	13.8	0.0	0.0
Cost effectiveness of proposal		14.0	16.0				12.0	5.0		15.0	15.0			14.0	11.5	0.0	0.0
subtotal overall review		70.0	82.0	0.0	0.0	64.0	62.0	0.0	0.0	75.0	75.0	0.0	0.0	68.8	71.0	0.0	0.0
subtotal at 10%		7.0	8.2	0.0	0.0	6.4	6.2	0.0	0.0	7.5	7.5	0.0	0.0	6.9	7.1	0.0	0.0
Experience - up to 20 points each criteria (value 25% of total)																	
Past experience of the Bidder in providing this or a similar service		10.0	14.0				10.0	17.0		15.0	15.0			11.3	15.0	0.0	0.0
Past experience of the Bidder in working with the child care community and parent population		12.0	10.0				10.0	12.0		15.0	15.0			11.8	12.8	0.0	0.0
Demonstrated capacity to provide services within the catchment area		14.0	12.0				10.0	12.0		15.0	15.0			12.3	12.8	0.0	0.0
Demonstrated ability to work with the Department		16.0	16.0				15.0	5.0		15.0	15.0			14.0	11.5	0.0	0.0
Demonstrated program management and organizational ability of the applicant agency to carry out the proposed service within the required time-frames		10.0	18.0				10.0	15.0		15.0	15.0			11.3	14.5	0.0	0.0
subtotal experience		62.0	70.0	0.0	0.0	55.0	61.0	0.0	0.0	75.0	75.0	0.0	0.0	60.3	66.3	0.0	0.0
subtotal at 25%		15.5	17.5	0.0	0.0	13.8	15.3	0.0	0.0	18.8	18.8	0.0	0.0	15.125	16.625	0.0	0.0
Program Description - up to 20 points each criteria (value 25% of total)																	
Presentation of a complete and detailed program description, that is responsive to the RFP, but does not simply restate the language of the RFP		20.0	10.0				18.0	14.0		15.0	15.0			17.0	13.5	0.0	0.0
Presentation of a preliminary work plan including a realistic timeline for project implementation		10.0	16.0				18.0	18.0		15.0	15.0			13.3	16.0	0.0	0.0
Presentation of an outreach plan to maximize utilization of services within the catchment area		20.0	12.0				15.0	0.0		15.0	15.0			15.0	9.3	0.0	0.0
Demonstrated capacity to manage the computer aspects of the program or presentation of a clear plan to develop that ability within a reasonable time frame		14.0	12.0				5.0	18.0		15.0	15.0			12.3	16.3	0.0	0.0
Presentation of a clearly stated evaluation process and quantifiable outcome measures at acceptable levels for both the recruitment and training portions of the program		16.0	8.0				5.0	8.0		15.0	15.0			11.5	10.3	0.0	0.0
subtotal program description		80.0	38.0	0.0	0.0	61.0	38.0	0.0	0.0	75.0	75.0	0.0	0.0	69.0	65.25	0.0	0.0
subtotal at 25%		20.0	14.5	0.0	0.0	15.3	14.5	0.0	0.0	18.8	18.8	0.0	0.0	17.25	16.3125	0.0	0.0
Cost and Resources - up to 20 points each criteria (value 30% of total)																	
The accuracy and completeness of the budget and budget narrative		18.0	8.0				20.0	10.0		15.0	10.0			17.0	9.5	0.0	0.0
The acceptability of the line item costs as detailed in the budget narrative		12.0	14.0				10.0	4.0		15.0	15.0			11.8	8.3	0.0	0.0
A cost effective approach to providing the proposed service		14.0	16.0				18.0	10.0		15.0	15.0			14.3	12.8	0.0	0.0
Staff resources of the Bidder to effectively administer and operate the program		12.0	14.0				15.0	10.0		15.0	15.0			14.3	12.3	0.0	0.0
Ability to obtain financial and additional resources from other sources to support this program		8.0	14.0				0.0	14.0		15.0	15.0			5.8	13.3	0.0	0.0
subtotal cost and resources		64.0	66.0	0.0	0.0	63.0	48.0	0.0	0.0	75.0	70.0	0.0	0.0	63.0	56.0	0.0	0.0
subtotal at 30%		19.2	19.8	0.0	0.0	18.9	14.4	0.0	0.0	22.5	21.0	0.0	0.0	18.9	16.8	0.0	0.0
Other - up to 20 points each criteria (value 10% of total)																	
Creative response to meeting the unique needs of the community to be served such as, but not limited to, English proficiency and cultural diversity		10.0	14.0				2.0	5.0		15.0	15.0			9.3	12.3	0.0	0.0
Demonstrated plan to be responsive to the increased need for infant care, special needs care, and child care during non-traditional hours		16.0	8.0				10.0	10.0		15.0	15.0			14.0	10.8	0.0	0.0
Plan to be responsive to the needs of the local NH DHHS District Office, community members, businesses, and local employers		16.0	10.0				15.0	12.0		15.0	15.0			15.3	11.8	0.0	0.0
Evidence of collaboration with other agencies within the community		4.0	6.0				8.0	14.0		15.0	15.0			9.8	11.8	0.0	0.0
Inclusion of a plan to be responsive to the needs of providers, DO and NHEP staff, families, and community members (including agencies, policy makers, public officials, and businesses) in the catchment area.		16.0	6.0				20.0	8.0		15.0	15.0			16.5	10.3	0.0	0.0
subtotal other		62.0	44.0	0.0	0.0	55.0	49.0	0.0	0.0	75.0	75.0	0.0	0.0	64.8	56.8	0.0	0.0
subtotal at 10%		6.2	4.4	0.0	0.0	5.5	4.9	0.0	0.0	7.5	7.5	0.0	0.0	6.5	5.7	0.0	0.0
Grand Total		338.0	320.0	0.0	0.0	298.0	278.0	0.0	0.0	375.0	370.0	0.0	0.0	257.3	244.5	0.0	0.0
Grand Total at Percentage		67.6	64.4	0.0	0.0	59.6	55.3	0.0	0.0	75.0	73.5	0.0	0.0	64.6	62.5	0.0	0.0

RFP #13-DCVF-CDB-RR-05 Child Care Resource & Referral Program																										
Southern D.O. Catchment Area R&R Tabulated Evaluation Form																										
Categories																										
Overall Review - up to 20 points each criteria (value 10% of total)																										
										Scorer 1 - K.Booth		Scorer 2 - E.Wheatley		Scorer 3 - S. Foley		Scorer 4 - J. Harrington		Scorer 5 -								
										NHCAA	SNHS	Bid 3	Bid 4	NHCAA	SNHS	Bid 3	Bid 4	NHCAA	SNHS	Bid 3	Bid 4	Bid 1	Bid 2	Bid 3	Bid 4	
a	Conformity in form and format to instructions contained in the RFP	20	12							20	18				15.0	15.0			15.0	15						
b	Services proposed in response to proposal specifications	14	20							12	20				13.0	10.0			15.0	15						
c	Qualifications and adequacy of staffing	14.0	16							15	20				10.0	15.0			18.0	15						
d	Demonstrated capacity of the agency to implement the program	20	20							10	20				10.0	20.0			18.0	15						
e	Cost effectiveness of proposal	4	18							60	20				0.0	10.0			10.0	15						
	subtotal overall review	72.0	86.0	0.0	0.0	117.0	98.0	0.0	0.0	117.0	98.0	0.0	0.0	48.0	70.0	0.0	0.0	76.0	75.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	subtotal at 10%	7.2	8.6	0.0	0.0	11.7	9.8	0.0	0.0	4.8	7.0	0.0	0.0	4.8	7.0	0.0	0.0	7.6	7.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Experience - up to 20 points each criteria (value 25% of total)																										
a	Past experience of the Bidder in providing this or a similar service	20.0	20.0							10.0	20.0				10.0	20.0			17.0	15.0						
b	Past experience of the Bidder in working with the child care community and parent population	20.0	20.0							10.0	20.0				10.0	20.0			17.0	15.0						
c	Demonstrated capacity to provide services within the catchment area	20.0	20.0							10.0	20.0				10.0	20.0			17.0	15.0						
d	Demonstrated ability to work with the Department	20.0	20.0							15.0	20.0				10.0	20.0			17.0	15.0						
e	Demonstrated program management and organizational ability of the applicant agency to carry out the proposed service within the required time-frames	16.0	20.0							10.0	20.0				10.0	20.0			17.0	15.0						
	subtotal experience	96.0	100.0	0.0	0.0	155.0	100.0	0.0	0.0	55.0	100.0	0.0	0.0	50.0	100.0	0.0	0.0	85.0	75.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	subtotal experience at 25%	24.0	25.0	0.0	0.0	15.5	25.0	0.0	0.0	13.8	25.0	0.0	0.0	12.5	25.0	0.0	0.0	21.3	18.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Program Description - up to 20 points each criteria (value 25% of total)																										
a	Presentation of a complete and detailed program description, that is responsive to the RFP, but does not simply restate the language of the RFP	16.0	20.0							18.0	20.0				15.0	15.0			15.0	15.0						
b	Presentation of a preliminary work plan including a realistic timeline for project implementation	16.0	20.0							18.0	18.0				10.0	20.0			15.0	15.0						
c	Presentation of an outreach plan to maximize utilization of services within the catchment area	20.0	20.0							15.0	17.0				10.0	20.0			15.0	15.0						
d	Demonstrated capacity to manage the computer aspects of the program or presentation of a clear plan to develop that ability within a reasonable time	20.0	20.0							10.0	20.0				15.0	20.0			15.0	15.0						
e	Presentation of a clearly stated evaluation process and quantifiable outcome measures at acceptable levels for both the recruitment and training portions of the program	12.0	0.0							10.0	0.0				15.0	0.0			15.0	15.0						
	subtotal program description	84.0	80.0	0.0	0.0	71.0	75.0	0.0	0.0	65.0	75.0	0.0	0.0	65.0	75.0	0.0	0.0	75.0	75.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	subtotal program description at 25%	21.0	20.0	0.0	0.0	17.8	18.8	0.0	0.0	16.3	18.8	0.0	0.0	16.3	18.8	0.0	0.0	18.8	18.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Cost and Resources - up to 20 points each criteria (value 30% of total)																										
a	The accuracy and completeness of the budget and budget narrative	10.0	18.0							20.0	20.0				15.0	20.0			17.0	18.0						
b	The acceptability of the line item costs as detailed in the budget narrative	12.0	14.0							10.0	20.0				0.0	15.0			10.0	18.0						
c	A cost effective approach to providing the proposed service	4.0	18.0							18.0	20.0				0.0	18.0			10.0	18.0						
d	Human resources of the bidder to effectively administer and operate the program	20.0	16.0							12.0	20.0				10.0	15.0			15.0	15.0						
e	Ability to obtain financial and administrative resources from other sources to support this program	4.0	16.0							0.0	0.0				0.0	20.0			8.0	15.0						
	subtotal cost and resources	50.0	82.0	0.0	0.0	60.0	80.0	0.0	0.0	60.0	80.0	0.0	0.0	25.0	88.0	0.0	0.0	60.0	84.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	subtotal cost and resources at 30%	15.0	24.6	0.0	0.0	18.0	24.0	0.0	0.0	18.0	24.0	0.0	0.0	7.5	26.4	0.0	0.0	18.0	25.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Other - up to 20 points each criteria (value 10% of total)																										
a	Creative response to meeting the unique needs of the community to be served such as, but not limited to, English proficiency and cultural diversity	12.0	20.0							2.0	20.0				10.0	15.0			15.0	15.0						
b	Demonstrated plan to be responsive to the increased need for infant care, special needs care, and child care during non-traditional hours	10.0	16.0							10.0	18.0				15.0	20.0			15.0	15.0						
c	Plan to be responsive to the needs of the local NH DHHS District Office, community members, businesses, and local employers	14.0	18.0							18.0	18.0				20.0	20.0			15.0	15.0						
d	Evidence of collaboration with other agencies within the community	0.0	20.0							8.0	19.0				15.0	20.0			15.0	15.0						
e	Inclusion of a plan to be responsive to the needs of providers, DO and NHREP staff, families, and community members (including agencies, policy makers,	18.0	18.0							20.0	19.0				15.0	20.0			15.0	15.0						
	subtotal other	54.0	92.0	0.0	0.0	58.0	94.0	0.0	0.0	58.0	94.0	0.0	0.0	75.0	95.0	0.0	0.0	75.0	75.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	subtotal other at 10%	5.4	9.2	0.0	0.0	5.8	9.4	0.0	0.0	5.8	9.4	0.0	0.0	7.5	9.5	0.0	0.0	7.5	7.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Grand Total	356.0	440.0	0.0	0.0	361.0	447.0	0.0	0.0	263.0	428.0	0.0	0.0	263.0	428.0	0.0	0.0	371.0	384.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Grand Total at Percentage	72.6	87.4	0.0	0.0	67.0	87.0	0.0	0.0	48.6	86.7	0.0	0.0	48.6	86.7	0.0	0.0	73.1	77.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Recommendations

Bidder 1 - K. Booth
 Bidder 2 - E. Wheatley
 Bidder 3 - S. Foley
 Bidder 4 - J. Harrington

Total Score
 Bidder 1 = #####
 Bidder 2 = #####
 Bidder 3 = 0.0
 Bidder 4 = 0.0

Score @ %
 Bidder 1 = 261.3
 Bidder 2 = 338.7
 Bidder 3 = 0.0
 Bidder 4 = 0.0

52.25

Total Bid Sums Southern

Overall Review - up to 20 points each criteria (value 10% of total)	Scorer 1 - K.Booth		Scorer 2 - E.Wheatley		Scorer 3 - S. Foley		Scorer 4 - J. Harrington		Scorer 5 -	
	NHCAA	SNHS CAP/SC Bid 4	NHCAA	SNHS CAP/SC Bid 4	NHCAA	SNHS CAP/SC Bid 4	NHCAA	SNHS CAP/SC Bid 4	Bid 1	Bid 2 Bid 3 Bid 4
Conformity in form and format to instructions contained in the RFP	18	20	20	20	15	20	15	15		
Services proposed in response to proposal specifications	14	20	12	15	13	20	15	15		
Qualifications and adequacy of staffing	12	18	15	15	10	15	15	15		
Demonstrated capacity of the agency to implement the program	8	20	10	17	15	20	15	15		
Cost effectiveness of proposal	14	18	12	15	10	15	15	15		
subtotal overall review	66.0	96.0	69.0	82.0	63.0	90.0	75.0	75.0	0.0	0.0
subtotal at 10%	6.6	9.6	6.9	8.2	6.3	9.0	7.5	7.5	0.0	0.0
Experience - up to 20 points each criteria (value 25% of total)										
Past experience of the Bidder in providing this or a similar service	12	20	10	20	10	20	10	15		
Past experience of the Bidder in working with the child care community and parent population	14	18	10	20	10	20	14	15		
Demonstrated capacity to provide services within the catchment area	16	20	10	20	10	20	14	15		
Demonstrated ability to work with the Department	16	20	15	15	10	20	10	15		
Demonstrated program management and organizational ability of the applicant agency to carry out the proposed service within the required time-frames	10	20	10	14	10	20	10	15		
subtotal experience	68.0	98.0	55.0	89.0	50.0	100.0	58.0	75.0	0.0	0.0
subtotal experience at 25%	17.0	24.5	13.8	22.3	12.5	25.0	14.5	18.8	0.0	0.0
Program Description - up to 20 points each criteria (value 25% of total)										
Presentation of a complete and detailed program description, that is responsive to the RFP, but does not simply restate the language of the RFP	20	20	18	20	15	20	10	15		
Presentation of a preliminary work plan including a realistic timeline for project implementation	10	16	10	16	10	20	10	15		
Presentation of an outreach plan to maximize utilization of services within the catchment area	20	20	15	16	10	20	10	15		
Demonstrated capacity to manage the computer aspects of the program or presentation of a clear plan to develop that ability within a reasonable time frame	16	16	10	12	10	20	5	15		
Presentation of a clearly stated evaluation process and quantifiable outcome measures at acceptable levels for both the recruitment and training portions of the program	12	10	10	17	8	15	10	15		
subtotal program description	78.0	82.0	71.0	85.0	52.0	95.0	45.0	75.0	0.0	0.0
subtotal program description at 25%	19.5	20.5	17.8	21.3	13.0	23.8	11.3	18.8	0.0	0.0
Cost and Resources - up to 20 points each criteria (value 30% of total)										
The accuracy and completeness of the budget and budget narrative	18	12	20	20	16	15	10	15		
The acceptability of the line item costs as detailed in the budget narrative	12	16	10	14	10	15	10	15		
A cost effective approach to providing the proposed service	14	20	18	15	14	10	15	15		
Staff resources of the Bidder to effectively administer and operate the program	10	14	12	15	18	10	15	15		
Ability to obtain financial and additional resources from other sources to support this program	8	6	0	0	10	0	5	15		
subtotal cost and resources	62.0	68.0	60.0	64.0	68.0	65.0	50.0	75.0	0.0	0.0
subtotal cost and resources at 30%	18.6	20.4	18.0	19.2	20.4	19.5	15.0	22.5	0.0	0.0
Other - up to 20 points each criteria (value 10% of total)										
Creative response to meeting the unique needs of the community to be served such as, but not limited to, English proficiency and cultural diversity	10	20	2	20	6	5	10	15		
Demonstrated plan to be responsive to the increased need for infant care, special needs care, and child care during non-traditional hours	16	18	10	18	6	15	20	15		
Plan to be responsive to the needs of the local NHT DHHS District Office, community members, businesses, and local employers	16	14	15	18	20	15	15	15		
Evidence of collaboration with other agencies within the community	4	20	8	18	10	15	10	15		
Inclusion of a plan to be responsive to the needs of providers, DOJ and NHTEP staff, families, and community members (including agencies, policy makers, public officials, and businesses) in the	16	18	20	18	16	15	10	15		
subtotal other	62.0	90.0	55.0	92.0	58.0	65.0	45.0	75.0	0.0	0.0
subtotal other at 10%	6.2	9.0	5.5	9.2	5.8	6.5	4.5	7.5	0.0	0.0
Grand Total	336.0	434.0	310.0	412.0	301.0	425.0	252.0	375.0	0.0	0.0
Grand Total at Percentage	67.9	84.0	61.9	80.1	60.5	84.8	50.7	75.6	0.0	0.0

Recommendation

Bidder 1 - K. Booth
 Bidder 2 - E. Wheatley
 Bidder 3 - S. Foley
 Bidder 4 - J. Harrington

Total Score

Bidder 1 = 1311.0

Bidder 2 = 1646.0

Bidder 3 = 1228.0

Bidder 4 = 0.0

Score @ %

Bidder 1 = 260.5

Bidder 2 = 323.9

Bidder 3 = 245.6

Bidder 4 = 0.0

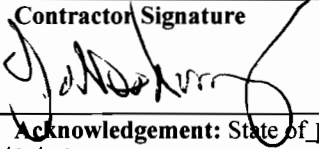
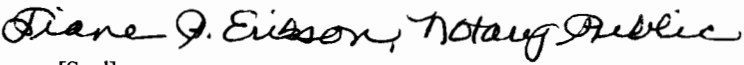
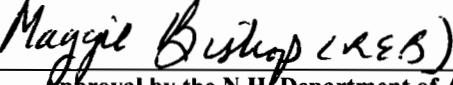
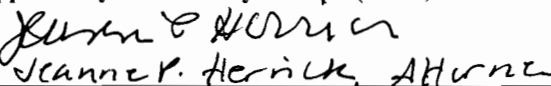
Total Bid Sums Rochester

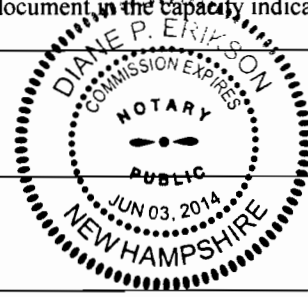
Subject: Child Care Resource and Referral Programs serving catchment areas of: Berlin/Littleton, Conway, Rochester, Seacoast, and Southern

AGREEMENT

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

GENERAL PROVISIONS**1. IDENTIFICATION.**

1.1 State Agency Name NH Department of Health and Human Services		1.2 State Agency Address 129 Pleasant Street Concord, NH 03301	
1.3 Contractor Name Southern New Hampshire Services, Inc.		1.4 Contractor Address 40 Pine Street Manchester, NH 03103	
1.5 Contractor Phone Number 603-668-8010	1.6 Account Number 05-95-42-421110-29780000	1.7 Completion Date 6/30/15	1.8 Price Limitation \$982,908
1.9 Contracting Officer for State Agency Eric Borrin		1.10 State Agency Telephone Number 603-271-9558	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Gale Hennessy, Executive Director	
1.13 Acknowledgement: State of <u>NH</u> , County of <u>Hillsborough</u> 4/2/13 On <u>4/2/13</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace  [Seal]			
1.13.2 Name and Title of Notary or Justice of the Peace Diane P. Erikson, Administrative Assistant			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Maggie Bishop, Director Division for Children, Youth and Families	
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>17 Apr 2013</u>			
1.18 Approval by the Governor and Executive Council By: _____ On: _____			




1/12/13

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

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

4. CONDITIONAL NATURE OF AGREEMENT.

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

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

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

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

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

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

7. PERSONNEL.

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

8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

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

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

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

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

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

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

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

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

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

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

14. INSURANCE.

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

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

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

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

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

CERTIFICATE OF VOTE

I, Nancy Guthrie, do hereby certify that:
(Name of the elected Officer of the Agency; cannot be contract signatory)

1. I am a duly elected Officer of Southern New Hampshire Services, Inc.
(Agency Name)

2. The following is a true copy of two resolution duly adopted at a meeting of the Board of Directors of
the Agency duly held on 9/27/12:
(Date)

RESOLVED: That the Executive Director
(Title of Contract Signatory)

is hereby authorized on behalf of this Agency to enter into the said contract with the State and to
execute any and all documents, agreements and other instruments, and any amendments, revisions,
or modifications thereto, as he/she may deem necessary, desirable or appropriate.

3. The forgoing resolutions have not been amended or revoked, and remain in full force and effect as of
the 2nd day of April, 2013.
(Date Contract Signed)

4. Gale Hennessy is the duly elected Executive Director
(Name of Contract Signatory) (Title of Contract Signatory)
of the Agency.

Nancy Guthrie
(Signature of the Elected Officer)

STATE OF NEW HAMPSHIRE

County of Hillsborough

The forgoing instrument was acknowledged before me this 2nd day of April, 2013.

By Nancy Guthrie
(Name of Elected Officer of the Agency)

Diane P. Erikson
(Notary Public/Justice of the Peace)

(NOTARY SEAL)

Commission Expires: 6/3/14



SOUTHERN NEW HAMPSHIRE SERVICES, INC.

The Community Action Agency for Hillsborough and Rockingham Counties

Mailing Address: P.O. Box 5040, Manchester, NH 03108
40 Pine Street, Manchester, NH 03103
(603) 668-8010 Fax: (603) 645-6734

RESOLUTIONS

(Approved by Board of Directors 9/27/12)

Resolved: The Board of Directors of Southern New Hampshire Services, Inc. authorizes Gale F. Hennessy, Executive Director/Chief Executive Officer, Michael O'Shea, Fiscal Officer/Chief Financial Officer, Deborah Gosselin, Program Operations Director/Chief Operating Officer or, in their absence, Denise Vallancourt, Accounting Manager to sign contracts, checks and other documents on behalf of the Agency with the following:

The State of New Hampshire including the Department of Health and Human Services: Division of Family Assistance for TANF, NHEP, Work Skills and Work Experience, CSBG, and Homeless Services; Division of Public Health Services for WIC/CSFP, and Substance Abuse Treatment Services; Division for Children, Youth & Families for Child Care Resource and Referral Services; Division of Community Based Care Services for Homeless Programs. The New Hampshire Office of Energy and Planning for the Weatherization Assistance Program, Heating, Repair and Replacement Program, Senior Energy Assistance Services, Fuel Assistance Program, and English for New Americans; the New Hampshire Department of Education for the Child & Adult Care Food Program, Summer Food Service Program, English as a Second Language, Portsmouth Adult Basic Education Program, and Adult Education/College Transitions at Portsmouth; Office of Minority Health Refugee Affairs for Refugee Social Services; the New Hampshire Department of Resources and Economic Development for the WIA Dislocated Worker, WIA Adult & Disadvantaged Programs, and OJT National Emergency Grants; the New Hampshire Department of Safety for Interpretation Services for Non-English Speakers and the Deaf and Hard of Hearing at Specified Meetings.

The U.S. Department of Health and Human Services, Administration for Children and Families for Head Start; U.S. Department of Labor/ETA for the YouthBuild Program; Office of Community Services sponsored programs; the Corporation for National and Community Services for RSVP; United States Department of Housing and Urban Development for Housing and Homeless Program.

The United Way of Greater Nashua; Heritage United Way; Monadnock United Way; United Way of the Greater Seacoast; NH Charitable Foundation for the Western Hillsborough County Family Services Program; Community Action Program Belknap/Merrimack Counties, Inc. for the Emergency Food Assistance Program, (TEFAP), the HOME Investment Partnership Program, and the Senior Community Service Employment Program; New Hampshire utility companies for Neighbor Helping Neighbor, Electric Assistance Program (EAP), and NHSaves Home Energy Solution and Home Energy Assistance Programs; National Grid for the KeySpan Energy Delivery Program; City of Manchester; City of Nashua; City of Nashua-Brownfield Fund; New Hampshire Housing Finance Authority; Manchester Housing and Redevelopment Authority; Nashua Housing Authority for housing and community development programs; New Hampshire Community Action Association; and any and all other Federal, State, Local, Public and Private Agencies seeking to provide services through contractual relationships with Southern New Hampshire Services, Inc.

**EXHIBIT A
SCOPE OF SERVICES**

DATE: March 7, 2103

CONTRACT: CC Resource and Referral Programs for DCYF Berlin/Littleton, Conway, Rochester, Seacoast and Southern catchment area's

CONTRACT PERIOD: July 1, 2013 to June 30, 2015

CONTRACTOR NAME: Southern New Hampshire Services, Inc.

ADDRESS: 40 Pine Street

Manchester, NH 03103

TELEPHONE: 603-668-8010

REPRESENTATIVE: Gale Hennessy

TITLE: Executive Director

1. Provisions Applicable To All Services

The Contractor hereafter agrees:

- 1.1 That, to the extent future legislative action by the New Hampshire General Court or Federal or State court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Contract so as to achieve compliance therewith, in which event the price limitations for such Service(s) shall be renegotiated;
- 1.2 To use its best efforts to apply for any and all appropriate public and private sources of funds that are applicable to the funding of the Services described herein. Appropriate records shall be maintained by the Contractor to document actual funds received or denials of funding from such sources of funds;
- 1.3 To complete the full scope of services in Exhibit A; and
- 1.4 To serve families and providers in the Berlin/Littleton, Conway, Rochester, Seacoast, and Southern District Office (DO) catchment area's (hereinafter "catchment area's") in need of child care resource, referral, recruitment, and/or educational training.

2. Services To Be Provided:

2.1 Perform the services of this contract in accordance with the following program goals:

- a. Ensure that high quality, culturally competent, Child Care Resource & Referral (CCR&R) services are known and accessible to the widest possible number of families, providers, businesses and community members within the catchment area's, including services to limited English proficient families and providers, and in consideration of a variety of diversity issues;

Southern New Hampshire Services, Inc.

Child Care Resource and Referral Services: Berlin/Littleton, Conway, Rochester, Seacoast and Southern District Offices

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- b. Serve as a resource of data and information regarding early care and education (ECE);
- c. Provide high quality referrals and consumer education to families seeking child care including but not limited to families receiving NH child care scholarship funds or who are on a wait list to do so;
- d. Prioritize the accessibility of high quality care within the catchment area's through targeted technical assistance to child care providers to improve quality for families receiving child care scholarship funds.
- e. Positively impact the quality of child care within the catchment area's by providing professional development for child care providers, which is focused on the Early Childhood Core Knowledge Areas.
- f. Use technology as appropriate and feasible for purposes that may include, but not be limited to providing referrals and consumer information to families, training to child care providers, attending meetings, and information dissemination.

Outreach

2.2 Outreach to the catchment areas by:

- a. Operating offices located within each of the catchment area's. Office hours shall be 8:30-4:30, Monday through Friday and shall be publicized in all correspondence. Walk-ins shall be welcomed as well as clients seeking services via phone calls;
- b. Providing a toll free number to allow families and providers access to services. This number shall have voicemail that gives the caller hours of operation, the address of the Child Care Aware of NH website, and the option to leave a message for a call back from the CCR&R Specialist. All calls shall be returned within 24 hours on normal business days, Monday-Friday;
- c. Being accessible by e-mail. CCR&R e-mail addresses are printed on all correspondence that is given out to families, providers, and community members;
- d. Utilizing the Internet and e-mails to provide clients with referrals, share important updates and information with providers. Families shall be able to access CCR&R information via the Child Care Aware® of NH website at: www.nh.childcareaware.org.
- e. Maintaining a strong, working relationship with the staff of the catchment area's DCYF District Offices, the New Hampshire Employment Program (NHEP), Workplace Success Program, Family Resource Center and the Working Futures Program. CCR&R shall attend all NHEP Orientations for FANF clients and shall make regular visits to the catchment area's local District Office (DO). CCR&R shall be available via phone, e-mail or in-person to work closely with these afore mentioned entities to make sure that the needs of all families, including families receiving FANF, are being met;
- f. Attending all NHEP Orientations where participants attending have children under the age of thirteen (13) years old. At each orientation, the NHEP participants receive information that shall include, but not be limited to, information on quality indicators of child care, interviewing a child care provider and children's growth, and development. If an NHEP

participant or DO client cannot access services of the CCR&R via phone or e-mail, CCR&R is able to provide an onsite referral at the NHEP office or the DO;

- g. Provide targeted technical assistance (TA) to child care programs to improve quality through consultation, coaching and mentoring. Required focus areas for TA are Early Learning Guidelines, Strengthening Families, Emergency Preparedness, and Teacher Competency. Areas of TA shall include but not be limited to health and safety, infant, toddler, and preschool care, inclusion, teaching dual language learners, understanding developmental screenings and/or observational tools for program improvement purposes, and business management purposes.
- h. Establishing within 90 days of this contract, a Memorandum of Agreement (MOA) with the catchment area's local Family Resource Center (FRC), which shall include referring clients to each other's programs and use of FRC space for provider trainings. The MOA shall also include an understanding that FRC staff are invited to all trainings provided by CCR&R and all staff from CCR&R can participate in trainings offered by the FRC that would be beneficial to the professional development of CCR&R staff;
- i. Establishing and maintaining a strong working relationship with the Child Development Bureau (CDB). Representative from each CCR&R catchment area shall attend monthly meetings of the CCR&R Network, Child Care Aware® of NH and the catchment area's CCR&R manager shall meet with the Child Care Program Improvement Specialist as scheduled during site visits. Catchment areas CCR&R shall also contact the CDB when needed for technical assistance and is available to answer any questions or needs CDB staff may have;
- j. On Attachment C or a similar form provided by CDB, report on the following performance measures, by catchment area's, on a quarterly basis:
 - (1) The number of on-site targeted technical assistance visits to providers: center, licensed, licensed family, licensed exempt family child care, and potential providers
- k. On Attachment C or a similar form provided by CDB, report the following other data, by catchment area, on a quarterly basis:
 - (1) The number of visits made to the DOs and NHEP offices and the nature of those visits; and
 - (2) The number of NHEP Orientations attended and the number not attended along with the reason why the Orientation was not attended or held.

Resource

2.3 Serve as a resource to the catchment area's by:

- a. Serving as a community resource for DHHS, local and national organizations, agencies, policy makers, public officials, businesses, and community members in the area of data and information regarding child care issues including, but not limited to supply and demand. CCR&R shall be available to provide resource information at local events within the catchment area's;
- b. Collecting data and assisting the Program Improvement Specialist in maintaining an up to date National Association of Child Care Resource and Referral Agencies (NACCRRA)

Suite of Data Services (SDS) statewide database. This database shall be updated no less than annually. The CCR&R Specialist shall complete at least 80%, in most cases more than 80%, of the standardized data fields in the provider, client and community profiles for the catchment area's in the statewide database. The CCR&R profiles in the statewide database shall contain information on:

- (1) Child care programs in the CCR&R catchment area's shall include licensed child care centers, licensed family child care providers, and legally operating license-exempt providers, and shall include faith-based programs;
 - (2) Data from each family requesting a child care referral as to the type of care they are seeking, hours of care that is needed, locations of care needed, and any special needs with which the family needs assistance; and
 - (3) Business and community contacts that are recorded in the community section of the database. These contacts include other social service agencies, local officials and policy makers, and potential child care providers that the CCR&R works with towards becoming a legally operating child care provider;
- c. Publishing and distributing a quarterly newsletter that is sent to all child care providers in the NACCRRAware database, local community partners, and potential child care providers who are on the CCR&R mailing list. The newsletter shall:
- (1) Inform child care providers of updates from the CDB, the Child Care Licensing Unit and other CDB contractors, policy issues in child care (both state and national), upcoming local, statewide and national trainings, conferences, workshops, upcoming ECE classes, lists resources for providers, includes a copy of Child Care Aware's "Daily Parent" for providers to copy and share with families, and the quarterly training calendar of upcoming free trainings for counties in the catchment area's; and
 - (2) Be distributed via US mail and e-mail, to all child care providers in each of the CCR&R catchment area's, the CDB and other state entities, and to potential child care providers in the community section of the database. CCR&R shall charge a fee for any for-profit entity to advertise in a hard copy of the CCR&R newsletter. All fees collected for advertisements shall be used to meet the goals of this contract. No more than one page or 10% of the entire newsletter can be devoted to for-profit advertising. The frequency of for-profit advertising shall be at the sole discrepancy of the contracted agency. All electronic or regular correspondence regarding for-profit entities shall include the following statement, "This advertisement does not necessarily represent the views of the NH Department of Health and Human Services, the Division for Children, Youth and Families, or the Child Development Bureau;"
- d. CCR&R shall list all trainings offered for providers on the Child Care Aware® of America website at www.nh.childcareaware.org. CCR&R shall update and/or edit trainings on the Child Care Aware® of NH website on a monthly basis. In addition to the website posting, training calendars shall be included in the CCR&R newsletter that specifically list trainings offered by CCR&R. The CCR&R newsletter reports other statewide and national trainings available to child care providers that meet Child Care Licensing and Credential criteria including. Training updates shall be shared with providers on a regular basis via e-mail, phone, and mail; and

- e. On Attachment C or a similar form provided by CDB, report the following other data on a quarterly basis for each of the catchment area's:
 - (1) The number of providers whose information was updated and whether or not it was a full or partial update;
 - (2) Responses to the request from DHHS or inform the CDB in its quarterly report when they have responded to such a request; and
 - (3) The date the quarterly newsletter was e-mailed or mailed.

Referral

2.41 Refer families to providers by:

- a. Maintaining a precise and up to date NACCRRAware statewide database of providers and child care options in the CCR&R catchment area and by providing referrals to families via in-person, over the phone, by e-mail, or via the child Care Aware® of NH Network website at www.nh.childcareaware.org;
- b. Providing free consumer education materials on quality indicators, licensing information, child growth and development, types of child care, checklists, interviewing child care providers, tax credits for child care, other possible community resources, and subsidies available for child care assistance, in addition to the actual child care referral. All materials and the child care referral will be delivered following the Criteria for Best Practices set forth in NACCRRRA's Quality Assurance Program;
- c. Referring families to child care providers at no charge to the families. CCR&R shall provide the best match for each individual family's needs and preferences. Each family shall receive a minimum of three but no more than fifteen options for child care that will include both licensed and legally license-exempt options, including faith-based programs if applicable to that family's request. CCR&R shall also provide referral options outside the CCR&R catchment areas, using the statewide database.
- d. Providing families seeking child care referrals a verbal consultation upon intake of referral and a written resource packet in person, via email, or via US Mail. This referral packet will include consumer education information on child care programs-quality indicators, licensing information, types of child care, checklists, interviewing child care providers, tax credits for child care, and subsidies available for child care assistance, as well as information about the CCR&R and free services available to families.
- e. Working closely with the NHEP Employment Counselor Specialists (ECS) at the NH WORKS office, the local DO staff, and the Child Care Program Improvement Specialist from the CDB to make sure that the child care needs of families being served by the NH DHHS are being met. This shall include regular site visits to both the DO and NHEP and attendance at all NHEP Orientations and visits with the CDB's Child Care Program Improvement Specialist as scheduled;

f. Assisting NHEP clients:

- (1) In obtaining and securing child care services as soon as possible by providing child care referrals in a prompt and timely manner and giving each NHEP client consumer education information on choosing quality care;
- (2) By providing child care referral services at, or in the vicinity of, the NH WORKS office if necessary to do so or at the CCR&R office or via phone or e-mail; and
- (3) Answering and responding to requests from the NHEP participant or NHEP ECS to provide one-on-one counseling on conducting a child care search and by providing each client with a resource packet that will assist and educate them in the process of selecting quality child care;

g. On Attachment C or a similar form provided by CDB, report on the following performance measures, by catchment area's, on a quarterly basis:

- (1) The total number of families receiving referrals;
- (2) The number of families receiving referrals with CCR&R assistance; and
- (3) The number of FANF clients assisted by the CCR&R;

h. On Attachment C or a similar form provided by CDB, report the following other data, by catchment area's, on a quarterly basis:

- (1) The number of families receiving referrals via the web;
- (2) The number of new families served;
- (3) The number of previous families seeking new information that were served; and
- (4) The number of families served through the DO; and

i. Following all current Division of Family Assistance and Department of Health and Human Services confidentiality policies.

Wait List

2.42 Conduct wait list activities that assist families who are eligible to receive NH child care scholarship funds, but who are on or released from a wait list to secure child care services as soon as possible utilizing the following process:

Prioritize providing referrals to families going on the Wait List and/or coming off of the Wait List:

a. On Attachment C or a similar form provided by CDB, report the following other data, by catchment area's, on a quarterly basis:

- (1) The number of families going on the wait list receiving referrals;
- (2) The number of families released from the wait list receiving referrals;

Follow-up

2.43 Follow-up surveys shall be completed via telephone, via email or US Mail to families receiving child care referrals in each quarter to achieve follow-up response from at least 20% of the clients served in each quarter. The survey will help the CCR&R Specialist to determine if families have found care that meets their needs and to establish if the program meets the needs of their family. Specific and direct emphasis shall be placed on determining whether families on FANF and the wait list have had their needs met.

a. On Attachment C or a similar form provided by CDB, report on the following performance measures, by catchment area's, on a quarterly basis:

- (1) The percent of families successfully surveyed;
- (2) The percent of families surveyed who were successful in finding care;
- (3) The percent of FANF families who were surveyed who were unsuccessful in finding care.
- (4) The percent of families who had all of their child care needs met by the care they chose;

b. On Attachment C or a similar form provided by CDB, report the following other data, by catchment area's, on a quarterly basis:

- (1) The total number of clients assisted by the CCR&R;
- (2) The number of FANF clients assisted by the CCR&R;
- (3) The number of follow-up attempts made;
- (4) The number of families satisfied with the care they found;
- (5) The number of families that chose not to use care;
- (6) The number of families whose search was still in process;
- (7) The number of families who were unable to locate care;
- (8) Any child care needs of the family that were not met by their child care choice or options;
- (9) The number of families who chose care from the referral list(s) they received from the CCR&R;
- (10) The number of families who found the referrals they received helpful;
- (11) The number of families who found the consumer education they received over the phone helpful;

- (12)The number of families who found the written or posted consumer education they received or accessed helpful;
- (13)The number of families who report they were able to identify indicators of quality in child care programs; and
- (14)The number of families who report that the CCR&R services were culturally competent; and

Recruitment

2.5 Recruit child care providers through targeted technical assistance by:

Providing targeted technical assistance to providers to fill the unmet child care needs in the catchment area's including, but not limited to, infant care, specials needs care, and child care during non-traditional hours; as well as other specific types needed in the above listed catchment area's as indicated by the CCR&R's follow up data. Providers should be responsive to a variety of diversity issues within the catchment area's to be served.

- a. Reviewing follow-up sheets from families served each quarter to determine their unmet needs and use this information to continue to recruit providers to meet these needs.
- b. Contacting new license exempt providers as identified by the CDB;
- c. Informing and making licensed providers aware of the opportunity to provide Preventive and Protective care by becoming certified in such. CCR&R shall give all interested providers the contact information necessary to pursue this valuable certification;
- d. On Attachment C or a similar form provided by CDB, report on the following performance measures, by catchment area's, on a quarterly basis:
 - (1) The number of new providers added to the database, including licensed and license exempt providers;
 - (2) The number of new child care opportunities created by new and existing providers;

The number of providers who receive targeted technical assistance to change or expand their programs to meet identified needs of infant/toddler care, special needs care and non-traditional hours care

- e. On Attachment C or a similar form provided by CDB, report the following other data, by catchment area's, on a quarterly basis:
 - (1) The number of child care providers who closed permanently;
 - (2) The number of child care opportunities lost by provider closings; and
 - (3) The number of net child care opportunities gained or lost.

Training

2.61 Assure quality training options are available by:

Providing Child Care Basics, Preventing Child Abuse and Neglect (PCAN), Emergency Preparedness, and Strengthening Families trainings that are free of charge. Other trainings may incur a nominal charge. All training shall be accessible to all legally operating child care providers in their catchment area.

- a. Offering trainings that address the Core Knowledge Areas as defined in the publication, the *New Hampshire Early Childhood Professional Development System*. The Core Knowledge Areas that each training covers shall be identified in the training calendar listing the training that each provider receives, the Certificate of Attendance, and stated to the providers at the beginning of each training. CCR&R will offer trainings throughout the contract period that addresses all of the Core Knowledge Areas;
- b. Having the discretion to offer a light breakfast or lunch for trainings that extend more than 4 hours. For trainings that extend 6 hours or more CCR&R may offer both a light breakfast and lunch. A small fee to cover the cost of the meal(s) is appropriate as long as providers have the choice to not pay the fee and bring their own food;
- c. Utilizing a variety of credentialed presenters that are hired for the training workshops to avoid presenting a singular perspective or showing preference to a particular presenter;
- d. Not paying CCR&R staff a consultant fee to teach a workshop in the catchment area's, as providing workshops in their own area is a core service required by CCR&R;
- e. If extenuating circumstances arise, paying staff a consulting fee, for teaching a workshop in the catchment area's upon receiving prior written approval from the CDB. An extenuating circumstance may include, but not be limited to: long travel distances, lack of available qualified presenters, or limited regular working hours;
- f. Working and collaborating with Child Care Aware® of NH to annually review the Child Care Basics trainings, which shall result in a standardized set of Child Care Basic trainings;
- g. Updating and keeping current the Child Care Basic training workshop kit assigned to the CCR&R;
- h. Providing the trainings listed in Attachment B within each of the catchment area's;
- i. Informing and educating child care providers on how to access college courses and funding opportunities for tuition assistance that is available through the CDB.
- j. Maintaining working relationships with the CDB and other contractors to maximize the use of training funds by collaborating with and co-sponsoring training events. CCR&R shall pool resources with partners and work to provide funding to child care providers to attend relevant trainings as needed;
- k. Working with contractors, the CDB, and other community training resource partners to plan and implement trainings that will meet the needs of providers in the catchment area's;

- l. On Attachment C or a similar form provided by CDB, report on the following performance measures on a quarterly basis for each of the catchment area's:
 - (1) The number of Child Care Basics trainings offered;
 - (2) The number of attendees at Child Care Basics trainings;
 - (3) The number of other trainings offered; and
 - (4) The number of attendees at other trainings offered by the CCR&R; and
- m. On Attachment C or a similar form provided by CDB, report the following other data on a quarterly basis for each of the catchment area's:
 - (1) The number of collaborative trainings;
 - (2) A list of the specific workshops offered including: the date, location (town), the presenter, their credential, and the number of attendees; and
 - (3) The dates that each of the required trainings are offered.

Technical Assistance

2.62 Provide targeted technical assistance by:

- a. Playing an instrumental role with child care providers in the catchment area's regarding support and technical assistance in identified areas. CCR&R shall:

Assist child care providers in the development of their Emergency Preparedness plans, as well as provide suggestions for staff training and encourage practice opportunities such as emergency drills.

- (1) CCR&R shall record in the NACCRRAware database all providers who have completed these trainings and have Emergency Preparedness plans in place by conducting regular follow-up calls to providers to check on their progress in this important area;
- (2) Supporting new and currently operating license exempt providers in their efforts to become licensed providers that increase the number of child care opportunities available;
- (3) Supporting new and existing child care providers who are beginning to self-assess their program quality in hopes of achieving DHHS Licensed-Plus designation. CCR&R shall offer trainings and workshops needed for this certification, i.e. NH Early Learning Guidelines, as well as offer resources and other technical assistance as needed to support child care providers in this improvement process;
- (4) Utilize the Strengthening Families Program self-assessment tool with child care programs to assess program strengths and provide targeted TA to increase program strengths; and

- (5) Utilize the NH Infant Toddler and Preschool Competencies to assess child care program staff teacher competency and provide targeted TA to improve teacher competency.
- b. Supporting, encouraging, and assisting child care providers and other early childhood professionals to apply for the appropriate level Early Childhood Professional Credential.
- c. On Attachment C or a similar form provided by CDB, report on the following performance measures on a quarterly basis for each of the catchment area's:
 - (1) The number of providers assisted in the licensing process;
 - (2) The number of new credentials awarded; and
 - (3) The number of credentials renewed.
- d. On Attachment C or a similar form provided by CDB, report the following other data on a quarterly basis for each of the catchment area's:
 - (1) The number of times targeted TA is provided to improve Strengthening Families program assessment results.
 - (2) The number of times targeted TA is provided to improve teacher competency.
 - (3) The number of providers who receive targeted TA to become licensed.
 - (4) The number of times targeted TA is provided for Licensed Plus.
 - (5) The number of times targeted TA is provided for accreditation.

Evaluation

2.63 Evaluate the performance of CCR&R services by:

- a. Ensuring that all participants attending CCR&R workshops or trainings complete an evaluation of said training that assesses the knowledge and skills of the trainer, any new information learned, how the participant will use that new information to increase the quality of care they provide to families and children, whether or not they (the participants) were satisfied with the trainer and the training, the usefulness of the training and suggestions for upcoming trainings that they (the participants) would like to see offered;
- b. Compiling feedback given via the workshop evaluations from participants to plan future trainings based on child care provider needs; and
- c. Surveying providers once a year to assess the delivery of CCR&R services. These surveys shall be delivered to child care providers via the newsletter, e-mail, and mail and will evaluate CCR&R services in the areas of referrals given, data provided to parents/families, ease of updating data process, trainings offered, trainings needed, and the cultural competence of the CCR&R services. Data needed to evaluate CCR&R's training services shall also be obtained from workshop evaluations completed by participants in the trainings.

Technology

Southern New Hampshire Services, Inc.

Child Care Resource and Referral Services: Berlin/Littleton, Conway, Rochester, Seacoast and Southern District Offices

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2.7 Utilize technology and build technological capacity by:

- a. Maintaining Child Care Aware® of America membership(s) for the catchment area's;
 - b. Using Internet access to connect to the NACCRRRA SDS. CCR&R shall use the NACCRRRA SDS to enter information on clients, child care providers, and community partners, and resources. CCR&R has and will maintain a portion of the contractor's web server to host the NACCRRRA SDS program and data. Full access to the statewide database is available at any time to the Administrator of the CDB and other CDB staff. The Child Care Program Improvement Specialist for the CDB will serve as the Administrator of the NACCRRRA SDS. CCR&R is required to use NACCRRRA SDS to maintain the database and access information;
 - c. Advising all clients seeking child care referrals, all child care providers entered into the database, and all community partners and resources entered into the database of the Confidentiality Policy. All clients shall be advised verbally at the time of the actual referral and again in writing through the client letter they receive with their resource packet of CCR&R's Confidentiality Policy. This policy shall require the approval of NH DHHS and meet the standards of the Child Care Aware® of America Criteria for Best Practices.
 - d. Regularly updating the e-mail lists of child care providers for the purpose of distributing materials and information;
 - e. Using NH EASY to work with the CDB to have access to that program to better meet the needs of the families and providers; and
 - f. Assisting in the maintenance, future development, and updating of information by contributing contract funds for the Child Care Aware® of NH website.
3. Meet the following staffing qualifications for each of the catchment area's listed above:

- a. Provide knowledgeable staff, who are credentialed (or have the credential waived) at the following levels according to the NH Early Childhood Professional Development System to perform the corresponding duties in the table below:

Duties	Credential Level
Take Calls & Meet With Families	Master Teacher Level 1
Hired to Provide Training	Trainer, Faculty, or Allied Master Professional
Consultant Staff	Program Consultant Master Professional to Provide Technical Assistance

- b. In those DO catchments areas where there are large numbers of non-English speaking persons, or persons of Limited English Proficiency (LEP), have a bilingual staff person or other translator/interpreter to be utilized when providing services or information to providers. Staff shall not rely on family members or friends of LEP persons to serve as interpreters unless the LEP person expressly requests such an arrangement. Children shall not be asked to translate or interpret. If no bilingual worker or in-house interpreter is available, the CCR&R shall make arrangements to obtain an outside interpreter. An LEP person shall not be required to pay for the services of an interpreter. If appropriate for the catchment area, written materials and training shall also be made available in languages other than English;

- c. Designate a staff person from the catchment area's to liaison with the CDB to:
 - (1) Attend monthly meetings with the CDB;
 - (2) Coordinate activities, working with the Child Care Program Improvement Specialist, the Child Care Training Specialist, and the Credential Specialist;
 - (3) Maintain the statewide NACCRRA SDS;
 - (4) Obtain input and feedback from child care providers when policy, Child Care Scholarship Program, and quality enhancement initiatives are being revised; and
 - (5) Evaluate CCR&R services;
 - d. Require current criminal background checks and central registry screenings of its staff. The results of such background checks and screenings shall be shared with the Department and the Department reserves the right to reject the Contractor's staff as a result of such background checks; and
 - e. May set aside professional development funds to allow staff to attend at least one national conference or symposium per contract cycle to further their expertise in providing CCR&R services.
4. Performance Measures:
- a. CCR&R catchment area's shall meet their goals of the performance measures in this contract as documented in Attachments A-1, A-2, A-3, A-4, and A-5. The Department reserves the right to amend each Attachment after consultation with Southern New Hampshire Services, Inc.
5. Provide records and reports for the catchment area's including:
- a. Quarterly and annual reports with outcome statistics for each of the performance measures and other data reports indicated on Attachments A-1 thru A-5 for the respective catchment area's;
 - b. Such reports described in (a) above shall be completed on Attachment C or a similar form provided by the CDB and e-mailed to the Child Care Program Improvement Specialist of the CDB, DCYF by the 15th of the month following the end of each quarter and the end of each contract year. Each report described in (a) above shall also include the cover sheet Attachment D, or a similar form provided by the CDB;
 - c. All reports listed in Attachment E. The Department reserves the right to make adjustments to attachment E, after consultation with Child Care Aware® of NH;
 - d. The *Detailed Work-Plan* described in Attachment E of this contract. Attachment B of this contract shall be the *Preliminary Work-Plan* described in Attachment E. The *Detailed Work-Plan* described in Attachment E shall become Attachment B of this contract, after the catchment area's submit this document and it is approved by the CDB;

- e. A summary of the performance measures outcome statistics for the contract period shall be forwarded along with the final billing and shall be postmarked within 60 days of the conclusion of the contract period;
- f. Maintaining detailed supporting documentation to support these reports which shall be available for DCYF review upon request;
- g. Meeting with the Child Care Program Improvement Specialist for discussion and approvals; and
- h. Providing information on an NHEP client's child care search in a Department appropriate format at the request of the NHEP ECS. The NHEP staff and CCR&R shall ask NHEP clients to sign the "Release of Confidentiality" form at the NHEP orientation to make the exchange possible.

Performance Measure	Goal SFY 2014	Goal SFY 2015
(i.) The number of on-site targeted technical assistance visits made to providers: center, licensed family, Licensed Exempt, and potential providers	12	12
The number of child care teachers whose demonstrated competencies increase by 15% as a result of targeted technical assistance.	50	50
(i.) The total number of families receiving referrals each quarter.	100 (25/qtr.)	100 (25/qtr.)
(ii.) The number of families receiving referrals with CCR&R assistance.	80	80
(iii.) The number of FANF clients assisted by the CCR&R.	35	35
(i.) The percent of families contacted for follow up survey after referrals.	20%	20%
(ii.) The percent of families surveyed who were successful in finding care.	80%	80%
(iii.) The percent of FANF families who were surveyed who were unable to find care.	20%	20%
(v.) The percent of families who had all of their child care needs met by the care they chose.	80%	80%
(i.) The number of new providers added to the database, including licensed and license exempt providers.	3	3
(ii.) The number of new child care opportunities created by new and existing providers.	30	30
(iii.) The number of providers who receive targeted technical assistance to change/expand their programs to meet identified unmet needs including but not limited to infant/toddler care, special needs care and non-traditional hours care.	2	2
(i.) The number of Child Care Basics trainings offered.	5	5
(ii.) The number of attendees at Child Care Basics trainings.	40	40
The number of program directors trained in Early Learning Guidelines by program type: center-based (CCC); licensed family (FCC); license-exempt (LE)	CCC: 3 FCC: 2 LE: 1	CCC: 3 FCC: 2 LE: 1
The number of teachers/practitioners trained in Early Learning Guidelines by program type.	CCC: 8 FCC: 4 LE: 1	CCC: 8 FCC: 4 LE: 1
The number of infants/toddlers served in programs implementing the Early Learning Guidelines, by program type.	CCC: 12 FCC: 6 LE: 3	CCC: 12 FCC: 6 LE: 3
The number of preschoolers served in programs implementing the Early Learning Guidelines, by program type.	CCC: 24 FCC: 10 LE: 2	CCC: 24 FCC: 10 LE: 2

The number of school age children served in programs implementing the Early Learning Guidelines	CCC: 24 FCC: 6 LE: 2	CCC: 24 FCC: 6 LE: 2
(iii.) The number of other trainings offered.	12	12
(iv.) The number of attendees at other trainings offered by the CCR&R.	120	120
(i.) The number of providers assisted in the licensing process.	2	2
(ii.) The number of new credentials awarded.	10	10
(iii.) The number of credentials awarded at a higher level.	6	6
The number of teachers/practitioners, by program type, with the following qualifications: CDA; state credential; Associate degree, Baccalaureate degree, Masters degree or Graduate degree.	CCC: 3 FCC: 2	CCC: 3 FCC: 2

Performance Measure	Goal SFY 2014	Goal SFY 2015
(i.) The number of on-site targeted technical assistance visits made to providers: center, licensed family, Licensed Exempt, and potential providers	12	12
The number of child care teachers whose demonstrated competencies increase by 15% as a result of targeted technical assistance.	15	15
(i.) The total number of families receiving referrals each quarter.	50 (13/qtr.)	50 (13/qtr.)
(ii.) The number of families receiving referrals with CCR&R assistance.	35	35
(iii.) The number of FANF clients assisted by the CCR&R.	20	20
(i.) The percent of families contacted for follow up survey after referrals.	20%	20%
(ii.) The percent of families surveyed who were successful in finding care.	80%	80%
(iii.) The percent of FANF families who were surveyed who were unable to find care.	20%	20%
(v.) The percent of families who had all of their child care needs met by the care they chose.	60%	60%
(i.) The number of new providers added to the database, including licensed and license exempt providers.	2	2
(ii.) The number of new child care opportunities created by new and existing providers.	15	15
(iii.) The number of providers who receive targeted technical assistance to change/expand their programs to meet identified unmet needs including but not limited to infant/toddler care, special needs care and non-traditional hours care.	2	2
(i.) The number of Child Care Basics trainings offered.	5	5
(ii.) The number of attendees at Child Care Basics trainings.	60	60
The number of program directors trained in Early Learning Guidelines by program type: center-based (CCC); licensed family (FCC); license-exempt (LE)	CCC: 2 FCC: 1 LE: 1	CCC: 2 FCC: 1 LE: 1
The number of teachers/practitioners trained in Early Learning Guidelines by program type.	CCC: 6 FCC: 2 LE: 1	CCC: 6 FCC: 2 LE: 1
The number of infants/toddlers served in programs implementing the Early Learning Guidelines, by program type.	CCC: 12 FCC: 6 LE: 2	CCC: 12 FCC: 6 LE: 2

The number of preschoolers served in programs implementing the Early Learning Guidelines, by program type.	CCC: 15 FCC: 8 LE: 2	CCC: 15 FCC: 8 LE: 2
The number of school age children served in programs implementing the Early Learning Guidelines	CCC: 20 FCC: 6 LE: 1	CCC: 20 FCC: 6 LE: 1
(iii.) The number of other trainings offered.	15	15
(iv.) The number of attendees at other trainings offered by the CCR&R.	150	150
(i.) The number of providers assisted in the licensing process.	1	1
(ii.) The number of new credentials awarded.	4	4
(iii.) The number of credentials awarded at a higher level.	3	3
The number of teachers/practitioners, by program type, with the following qualifications: CDA; state credential; Associate degree, Baccalaureate degree, Masters degree or Graduate degree.	CCC: 2 FCC: 1	CCC: 2 FCC: 1

Performance Measure	Goal SFY 2014	Goal SFY 2015
(i.) The number of on-site targeted technical assistance visits made to providers: center, licensed family, Licensed Exempt, and potential providers	6	6
The number of child care teachers whose demonstrated competencies increase by 15% as a result of targeted technical assistance.	6	6
(i.) The total number of families receiving referrals each quarter.	300 (75/qtr.)	300 (75/qtr.)
(ii.) The number of families receiving referrals with CCR&R assistance.	300	300
(iii.) The number of FANF clients assisted by the CCR&R.	125	125
(i.) The percent of families contacted for follow up survey after referrals.	25%	25%
(ii.) The percent of families surveyed who were successful in finding care.	25%	25%
(iii.) The percent of FANF families who were surveyed who were unable to find care.	25%	25%
(v.) The percent of families who had all of their child care needs met by the care they chose.	25%	25%
(i.) The number of new providers added to the database, including licensed and license exempt providers.	4	4
(ii.) The number of new child care opportunities created by new and existing providers.	12	12
(iii.) The number of providers who receive targeted technical assistance to change/expand their programs to meet identified unmet needs including but not limited to infant/toddler care, special needs care and non-traditional hours care.	2	2
(i.) The number of Child Care Basics trainings offered.	5	5
(ii.) The number of attendees at Child Care Basics trainings.	40	40
The number of program directors trained in Early Learning Guidelines by program type: center-based (CCC); licensed family (FCC); license-exempt (LE)	CCC: 5 FCC: 3 LE: 1	CCC: 5 FCC: 3 LE: 1
The number of teachers/practioners trained in Early Learning Guidelines by program type.	CCC: 20 FCC: 5 LE: 1	CCC: 20 FCC: 5 LE: 1
The number of infants/toddlers served in programs implementing the Early Learning Guidelines, by program type.	CCC: 25 FCC: 10 LE: 1	CCC: 25 FCC: 10 LE: 1
The number of preschoolers served in programs implementing the Early Learning Guidelines, by program type.	CCC: 40 FCC: 15 LE: 1	CCC: 40 FCC: 15 LE: 1

The number of school age children served in programs implementing the Early Learning Guidelines	CCC: 30 FCC: 10 LE: 1	CCC: 30 FCC: 10 LE: 1
(iii.) The number of other trainings offered.	14	14
(iv.) The number of attendees at other trainings offered by the CCR&R.	130	130
(i.) The number of providers assisted in the licensing process.	1	1
(ii.) The number of new credentials awarded.	12	12
(iii.) The number of credentials awarded at a higher level.	7	7
The number of teachers/practitioners, by program type, with the following qualifications: CDA; state credential; Associate degree, Baccalaureate degree, Masters degree or Graduate degree.	CCC: 20 FC: 5	CCC: 20 FC: 5



Performance Measure	Goal SFY 2014	Goal SFY 2015
(i.) The number of on-site targeted technical assistance visits made to providers: center, licensed family, Licensed Exempt, and potential providers	6	6
The number of child care teachers whose demonstrated competencies increase by 15% as a result of targeted technical assistance.	6	6
(i.) The total number of families receiving referrals each quarter.	300 (75/qtr.)	300 (75/qtr.)
(ii.) The number of families receiving referrals with CCR&R assistance.	300	300
(iii.) The number of FANF clients assisted by the CCR&R.	125	125
(i.) The percent of families contacted for follow up survey after referrals.	25%	25%
(ii.) The percent of families surveyed who were successful in finding care.	25%	25%
(iii.) The percent of FANF families who were surveyed who were unable to find care.	25%	25%
(v.) The percent of families who had all of their child care needs met by the care they chose.	25%	25%
(i.) The number of new providers added to the database, including licensed and license exempt providers.	4	4
(ii.) The number of new child care opportunities created by new and existing providers.	12	12
(iii.) The number of providers who receive targeted technical assistance to change/expand their programs to meet identified unmet needs including but not limited to infant/toddler care, special needs care and non-traditional hours care.	2	2
(i.) The number of Child Care Basics trainings offered.	5	5
(ii.) The number of attendees at Child Care Basics trainings.	40	40
The number of program directors trained in Early Learning Guidelines by program type: center-based (CCC); licensed family (FCC); license-exempt (LE)	CCC: 5 FCC: 3 LE: 1	CCC: 5 FCC: 3 LE: 1
The number of teachers/practioners trained in Early Learning Guidelines by program type.	CCC: 20 FCC: 5 LE: 1	CCC: 20 FCC: 5 LE: 1
The number of infants/toddlers served in programs implementing the Early Learning Guidelines, by program type.	CCC: 25 FCC: 10 LE: 1	CCC: 25 FCC: 10 LE: 1
The number of preschoolers served in programs implementing the Early Learning Guidelines, by program type.	CCC: 40 FCC: 15 LE: 1	CCC: 40 FCC: 15 LE: 1

The number of school age children served in programs implementing the Early Learning Guidelines	CCC: 30 FCC: 10 LE: 1	CCC: 30 FCC: 10 LE: 1
(iii.) The number of other trainings offered.	14	14
(iv.) The number of attendees at other trainings offered by the CCR&R.	130	130
(i.) The number of providers assisted in the licensing process.	1	1
(ii.) The number of new credentials awarded.	12	12
(iii.) The number of credentials awarded at a higher level.	7	7
The number of teachers/practitioners, by program type, with the following qualifications: CDA; state credential; Associate degree, Baccalaureate degree, Masters degree or Graduate degree.	CCC: 20 FC: 5	CCC: 20 FC: 5

Performance Measure	Goal SFY 2014	Goal SFY 2015
(i.) The number of on-site targeted technical assistance visits made to providers: center, licensed family, Licensed Exempt, and potential providers	18	18
The number of child care teachers whose demonstrated competencies increase by 15% as a result of targeted technical assistance.	150	150
(i.) The total number of families receiving referrals each quarter.	800 (200/qtr.)	800 (200/qtr.)
(ii.) The number of families receiving referrals with CCR&R assistance.	800	800
(iii.) The number of FANF clients assisted by the CCR&R.	400	400
(i.) The percent of families contacted for follow up survey after referrals.	20%	20%
(ii.) The percent of families surveyed who were successful in finding care.	80%	80%
(iii.) The percent of FANF families who were surveyed who were unable to find care.	20%	20%
(v.) The percent of families who had all of their child care needs met by the care they chose.	80%	80%
(i.) The number of new providers added to the database, including licensed and license exempt providers.	12	12
(ii.) The number of new child care opportunities created by new and existing providers.	70	70
(iii.) The number of providers who receive targeted technical assistance to change/expand their programs to meet identified unmet needs including but not limited to infant/toddler care, special needs care and non-traditional hours care.	5	5
(i.) The number of Child Care Basics trainings offered.	6	6
(ii.) The number of attendees at Child Care Basics trainings.	120	120
The number of program directors trained in Early Learning Guidelines by program type: center-based (CCC); licensed family (FCC); license-exempt (LE)	CCC: 12 FCC: 6 LE: 2	CCC: 12 FCC: 6 LE: 2
The number of teachers/practitioners trained in Early Learning Guidelines by program type.	CCC: 24 FCC: 6 LE: 2	CCC: 24 FCC: 6 LE: 2
The number of infants/toddlers served in programs implementing the Early Learning Guidelines, by program type.	CCC: 36 FCC: 12 LE: 3	CCC: 36 FCC: 12 LE: 3
The number of preschoolers served in programs implementing the Early Learning Guidelines, by program type.	CCC: 60 FCC: 15 LE: 3	CCC: 60 FCC: 15 LE: 3

The number of school age children served in programs implementing the Early Learning Guidelines	CCC: 30 FCC: 10 LE: 2	CCC: 30 FCC: 10 LE: 2
(iii.) The number of other trainings offered.	24	24
(iv.) The number of attendees at other trainings offered by the CCR&R.	360	360
(i.) The number of providers assisted in the licensing process.	2	2
(ii.) The number of new credentials awarded.	25	25
(iii.) The number of credentials awarded at a higher level.	15	15
The number of teachers/practitioners, by program type, with the following qualifications: CDA; state credential; Associate degree, Baccalaureate degree, Masters degree or Graduate degree.	CCC: 5 FCC: 2	CCC: 5 FCC: 2

Child Care Resource and Referral

The Contractor shall provide the following trainings:

1. Child Care Basics (as agreed upon with the Child Development Bureau);
2. Early Learning Guidelines;
3. At least one training focused on the New Hampshire Early Childhood Professional Development System at least once per contract year.
4. Additional non-credit training for child care providers, which addresses the Core Knowledge Areas and provides a continuum from the Child Care Basic training in (1) above, to advanced training for the experienced professional;
5. Recognizing and Reporting Child Abuse and Neglect, in collaboration with DCYF District Office staff at least once each SFY;
6. At least one training from Zero to Three's Preventing Child Abuse & Neglect curriculum every six months;
7. An annual training using the Strengthening Families through Early Care and Education (SFI) Guidebook;
8. Emergency Preparedness for child care providers at least once per contract year. The Contractor shall also provide written materials such as brochures and sample plans, as well as resources for emergency plan development such as web addresses and trainings sponsored by State and community agencies printed in the newsletter, to assist providers in preparing for emergencies; and

Contractor GA

Date 4-2-15

Child Care Resource and Referral

Agency Name:

Date:

Quarter 1 2 3 4 5 6 7 8

Compiled by:

Contract Period:

Vendor #:

No.	Contract Section	Performance Measure	Catchment Area:				Goal		Total		Status
			Qtr 1	Qtr 2	Qtr 3	Qtr 4	Ach'd SFY 2013-2014	Ach'd SFY 2014-2015	Goal	Total	
1	2.2.i.(1)	The number of visits made to providers: center, licensed family, Licensed Exempt, and potential providers					0	0	0	0	
2	2.4.1.g.(1)	The total					0	0	0	0	
		The number of families receiving referrals with CCR&R assistance.					0	0	0	0	
3	2.4.1.g.(2)										
4	2.4.1.g.(3)	The number of FANF (NHEP/DO) clients assisted by the CCR&R					0	0	0	0	
5	2.4.3.a.(1)	The percent					0%	0%	0%	0%	

Child Care Resource and Referral

6	2.4.3.a.(2)	The percent of families surveyed who were successful in finding care.							0%		0%	0%	
7	2.4.3.a.(3)	The percent of FANF families who were surveyed who were unable to find care.							20%		20%	0%	
8	2.4.3.a.(4)	The percent of families on the wait list who were surveyed and were successful in finding care they can afford until they are released from the wait list.							0%		0%	0%	

Contractor CNV
Date 6-2-13

9	2.4.3.a.(5)	Child Care Resource and Referral	The percent of families who had all of their child care needs met by the care they chose.						0%		0%	
10	2.5.1.e.(1)		The number of new providers added to the database, including licensed and license exempt providers.						0		0	
11	2.5.1.e.(2)		The number of new child care opportunities created by new and existing providers.						0		0	

Exhibit A, Attachment C

Child Care Resource and Referral

12

2.5.1.e.(3)

13

2.5.1.e.(4)

The number of providers who are recruited or expand their programs to meet the unmet needs of infant/toddler care, special needs care and non-traditional hours care.		Reporting				Hampshire Services, Inc.
The number of providers who are recruited or expand their programs to meet an unmet need as identified by the CCR&R.					0	0

Contractor GA
Date 1-22-13

14	2.5.1.e.(5)	The number of providers specifically recruited to meet the needs of families on the wait list.	Reporting					0		0	Hampshire Services, Inc.

No.	Contract Section	Performance Measure	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Goal SFY 2013-2014	Goal Ach'd SFY			Total Goal Ach'd	Status
								Ach'd SFY 2014	2014	2015		
15	2.6.1.n.(1)	The number of Child Care Basics trainings offered.						0			0	
16	2.6.1.n.(2)	The number of attendees at Child Care Basics trainings.						0			0	
17	2.6.1.n.(3)	The number of attendees at other trainings offered by the CCR&R.						0			0	
18	2.6.1.n.(4)							0			0	

[illegible]

Other Reporting Requirements

Contract Section		Reporting Requirement				Total	
		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Ach	ved
2.2.k.(1)	# of visits made to the District Office(s) and the nature of those visits (<i>add in comments box</i>)						0
2.2.k.(1)	# of visits made to the NHEP office(s) and the nature of those visits (<i>add in comments box</i>)						0
2.2.k.(2)	# of NHEP Orientations attended and the number not attended along with the reason why the Orientation was not attended (<i>add in comments box</i>)						0

2.3.e.(1)a	# of providers whose information was fully updated				0
2.3.e.(1)b	# of providers whose information was partially updated				0
2.3.e.(2)	# of times information/data was provided to entities other than DHHS				0
2.3.e.(3)	The date the quarterly newsletter was mailed				N/A

Contract Section	Reporting Requirement	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total Achieved	Notes
2.4.h.(1)	# of families receiving referrals via the web					0	
2.4.h.(2)	# of new families served					0	
2.4.h.(3)	# of previous families seeking new information that were served					0	
2.4.h.(4)	# of families served through the DO					0	
	# of families released from WL receiving referrals					0	
	Consumer Referred by: Another CCR&R					0	
	Brochure					0	
	Display Event					0	
	District Office					0	
	Employer					0	
	Friend/Relative					0	
	NH EASY					0	
	NHEP					0	
	Newspaper Ad					0	
	Phone Book					0	
	Poster					0	
	Another Provider					0	
	Social Service Agency					0	
	Used Before					0	
	Website					0	
	Other					0	

2.43 b.(1)	# of clients assisted by the CCR&R			0
2.43 b.(2)	# of FANF (NHEP/DO) clients assisted by the CCR&R			0
2.43 b.(3)	# of follow-up attempts made			0

2.43.b.(4)	# of follow-up surveys completed								0
2.43.b.(5)	# of families who chose care from the referral list(s) they received from the CCR&R								0
2.43.b.(6)	# of families that chose not to use care								0
2.43.b.(7)	# of families whose search was still in process								0
2.43.b.(8)	# of families who were unable to locate care								0
2.43.b.(9)	Any child care needs of the family that were not met by their child care choice or options								
	Age of child								0
	Type of care								0

	Quality of Care								
	Affordability								0
	Part time								0
	Evening								0
	Weekend								0
	Special Needs								0
	Transportation								0
2.43.b.(11)	# of families who chose care from the referral list(s) they received from the CCR&R								0
2.43.b.(12)	# of families who found the referrals they received helpful								0
2.43.b.(13)	# of families who found the consumer education they received over the phone helpful								0
2.43.b.(14)	# of families who found the written or posted consumer education they received or accessed helpful								0
2.43.b.(15)	# of families who report they were able to identify indicators of quality in child care programs								0
	# of families who report that the CCR&R services were culturally competent								0

2.5.e.(1)	# of new providers added to NACORRAware								0
	# of new licensed providers								0
	# of new LE providers								0
	# of providers recruited to fill unmet needs								0
	# of infant/toddler providers								0
	# of school-age providers								0
	# of new special needs providers								0
	# of new non-traditional hours providers								0
	# of new bilingual providers								0
2.5.1.e.(5)	# of providers recruited to meet needs of families on WL								0
	# of LE providers assisted in the licensing process								0
	# of LE providers who became licensed								0

2.5.f.(1)	# of providers closed permanently							0
2.5.f.(2)								0
2.5.f.(3)								0
	# of unduplicated training attendees since 1/1/11							0

2.62.	# of times TA is provided in person							0
	# of times TA is provided by phone							0
	# of providers who became licensed							0
	# of times TA is provided for Licensed Plus							0
	# of times TA is provided for accreditation							0
	# of times TA is provided for credentialing							0
	# of times TA is provided for Emerg. Preparedness							0
2.42 b (4)	# of providers assisted with the Enrollment Process							0

CCR&R Quarterly Narrative Report

Agency Name:

Vendor #:

Date:

Quarter: 1 2 3 4 5 6 7 8

Contract Period: SFY

Reported prepared by:

Program Manager:

Catchment Area:

CCR&R Staff	Credential(s) held

Detailed Work Plan submitted (date): 10/21/2011

Approved: ☐ Yes

☐ No

Technology Policy updated (date):

Approved: ☐ Yes

☐ No

MOA with Family Resource Center Updated (date):

Approved: ☐ Yes ☐ No

Publicity materials submitted: Please provide a list of materials revised & submitted this quarter.

Quality Plan:

Date submitted:

Approved: ☐ Yes

☐ No

Successes during this quarter: Please highlight (you may use bullets) those areas where you have had particular success in meeting contract goals or work activities. If you bullet your successes, please provide a summarizing brief paragraph.

Challenges during this quarter: Please describe those areas where you have had challenges in meeting contract goals or completing work activities. Include your efforts made and barriers or challenges faced in meeting these goals. You may bullet your challenges, but please provide a brief summarizing paragraph if you use bullets.

Outreach: Please highlight your marketing activities and/or your community meetings/activities during this quarter.

Technical Assistance: Please list your TA episodes and time spent.

Other: Please highlight any activities, successes, challenges, etc., not captured elsewhere in the report.

Questions for the CDB: Please submit any questions you may have for the CDB regarding your work, CDB policy & procedure, and/or your contract.

Goals for the coming quarter: If meeting with the Child Care Program Improvement Specialist this quarter, we will set these goals together. If not, please list **2-5** goals (depending on how much is involved in accomplishing them) that you will work on in the coming quarter.

Comments from the CDB: The Child Care Program Improvement Specialist will return comments to each CCR&R regarding their work during the previous quarter. Comments will be inserted under the appropriate headings in your narrative.

Documentation required	Submission Deadline
Preliminary work plan – This plan shall include a time line with clearly identified dates/year, which addresses all aspects of the requirements of this contract. This should include a training plan, which details the number of trainings, locations (town) and target numbers of participants.	With Proposal
Detailed work plan – This plan shall be a revised work-plan for the entire contract period, subject to approval by the Administrator of the CDB.	August 31, 2013
Technology Policy described in Section B.3.6. of this RFP.	October 31, 2013
Outreach plan – This plan shall be made in order to make the CCR&R services known to the widest possible audience of families, providers and community members (including agencies, policy makers, public officials, and businesses) within the catchment area, including services to limited English proficient families and providers and in consideration of a variety of diversity issues. The outreach plan should include determining which populations are underserved by CCR&R and specifically targeting outreach to these populations.	January 31, 2014
All publicity that indicates office location, hours, availability to meet with families, phone #s, and email address.	As it is updated
Quality plan - The Contractor shall complete the NACCRRA Quality Assurance Scoring Sheet of Best Practices Criteria for Core Competencies, Parent Services, and Provider Services as a self-assessment and needs assessment. Documentation for items that the Contractor meets or partially meets should be kept on file at the office location for review at the request of the Child Care Program Improvement Specialist. For those items that are partially met or not met, the Contractor shall submit a plan for meeting those criteria along with what additional support (training, TA or additional resources), if any, that would be needed to meet those criteria. The Scoring Sheet and plan are to be submitted to the Child Care Program Improvement Specialist by March 31, 2014. Implementation of the plan shall be agreed upon by the Contractor and the CDB.	March 31, 2014

Contractor 

Date 1-2-14

EXHIBIT B

METHOD, SCHEDULE, AND CONDITIONS PRECENT TO PAYMENT

Contract Agency: Southern New Hampshire Services, Inc.

Program Period: July 1, 2013 through June 30, 2015
Or Date of Governor & Executive Council approval, whichever is later

1. This Contract is funded with funds from the Catalog of Federal Domestic Assistance, CFDA #93.575, Federal Agency Health and Human Services, Child Care and Development Block Grant, in the amount of \$982,908.00. Subject to the availability of Federal funds, and in consideration for the satisfactory completion of the services to be performed under this Contract, the State agency agrees to purchase from the Contractor services in the amount not to exceed \$982,908.00 for services provided during the program period specified above;
2. Quarterly payments shall be made to the Contractor subject to the following conditions:
 - 2.1 Payments shall be made on a quarterly cost reimbursement basis beginning September 1, 2013 for actual expenditures up to the total contract price incurred in the fulfillment of this agreement. The invoice, which shall be provided by DHHS after the approval of Governor & Executive Council, must be sent to:

Eric Borrin- Contract Unit
Department of Health and Human Services- Brown Building
129 Pleasant St., Concord, New Hampshire 03301
 - 2.2 In lieu of hard copies, invoices may be assigned an electronic signature and be e-mailed to: eric.borrin@dhhs.state.nh.us;
 - 2.3 Expenditures shall be in accordance with the approved line item budget shown in Exhibits B-1 and B-2. If applicable, this will include drawing down match funds consistently throughout the contract period. Any adjustment to a line item in excess of 10% of the original budget lines will require the prior written approval of the State. The Contractor must include a detailed explanation and revised line item budget figures;
 - 2.4 Payments may be withheld pending receipt of required reports as defined in Exhibit A; and
 - 2.5 A final payment request shall be submitted no later than sixty (60) days after the end of each fiscal year. Failure to submit the final invoice by that date may result in non-payment.

New Hampshire Department of Health and Human ServicesBidder/Program Name: Southern New Hampshire ServicesBudget Request for: RFP #13-DCYF-CDB-RR-05-02Budget Period: July 1, 2013 - June 30, 2014

Line Item	Direct Incremental	Indirect Fixed	Total State Costs	Bidder Match	Total Costs	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 56,167		\$ 56,167		\$ 56,167	
2. Employee Benefits	\$ 19,255		\$ 19,255		\$ 19,255	
3. Consultants	\$ 2,500		\$ 2,500		\$ 2,500	
4. Equipment:						
Rental						
Repair and Maintenance						
Purchase/Depreciation	\$ 878		\$ 878		\$ 878	
5. Supplies:						
Educational						
Lab						
Pharmacy						
Medical						
Office	\$ 1,100		\$ 1,100		\$ 1,100	
6. Travel	\$ 2,500		\$ 2,500		\$ 2,500	
7. Occupancy	\$ 6,000		\$ 6,000		\$ 6,000	
8. Current Expenses						
Telephone	\$ 1,200		\$ 1,200		\$ 1,200	
Postage	\$ 752		\$ 752		\$ 752	
Subscriptions						
Audit and Legal						
Insurance						
Board Expenses						
9. Software						
10. Marketing/Communications						
11. Staff Education and Training	\$ 2,500		\$ 2,500		\$ 2,500	
12. Subcontracts/Agreements						
13. Other (Membership Fees):	\$ 300		\$ 300		\$ 300	
Indirect Cost		\$8,663	\$ 8,663		\$8,663	
TOTAL	\$ 93,152	\$8,663	\$ 101,815		\$101,815	

Indirect As A Percent of Direct

9.3%

New Hampshire Department of Health and Human ServicesBidder/Program Name: Southern New Hampshire ServicesBudget Request for: RFP #13-DCYF-CDB-RR-05-02Budget Period: July 1, 2014 - June 30, 2015

Line Item	Direct Incremental	Indirect Fixed	Total State Costs	Bidder Match	Total Costs	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 57,799		\$ 57,799		\$ 57,799	
2. Employee Benefits	\$ 19,517		\$ 19,517		\$ 19,517	
3. Consultants	\$ 2,000		\$ 2,000		\$ 2,000	
4. Equipment:						
Rental						
Repair and Maintenance						
Purchase/Depreciation	\$ 907		\$ 907		\$ 907	
5. Supplies:						
Educational						
Lab						
Pharmacy						
Medical						
Office	\$ 800		\$ 800		\$ 800	
6. Travel	\$ 2,200		\$ 2,200		\$ 2,200	
7. Occupancy	\$ 6,000		\$ 6,000		\$ 6,000	
8. Current Expenses						
Telephone	\$ 1,200		\$ 1,200		\$ 1,200	
Postage	\$ 629		\$ 629		\$ 629	
Subscriptions						
Audit and Legal						
Insurance						
Board Expenses						
9. Software						
10. Marketing/Communications						
11. Staff Education and Training	\$ 1,800		\$ 1,800		\$ 1,800	
12. Subcontracts/Agreements						
13. Other (Membership Fees):	\$ 300		\$ 300		\$ 300	
Indirect Cost		\$8,663				
TOTAL	\$ 93,152	\$8,663	\$ 101,815		\$101,815	

Indirect As A Percent of Direct

9.3%

New Hampshire Department of Health and Human Services**Bidder/Program Name:** Southern New Hampshire Services**Budget Request for:** RFP #13-DCYF-CDB-RR-05-02**Budget Period:** July 1, 2013 - June 30, 2014

Line Item	Direct Incremental	Indirect Fixed	Total State Costs	Bidder Match	Total Costs	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 27,150		\$ 27,150		\$ 27,150	
2. Employee Benefits	\$ 12,560		\$ 12,560		\$ 12,560	
3. Consultants	\$ 2,160		\$ 2,160		\$ 2,160	
4. Equipment:						
Rental						
Repair and Maintenance						
Purchase/Depreciation						
5. Supplies:						
Educational						
Lab						
Pharmacy						
Medical						
Office	\$ 1,000		\$ 1,000		\$ 1,000	
6. Travel	\$ 1,300		\$ 1,300		\$ 1,300	
7. Occupancy	\$ 4,980		\$ 4,980		\$ 4,980	
8. Current Expenses						
Telephone	\$ 1,200		\$ 1,200		\$ 1,200	
Postage	\$ 600		\$ 600		\$ 600	
Subscriptions						
Audit and Legal						
Insurance						
Board Expenses						
9. Software						
10. Marketing/Communications						
11. Staff Education and Training	\$ 1,500		\$ 1,500		\$ 1,500	
12. Subcontracts/Agreements						
13. Other (Membership Fees):	\$ 300		\$ 300		\$ 300	
Indirect Cost		\$4,905	\$ 4,905		\$ 4,905	
TOTAL	\$ 52,750	\$4,905	\$ 57,655		\$ 57,655	

Indirect As A Percent of Direct

9.3%

Contractor Initials 69Date 11-2-15

New Hampshire Department of Health and Human Services**Bidder/Program Name:** Southern New Hampshire Services**Budget Request for:** RFP #13-DCYF-CDB-RR-05-02**Budget Period:** July 1, 2014 - June 30, 2015

	Direct	Indirect	Total State	Bidder	Total	Allocation
Line Item	Incremental	Fixed	Costs	Match	Costs	Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 27,923		\$ 27,923		\$ 27,923	
2. Employee Benefits	\$ 13,400		\$ 13,400		\$ 13,400	
3. Consultants	\$ 1,800		\$ 1,800		\$ 1,800	
4. Equipment:						
Rental						
Repair and Maintenance						
Purchase/Depreciation						
5. Supplies:						
Educational						
Lab						
Pharmacy						
Medical						
Office	\$ 600		\$ 600		\$ 600	
6. Travel	\$ 1,000		\$ 1,000		\$ 1,000	
7. Occupancy	\$ 5,147		\$ 5,147		\$ 5,147	
8. Current Expenses						
Telephone	\$ 1,200		\$ 1,200		\$ 1,200	
Postage	\$ 510		\$ 510		\$ 510	
Subscriptions						
Audit and Legal						
Insurance						
Board Expenses						
9. Software						
10. Marketing/Communications						
11. Staff Education and Training	\$ 920		\$ 920		\$ 920	
12. Subcontracts/Agreements						
13. Other (Membership Fees):	\$ 250		\$ 250		\$ 250	
Indirect Cost		\$4,905				
TOTAL	\$ 52,750	\$4,905	\$ 57,655		\$ 57,655	

Indirect As A Percent of Direct**9.3%**Contractor Initials GMDate 4-2-15

New Hampshire Department of Health and Human Services**Bidder/Program Name:** Southern New Hampshire Services**Budget Request for:** RFP #13-DCYF-CDB-RR-05**Budget Period:** July 1, 2013 - June 30, 2014

Line Item	Direct Incremental	Indirect Fixed	Total State Costs	Bidder Match	Total Costs	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 70,950		\$ 70,950		\$ 70,950	
2. Employee Benefits	\$ 24,038		\$ 24,038		\$ 24,038	
3. Consultants	\$ 1,000		\$ 1,000		\$ 1,000	
4. Equipment:						
Rental	\$ 525		\$ 525		\$ 525	
Repair and Maintenance						
Purchase/Depreciation						
5. Supplies:						
Educational	\$ 250		\$ 250		\$ 250	
Lab						
Pharmacy						
Medical						
Office	\$ 653		\$ 653		\$ 653	
6. Travel	\$ 1,200		\$ 1,200		\$ 1,200	
7. Occupancy	\$ 10,600		\$ 10,600		\$ 10,600	
8. Current Expenses						
Telephone	\$ 1,400		\$ 1,400		\$ 1,400	
Postage	\$ 1,000		\$ 1,000		\$ 1,000	
Subscriptions	\$ 290		\$ 290		\$ 290	
Audit and Legal						
Insurance	\$ 170		\$ 170		\$ 170	
Board Expenses						
9. Software	\$ 556		\$ 556		\$ 556	
10. Marketing/Communications						
11. Staff Education and Training	\$ 650		\$ 650		\$ 650	
12. Subcontracts/Agreements						
13. Other (specific details mandatory):						
Indirect Cost		\$11,328	\$ 11,328		\$ 11,328	
TOTAL	\$ 113,282	\$11,328	\$ 124,610		\$124,610	

Indirect As A Percent of Direct

10.0%

Contractor Initials GMDate 4-2-15

New Hampshire Department of Health and Human ServicesBidder/Program Name: Southern New Hampshire ServicesBudget Request for: RFP #13-DCYF-CDB-RR-05Budget Period: July 1, 2014 - June 30, 2015

Line Item	Direct Incremental	Indirect Fixed	Total State Costs	Bidder Match	Total Costs	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 70,950		\$ 70,950		\$ 70,950	
2. Employee Benefits	\$ 24,038		\$ 24,038		\$ 24,038	
3. Consultants	\$ 1,000		\$ 1,000		\$ 1,000	
4. Equipment:						
Rental	\$ 525		\$ 525		\$ 525	
Repair and Maintenance						
Purchase/Depreciation						
5. Supplies:						
Educational	\$ 250		\$ 250		\$ 250	
Lab						
Pharmacy						
Medical						
Office	\$ 653		\$ 653		\$ 653	
6. Travel	\$ 1,200		\$ 1,200		\$ 1,200	
7. Occupancy	\$ 10,600		\$ 10,600		\$ 10,600	
8. Current Expenses						
Telephone	\$ 1,400		\$ 1,400		\$ 1,400	
Postage	\$ 1,000		\$ 1,000		\$ 1,000	
Subscriptions	\$ 290		\$ 290		\$ 290	
Audit and Legal						
Insurance	\$ 170		\$ 170		\$ 170	
Board Expenses						
9. Software	\$ 556		\$ 556		\$ 556	
10. Marketing/Communications						
11. Staff Education and Training	\$ 650		\$ 650		\$ 650	
12. Subcontracts/Agreements						
13. Other (specific details mandatory):						
Indirect Cost		\$11,328	\$ 11,328		\$ 11,328	
TOTAL	\$ 113,282	\$11,328	\$ 124,610		\$124,610	

Indirect As A Percent of Direct

10.0%

Contractor Initials *fla* Date 4-2-15

New Hampshire Department of Health and Human ServicesBidder/Program Name: Southern New Hampshire ServicesBudget Request for: RFP #13-DCYF-CDB-RR-05Budget Period: July 1, 2013 - June 30, 2014

Line Item	Direct Incremental	Indirect Fixed	Total State Costs	Bidder Match	Total Costs	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 35,303		\$ 35,303		\$ 35,303	
2. Employee Benefits	\$ 7,134		\$ 7,134		\$ 7,134	
3. Consultants	\$ 1,500		\$ 1,500		\$ 1,500	
4. Equipment:						
Rental	\$ 700		\$ 700		\$ 700	
Repair and Maintenance						
Purchase/Depreciation						
5. Supplies:						
Educational	\$ 300		\$ 300		\$ 300	
Lab						
Pharmacy						
Medical						
Office	\$ 691		\$ 691		\$ 691	
6. Travel	\$ 1,000		\$ 1,000		\$ 1,000	
7. Occupancy	\$ 3,600		\$ 3,600		\$ 3,600	
8. Current Expenses						
Telephone	\$ 450		\$ 450		\$ 450	
Postage	\$ 600		\$ 600		\$ 600	
Subscriptions	\$ 240		\$ 240		\$ 240	
Audit and Legal						
Insurance						
Board Expenses						
9. Software						
10. Marketing/Communications	\$ 250		\$ 250		\$ 250	
11. Staff Education and Training	\$ 1,500		\$ 1,500		\$ 1,500	
12. Subcontracts/Agreements						
13. Other (specific details mandatory):						
Indirect Cost		\$4,983	\$ 4,983		\$ 4,983	
TOTAL	\$ 53,268	\$4,983	\$ 58,251		\$58,251	

Indirect As A Percent of Direct

10.0%

Contractor Initials *JS* Date *6-2-13*

New Hampshire Department of Health and Human ServicesBidder/Program Name: Southern New Hampshire ServicesBudget Request for: RFP #13-DCYF-CDB-RR-05Budget Period: July 1, 2014 - June 30, 2015

Line Item	Direct Incremental	Indirect Fixed	Total State Costs	Bidder Match	Total Costs	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 35,303		\$ 35,303		\$ 35,303	
2. Employee Benefits	\$ 7,134		\$ 7,134		\$ 7,134	
3. Consultants	\$ 1,500		\$ 1,500		\$ 1,500	
4. Equipment:						
Rental	\$ 700		\$ 700		\$ 700	
Repair and Maintenance						
Purchase/Depreciation						
5. Supplies:						
Educational	\$ 300		\$ 300		\$ 300	
Lab						
Pharmacy						
Medical						
Office	\$ 691		\$ 691		\$ 691	
6. Travel	\$ 1,000		\$ 1,000		\$ 1,000	
7. Occupancy	\$ 3,600		\$ 3,600		\$ 3,600	
8. Current Expenses						
Telephone	\$ 450		\$ 450		\$ 450	
Postage	\$ 600		\$ 600		\$ 600	
Subscriptions	\$ 240		\$ 240		\$ 240	
Audit and Legal						
Insurance						
Board Expenses						
9. Software						
10. Marketing/Communications	\$ 250		\$ 250		\$ 250	
11. Staff Education and Training	\$ 1,500		\$ 1,500		\$ 1,500	
12. Subcontracts/Agreements						
13. Other (specific details mandatory):						
Indirect Cost		\$4,983	\$ 4,983		\$ 4,983	
TOTAL	\$ 53,268	\$4,983	\$ 58,251		\$58,251	

Indirect As A Percent of Direct

10.0%

Contractor Initials 62Date 4-2-13

New Hampshire Department of Health and Human Services

Bidder/Program Name: Southern New Hampshire Services

Budget Request for: RFP #13-DCYF-CDB-RR-05

Budget Period: July 1, 2013 - June 30, 2014

Line Item	Direct Incremental	Indirect Fixed	Total State Costs	Bidder Match	Total Costs	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 84,179		\$ 84,179		\$ 84,179	
2. Employee Benefits	\$ 37,664		\$ 37,664		\$ 37,664	
3. Consultants	\$ 3,500		\$ 3,500		\$ 3,500	
4. Equipment:						
Rental						
Repair and Maintenance						
Purchase/Depreciation						
5. Supplies:						
Educational	\$ 803		\$ 803		\$ 803	
Lab						
Pharmacy						
Medical						
Office	\$ 1,100		\$ 1,100		\$ 1,100	
6. Travel	\$ 3,500		\$ 3,500		\$ 3,500	
7. Occupancy						
8. Current Expenses						
Telephone	\$ 1,320		\$ 1,320		\$ 1,320	
Postage	\$ 750		\$ 750		\$ 750	
Subscriptions	\$ 550		\$ 550		\$ 550	
Audit and Legal						
Insurance						
Board Expenses						
9. Software						
10. Marketing/Communications						
11. Staff Education and Training	\$ 2,200		\$ 2,200		\$ 2,200	
12. Subcontracts/Agreements						
13. Other (specific details mandatory):						
Indirect Cost		\$13,557	\$ 13,557		\$ 13,557	
TOTAL	\$ 135,566	\$13,557	\$ 149,123		\$149,123	

Indirect As A Percent of Direct

10.0%

Contractor Initials 10

Date 4-2-14

New Hampshire Department of Health and Human Services**Bidder/Program Name:** Southern New Hampshire Services**Budget Request for:** RFP #13-DCYF-CDB-RR-05**Budget Period:** July 1, 2014 - June 30, 2015

Line Item	Direct Incremental	Indirect Fixed	Total State Costs	Bidder Match	Total Costs	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 86,594		\$ 86,594		\$ 86,594	
2. Employee Benefits	\$ 40,010		\$ 40,010		\$ 40,010	
3. Consultants	\$ 1,939		\$ 1,939		\$ 1,939	
4. Equipment:						
Rental						
Repair and Maintenance						
Purchase/Depreciation						
5. Supplies:						
Educational	\$ 403		\$ 403		\$ 403	
Lab						
Pharmacy						
Medical						
Office	\$ 800		\$ 800		\$ 800	
6. Travel	\$ 2,200		\$ 2,200		\$ 2,200	
7. Occupancy						
8. Current Expenses						
Telephone	\$ 1,320		\$ 1,320		\$ 1,320	
Postage	\$ 750		\$ 750		\$ 750	
Subscriptions	\$ 550		\$ 550		\$ 550	
Audit and Legal						
Insurance						
Board Expenses						
9. Software						
10. Marketing/Communications						
11. Staff Education and Training	\$ 1,000		\$ 1,000		\$ 1,000	
12. Subcontracts/Agreements						
13. Other (specific details mandatory):						
Indirect Cost		\$13,557	\$ 13,557		\$ 13,557	
TOTAL	\$ 135,566	\$13,557	\$ 149,123		\$149,123	

Indirect As A Percent of Direct

10.0%

Contractor Initials *DC* Date 1-2-15

NH Department of Health and Human Services

STANDARD EXHIBIT C

SPECIAL PROVISIONS

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

2. Compliance with Federal and State Laws: If the Contractor is permitted to determine the eligibility of individuals such eligibility determination shall be made in accordance with applicable federal and state laws, regulations, orders, guidelines, policies and procedures.

3. Time and Manner of Determination: Eligibility determinations shall be made on forms provided by the Department for that purpose and shall be made and remade at such times as are prescribed by the Department.

4. Documentation: In addition to the determination forms required by the Department, the Contractor shall maintain a data file on each recipient of services hereunder, which file shall include all information necessary to support an eligibility determination and such other information as the Department requests. The Contractor shall furnish the Department with all forms and documentation regarding eligibility determinations that the Department may request or require.

5. Fair Hearings: The Contractor understands that all applicants for services hereunder, as well as individuals declared ineligible have a right to a fair hearing regarding that determination. The Contractor hereby covenants and agrees that all applicants for services shall be permitted to fill out an application form and that each applicant or re-applicant shall be informed of his/her right to a fair hearing in accordance with Department regulations.

6. Gratuities or Kickbacks: The Contractor agrees that it is a breach of this Contract to accept or make a payment, gratuity or offer of employment on behalf of the Contractor, any Sub-Contractor or the State in order to influence the performance of the Scope of Work detailed in Exhibit A of this Contract. The State may terminate this Contract and any sub-contract or sub-agreement if it is determined that payments, gratuities or offers of employment of any kind were offered or received by any officials, officers, employees or agents of the Contractor or Sub-Contractor.

7. Retroactive Payments: Notwithstanding anything to the contrary contained in the Contract or in any other document, contract or understanding, it is expressly understood and agreed by the parties hereto, that no payments will be made hereunder to reimburse the Contractor for costs incurred for any purpose or for any services provided to any individual prior to the Effective Date of the Contract and no payments shall be made for expenses incurred by the Contractor for any services provided prior to the date on which the individual applies for services or (except as otherwise provided by the federal regulations) prior to a determination that the individual is eligible for such services.

8. Conditions of Purchase: Notwithstanding anything to the contrary contained in the Contract, nothing herein contained shall be deemed to obligate or require the Department to purchase services hereunder at a rate which reimburses the Contractor in excess of the Contractor's costs, at a rate which exceeds the amounts reasonable and necessary to assure the quality of such service, or at a rate which exceeds the rate charged by the Contractor to ineligible individuals or other third party funders for such service. If at any time during the term of this Contract or after receipt of the Final Expenditure Report hereunder, the Department shall determine that the Contractor has used payments hereunder to reimburse items of expense other than such costs, or has received payment in excess of such costs or in excess of such rates charged by the Contractor to ineligible individuals or other third party funders, the Department may elect to:

8.1 Renegotiate the rates for payment hereunder, in which event new rates shall be established;

8.2 Deduct from any future payment to the Contractor the amount of any prior reimbursement in excess of costs;

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

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

9. Maintenance of Records: In addition to the eligibility records specified above, the Contractor covenants and agrees to maintain the following records during the Contract Period:

9.1 Fiscal Records: books, records, documents and other data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor during the Contract Period, said records to be maintained in accordance with accounting procedures and practices which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.

9.2 Statistical Records: Statistical, enrollment, attendance or visit records for each recipient of services during the Contract Period, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.

9.3 Medical Records: Where appropriate and as prescribed by the Department regulations, the Contractor shall retain medical records on each patient/recipient of services.

10. Audit: Contractor shall submit an annual audit to the Department within 60 days after the close of the Contractor fiscal year. It is recommended that the report be prepared in accordance with the provision of Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Non Profit Organizations" and the provisions of Standards for Audit of Governmental Organizations, Programs, Activities and Functions, issued by the US General Accounting Office (GAO standards) as they pertain to financial compliance audits.

10.1 Audit and Review: During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts.

10.2 Audit Liabilities: In addition to and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department, all payments made under the Contract to which exception has been taken or which have been disallowed because of such an exception.

11. Confidentiality of Records: All information, reports, and records maintained hereunder or collected in connection with the performance of the services and the Contract shall be confidential and shall not be disclosed by the Contractor, provided however, that pursuant to state laws and the regulations of the Department regarding the use and disclosure of such information, disclosure may be made to public officials requiring such information in connection with their official duties and for purposes directly connected to the administration of the services and the Contract; and provided further, that the use or disclosure by any party of any information concerning a recipient for any purpose not directly connected with the administration of the Department or the Contractor's responsibilities with respect to purchased services hereunder is prohibited except on written consent of the recipient, his attorney or guardian.

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

12. Reports: Fiscal and Statistical: The Contractor agrees to submit the following reports at the following times if requested by the Department.

12.1 Interim Financial Reports: Written interim financial reports containing a detailed description of all costs and non-allowable expenses incurred by the Contractor to the date of the report and containing such other information as shall be deemed satisfactory by the Department to justify the rate of payment hereunder. Such Financial Reports shall be submitted on the form designated by the Department or deemed satisfactory by the Department.

12.2 Final Report: A final report shall be submitted within thirty (30) days after the end of the term of this Contract. The Final Report shall be in a form satisfactory to the Department and shall contain a summary statement of progress toward goals and objectives stated in the Proposal and other information required by the Department.

13. Completion of Services: Disallowance of Costs: Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

14. Credits: All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement:

14.1 The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services.

15. Prior Approval and Copyright Ownership:

All materials (written, video, audio) produced or purchased under the contract shall have prior approval from DHHS before printing, production, distribution or use. The DHHS will retain copyright ownership for any and all original materials produced, including, but not limited to, brochures, resource directories, protocols or guidelines, posters, or reports. Contractor shall not reproduce any materials produced under the contract without prior written approval from DHHS.

16. Operation of Facilities: Compliance with Laws and Regulations: In the operation of any facilities for providing services, the Contractor shall comply with all laws, orders and regulations of federal, state, county and municipal authorities and with any direction of any Public Officer or officers pursuant to laws which shall impose an order or duty upon the contractor with respect to the operation of the facility or the provision of the services at such facility. If any governmental license or permit shall be required for the operation of the said facility or the performance of the said services, the Contractor will procure said license or permit, and will at all times comply with the terms and conditions of each such license or permit. In connection with the foregoing requirements, the Contractor hereby covenants and agrees that, during the term of this Contract the facilities shall comply with all rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and shall be in conformance with local building and zoning codes, by-laws and regulations.

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

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

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

- Monitor the subcontractor's performance on an ongoing basis
- Provide to DHHS an annual schedule identifying all subcontractors, delegated functions and responsibilities, and when the subcontractor's performance will be reviewed
- DHHS shall review and approve all subcontracts.

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

SPECIAL PROVISIONS – DEFINITIONS

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

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

DEPARTMENT: NH Department of Health and Human Services.

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

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

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

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

NH Department of Health and Human Services

STANDARD EXHIBIT C-I

ADDITIONAL SPECIAL PROVISIONS

1. The Department reserves the right to renew this contract for up to four additional years subject to continued availability of funds, satisfactory performance of services, and approval of contract renewal by the Governor and Executive Council.

NH Department of Health and Human Services

STANDARD EXHIBIT D

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

ALTERNATIVE I - FOR GRANTEEES OTHER THAN INDIVIDUALS

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

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

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

- (A) The grantee certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an ongoing drug-free awareness program to inform employees about
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

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

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

Southern NH Services, Inc.

From: 7/1/2013 To: 6/30/2015

(Contractor Name)

(Period Covered by this Certification)

Gale Hennessy, Executive Director

(Name & Title of Authorized Contractor Representative)


(Contractor Representative Signature)

11-2-13
(Date)

Contractor Initials: 

Date: 11-2-13

NH Department of Health and Human Services

STANDARD EXHIBIT E

CERTIFICATION REGARDING LOBBYING

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

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

Programs (indicate applicable program covered):

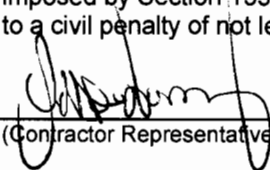
- *Temporary Assistance to Needy Families under Title IV-A
- *Child Support Enforcement Program under Title IV-D
- *Social Services Block Grant Program under Title XX
- *Medicaid Program under Title XIX
- *Community Services Block Grant under Title VI
- *Child Care Development Block Grant under Title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

Contract Period: 7/1/13 through 6/30/15

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

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

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


 (Contractor Representative Signature)

Gale Hennessy, Executive Director
 (Authorized Contractor Representative Name & Title)

Southern NH Services, Inc.
 (Contractor Name)

11-2-13
 (Date)

Contractor Initials: 

Date: 11-2-13

NH Department of Health and Human Services

STANDARD EXHIBIT F

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

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

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this proposal (contract) is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.
6. The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHHS.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by DHHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, DHHS may terminate this transaction for cause or default.

PRIMARY COVERED TRANSACTIONS

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) have not within a three-year period preceding this proposal (contract) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or a contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal (contract).

Contractor Initials: RA

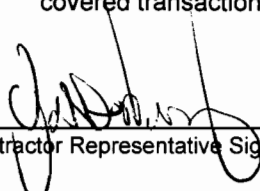
Date: 12-13

LOWER TIER COVERED TRANSACTIONS

By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:

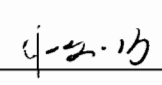
- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (b) where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).

The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

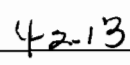

(Contractor Representative Signature)

Gale Hennessy, Executive Director
(Authorized Contractor Representative Name & Title)

Southern NH Services, Inc.
(Contractor Name)


(Date)

Contractor Initials: 

Date: 

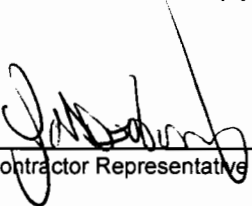
NH Department of Health and Human Services

STANDARD EXHIBIT G

CERTIFICATION REGARDING
THE AMERICANS WITH DISABILITIES ACT COMPLIANCE

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

1. By signing and submitting this proposal (contract) the Contractor agrees to make reasonable efforts to comply with all applicable provisions of the Americans with Disabilities Act of 1990.

	<u>GALE</u> <u>Gail Hennessy, Executive Director</u>
(Contractor Representative Signature)	(Authorized Contractor Representative Name & Title)

Southern NH Services, Inc.	4-2-13
(Contractor Name)	(Date)

NH Department of Health and Human Services

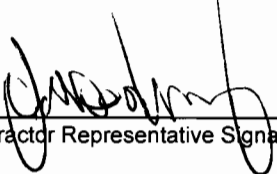
STANDARD EXHIBIT H

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

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

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

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


(Contractor Representative Signature)

GALE
Gail Hennessy, Executive Director
(Authorized Contractor Representative Name & Title)

Southern NH Services, Inc.
(Contractor Name)

4-2-13
(Date)

NH Department of Health and Human Services

STANDARD EXHIBIT I
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT
BUSINESS ASSOCIATE AGREEMENT

The Contractor identified in Section 1.3 of the General Provisions of the Agreement agrees to comply with the Health Insurance Portability and Accountability Act, Public Law 104-191 and with the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160 and 164 and those parts of the HITECH Act applicable to business associates. As defined herein, "Business Associate" shall mean the Contractor and subcontractors and agents of the Contractor that receive, use or have access to protected health information under this Agreement and "Covered Entity" shall mean the State of New Hampshire, Department of Health and Human Services.

BUSINESS ASSOCIATE AGREEMENT

(1) Definitions.

- a. "Breach" shall have the same meaning as the term "Breach" in Title XXX, Subtitle D. Sec. 13400.
- b. "Business Associate" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- c. "Covered Entity" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. "Designated Record Set" shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- e. "Data Aggregation" shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- f. "Health Care Operations" shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- g. "HITECH Act" means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164.
- i. "Individual" shall have the same meaning as the term "individual" in 45 CFR Section 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.

- k. "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR Section 164.501, limited to the information created or received by Business Associate from or on behalf of Covered Entity.
- l. "Required by Law" shall have the same meaning as the term "required by law" in 45 CFR Section 164.501.
- m. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- n. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C, and amendments thereto.
- o. "Unsecured Protected Health Information" means protected health information that is not secured by a technology standard that renders protected health information unusable, unreasonable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.
- p. Other Definitions - All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH Act.

(2) Use and Disclosure of Protected Health Information.

- a. Business Associate shall not use, disclose, maintain or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under Exhibit A of the Agreement. Further, the Business Associate shall not, and shall ensure that its directors, officers, employees and agents, do not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
- b. Business Associate may use or disclose PHI:
 - I. For the proper management and administration of the Business Associate;
 - II. As required by law, pursuant to the terms set forth in paragraph d. below; or
 - III. For data aggregation purposes for the health care operations of Covered Entity.
- c. To the extent Business Associate is permitted under the Agreement to disclose PHI to a third party, Business Associate must obtain, prior to making any such disclosure, (i) reasonable assurances from the third party that such PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party; and (ii) an agreement from such third party to notify Business Associate, in accordance with the HITECH Act, Subtitle D, Part I, Sec. 13402 of any breaches of the confidentiality of the PHI, to the extent it has obtained knowledge of such breach.
- d. The Business Associate shall not, unless such disclosure is reasonably necessary to provide services under Exhibit A of the Agreement, disclose any PHI in response to a request for disclosure on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity has an opportunity to object to the disclosure and to seek appropriate relief. If Covered Entity objects to such disclosure, the Business Associate shall refrain from disclosing the PHI until Covered Entity has exhausted all remedies.

- e. If the Covered Entity notifies the Business Associate that Covered Entity has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Business Associate shall be bound by such additional restrictions and shall not disclose PHI in violation of such additional restrictions and shall abide by any additional security safeguards.

(3) **Obligations and Activities of Business Associate.**

- a. Business Associate shall report to the designated Privacy Officer of Covered Entity, in writing, any use or disclosure of PHI in violation of the Agreement, including any security incident involving Covered Entity data, in accordance with the HITECH Act, Subtitle D, Part 1, Sec. 13402.
- b. The Business Associate shall comply with all sections of the Privacy and Security Rule as set forth in, the HITECH Act, Subtitle D, Part 1, Sec. 13401 and Sec.13404.
- c. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.
- d. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section (3)b and (3)k herein. The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI pursuant to this Agreement, with rights of enforcement and indemnification from such business associates who shall be governed by standard provision #13 of this Agreement for the purpose of use and disclosure of protected health information.
- e. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.
- f. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
- g. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.

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

(4) Obligations of Covered Entity

- a. Covered Entity shall notify Business Associate of any changes or limitation(s) in its Notice of Privacy Practices provided to individuals in accordance with 45 CFR Section 164.520, to the extent that such change or limitation may affect Business Associate's use or disclosure of PHI.
- b. Covered Entity shall promptly notify Business Associate of any changes in, or revocation of permission provided to Covered Entity by individuals whose PHI may be used or disclosed by Business Associate under this Agreement, pursuant to 45 CFR Section 164.506 or 45 CFR Section 164.508.
- c. Covered entity shall promptly notify Business Associate of any restrictions on the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

(5) Termination for Cause

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

(6) Miscellaneous

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

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

NH Division for Children, Youth and Families

The State Agency Name

Southern NH Services, Inc.

Name of the Contractor

Maggie Bishop (N.S.S.)
Signature of Authorized Representative

[Signature]
Signature of Authorized Representative

Maggie Bishop

Name of Authorized Representative

GALE
Gail Hennessy

Name of Authorized Representative

Director

Title of Authorized Representative

Executive Director

Title of Authorized Representative

4-5-13
Date

4-2-13
Date

NH Department of Health and Human Services

STANDARD EXHIBIT J

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

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

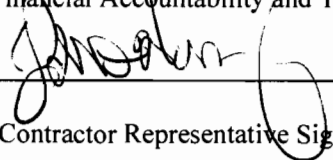
In accordance with 2 CFR Part 170 (*Reporting Subaward and Executive Compensation Information*), the Department of Health and Human Services (DHHS) must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

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

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

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

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

	 Gail Hennessy, Executive Director
(Contractor Representative Signature)	(Authorized Contractor Representative Name & Title)
Southern NH Services, Inc.	11-2-13
(Contractor Name)	(Date)

Contractor initials: 
Date: 11-2-13
Page # 1 of Page # 2

NH Department of Health and Human Services

STANDARD EXHIBIT J

FORM A

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

1. The DUNS number for your entity is: 088584065

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

 NO

 X YES

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

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

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

 NO

 X YES

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

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

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

Name:

Amount:

Name:

Amount:

Name:

Amount:

Name:

Amount:

Name:

Amount:

Contractor initials: *GA*
Date: 12-15
Page # 2 of Page # 2

Ron L. Beaulieu & Company

CERTIFIED PUBLIC ACCOUNTANTS

www.rlbco.com
accting@rlbco.com

41 Bates Street
Portland, Maine 04103

Tel: (207) 775-1717
Fax: (207) 775-7103

INDEPENDENT AUDITORS' REPORT

April 30, 2012

To the Board of Directors of
Southern New Hampshire Services, Inc.
Manchester, New Hampshire

We have audited the accompanying combined statements of financial position of Southern New Hampshire Services, Inc., as of July 31, 2011 and 2010, and the related combined statements of activities, functional expenses, and cash flows for the years then ended. These combined financial statements are the responsibility of Southern New Hampshire Services, Inc.'s management. Our responsibility is to express an opinion on these combined financial statements based on our audits.

We conducted our audits 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 audits to obtain reasonable assurance about whether the combined financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the combined financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the combined financial statements referred to above present fairly, in all material respects, the financial position of Southern New Hampshire Services, Inc. as of July 31, 2011 and 2010, and the changes in its assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated April 30, 2012, on our consideration of Southern New Hampshire Services, 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* and should be considered in assessing the results of our audits.

Ron L. Beaulieu & Co.

Certified Public Accountants

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
COMBINED STATEMENTS OF FINANCIAL POSITION
JULY 31,

	<u>2011</u>	<u>2010</u>
ASSETS		
CURRENT ASSETS		
Cash	\$ 5,429,806	\$ 6,672,606
Investments	2,198,292	1,633,892
Contracts receivable (net)	5,204,746	2,764,314
Accounts receivable (net)	332,885	75,546
Prepaid expenses	323,053	287,283
Total current assets	<u>13,488,782</u>	<u>11,433,641</u>
FIXED ASSETS		
Land	5,185,679	4,426,539
Buildings and improvements	61,189,023	57,728,349
Vehicles and equipment	1,946,917	1,822,699
Construction in progress	159,500	-
Total fixed assets	<u>68,481,119</u>	<u>63,977,587</u>
Less - accumulated depreciation	<u>(17,005,299)</u>	<u>(15,287,665)</u>
Net fixed assets	<u>51,475,820</u>	<u>48,689,922</u>
OTHER ASSETS		
Restricted cash	3,060,135	2,739,804
Miscellaneous other assets	298,844	161,934
Total other assets	<u>3,358,979</u>	<u>2,901,738</u>
TOTAL ASSETS	<u><u>\$ 68,323,581</u></u>	<u><u>\$ 63,025,301</u></u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	\$ 642,582	\$ 2,135,115
Accrued payroll and payroll taxes	520,066	438,472
Accrued compensated absences	758,027	521,115
Accrued other liabilities	272,512	346,941
Deferred revenue	3,396,775	2,779,289
Over applied overhead	388,599	252,947
Tenant security deposits	265,336	217,027
Current portion of long-term debt	172,602	163,091
Total current liabilities	<u>6,416,499</u>	<u>6,853,997</u>
LONG-TERM DEBT, less current portion	<u>58,720,030</u>	<u>55,207,385</u>
TOTAL LIABILITIES	<u>65,136,529</u>	<u>62,061,382</u>
NET ASSETS		
Unrestricted	<u>3,187,052</u>	<u>963,919</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 68,323,581</u></u>	<u><u>\$ 63,025,301</u></u>

See accompanying independent auditors' report and notes to financial statements.

Southern New Hampshire Services, Inc.

**Independent Auditors' Report
and
Management's Financial Statements**

July 31, 2011

Ron L. Beaulieu & Company

CERTIFIED PUBLIC ACCOUNTANTS

SOUTHERN NEW HAMPSHIRE SERVICES, INC.

JULY 31, 2011

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SOUTHERN NEW HAMPSHIRE SERVICES, INC.
COMBINED STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED JULY 31,

	<u>2011</u>	<u>2010</u>
REVENUES		
Grant/contract support	\$ 34,848,866	\$ 35,270,125
Program service fees	263,104	508,070
Local funding	70,574	109,795
Rental income	6,051,491	5,592,886
Gifts and contributions	333,403	331,521
Special events and activities	26,436	130,640
Memberships	22,983	62,622
Interest income	14,818	13,004
Unrealized gain (loss) on investments	160,288	173,193
Revenue from commercial products	8,993	66,190
In-kind	1,034,912	1,116,492
Transfer from RCA acquisition	1,582,641	-
Miscellaneous	1,534,799	1,341,400
TOTAL REVENUES	<u>45,953,308</u>	<u>44,715,938</u>
EXPENSES		
Program services:		
Child Development	6,169,774	6,295,743
Community Services	1,525,600	2,302,708
Economic and Workforce Development	10,254,199	10,374,648
Energy	13,683,598	14,432,976
Hispanic-Latino Community Services	437,761	404,235
Housing and Homeless	75,163	72,385
Nutrition and Health	1,660,271	1,471,717
Special Projects	617,939	954,234
Volunteer Services	181,568	219,943
SNHS Management Corporation	1,202,170	1,147,200
Housing Corporations	6,406,742	5,875,282
Total program services	<u>42,214,785</u>	<u>43,551,071</u>
Support services:		
Management and general	1,515,390	1,498,709
TOTAL EXPENSES	<u>43,730,175</u>	<u>45,049,780</u>
INCREASE (DECREASE) IN NET ASSETS	2,223,133	(333,842)
NET ASSETS - AUGUST 1	<u>963,919</u>	<u>1,297,761</u>
NET ASSETS - JULY 31	<u><u>\$ 3,187,052</u></u>	<u><u>\$ 963,919</u></u>

See accompanying independent auditors' report and notes to financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
COMBINED STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JULY 31, 2011

	Program Services						
	Child Development	Community Services	Economic Workforce Development	Energy	Hispanic-Lat. Community Services	Housing and Homeless	Nutrition and Health
Payroll	\$ 3,128,764	\$ 862,834	\$ 2,045,485	\$ 1,313,574	\$ 263,081	\$ 49,391	\$ 816,761
Payroll taxes	304,278	74,031	183,534	126,616	28,005	5,175	81,987
Fringe benefits	698,413	119,913	282,074	263,937	27,601	12,841	124,866
Workers comp. insurance	25,466	5,086	4,318	8,193	1,306	727	10,036
Retirement benefits	133,923	54,141	99,129	72,854	3,378	-	27,621
Consultant and contractual	59,869	63,742	4,459,078	3,243,045	23,336	209	18,585
Travel and transportation	38,605	25,320	61,809	74,496	14,453	2,167	44,376
Conferences and meetings	657	14,218	7,402	19,116	385	-	675
Occupancy	378,874	26,197	753,931	65,653	49,369	1,906	105,370
Advertising	2,894	2,143	766	3,322	-	-	4,154
Supplies	142,912	30,605	50,537	36,908	3,362	43	49,877
Equip. rentals and maintenance	18,806	5,073	25,022	35,118	544	-	17,397
Insurance	8,065	46,252	2,227	20,669	-	-	5,709
Telephone	39,877	23,154	53,915	34,280	6,222	1,185	30,375
Postage	3,609	1,675	2,541	36,373	119	-	3,283
Printing and publications	6,445	5,630	-	1,103	699	-	-
Subscriptions	-	2,443	-	-	-	-	-
Program support	-	76,923	325	-	-	-	-
Interest	17,368	-	-	-	-	-	-
Depreciation	34,559	5,609	6,357	15,216	2,706	-	15,578
Assistance to clients	520	-	1,845,643	8,292,950	-	1,452	55,553
Other direct expense	85,881	28,051	366,004	19,672	-	-	242,392
Miscellaneous	5,077	52,560	4,102	503	13,195	67	5,676
In-kind	1,034,912	-	-	-	-	-	-
Loss on disposal of assets	-	-	-	-	-	-	-
Indirect costs	-	-	-	-	-	-	-
TOTAL	\$ 6,169,774	\$ 1,525,600	\$ 10,254,199	\$13,683,598	\$ 437,761	\$ 75,163	\$ 1,660,271

See accompanying independent auditors' report and notes to financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
COMBINED STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JULY 31, 2011

	Program Services				Support Services	
	Special Projects	Volunteer Services	SNHS Management Corporation	Housing Corporations	Total Program Services	Management and General
	\$	\$	\$	\$	\$	\$
Payroll	103,320	126,251	296,670	1,282,081	10,288,212	875,409
Payroll taxes	10,530	11,912	20,375	122,230	968,673	69,097
Fringe benefits	4,660	16,057	48,600	263,513	1,862,475	106,749
Workers comp. insurance	1,132	265	3,671	36,365	96,565	4,701
Retirement benefits	7,765	6,289	18,590	90,011	513,701	79,898
Consultant and contractual	395,055	5,100	75,990	169,477	8,513,486	120,763
Travel and transportation	5,888	2,103	117,651	19,902	406,770	7,421
Conferences and meetings	25,098	90	40,054	2,831	110,526	844
Occupancy	7,156	-	207,801	2,220,267	3,816,524	56,158
Advertising	-	-	-	1,401	14,680	765
Supplies	588	2,545	2,819	28,091	348,287	30,411
Equip. rentals and maintenance	218	170	36,511	2,663	141,522	584
Insurance	-	1,843	21,902	365,833	472,500	6,253
Telephone	2,359	2,286	6,615	54,994	255,262	9,778
Postage	174	1,735	538	5,778	55,825	16,046
Printing and publications	4,700	447	-	-	19,024	1,447
Subscriptions	-	-	-	-	2,443	-
Program support	-	-	-	-	77,248	-
Interest	-	-	-	-	268,264	-
Depreciation	6,000	-	43,248	207,648	1,798,114	626
Assistance to clients	41,190	-	193,550	1,518,539	10,281,743	-
Other direct expense	-	586	25	3,806	746,417	3,941
Miscellaneous	2,106	3,889	23,125	6,741	117,041	853
In-kind	-	-	-	-	1,034,912	-
Loss on disposal of assets	-	-	-	4,571	4,571	-
Indirect costs	-	-	-	-	-	-
TOTAL	\$ 617,939	\$ 181,568	\$ 1,202,170	\$ 6,406,742	\$42,214,785	\$ 1,515,390
						\$43,730,175

See accompanying independent auditors' report and notes to financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
COMBINED STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JULY 31, 2010

	Program Services						
	Child Development	Community Services	Economic Workforce Development	Energy	Hispanic-Lat. Community Services	Housing and Homeless	Nutrition and Health
Payroll	\$ 3,006,275	\$ 1,341,405	\$ 1,971,760	\$ 1,416,850	\$ 220,344	\$ 49,387	\$ 739,570
Payroll taxes	280,331	123,955	174,242	130,176	22,861	4,794	70,174
Fringe benefits	581,143	171,383	244,317	256,114	25,518	12,026	116,435
Workers comp. insurance	28,847	12,666	5,368	11,143	1,496	917	12,082
Retirement benefits	121,828	58,914	97,586	64,841	417	114	24,257
Consultant and contractual	92,581	72,705	4,177,399	1,876,004	47,477	204	8,056
Travel and transportation	37,845	41,120	54,730	77,225	7,721	3,278	36,384
Conferences and meetings	419	31,382	8,190	19,464	1,257	50	1,120
Occupancy	478,247	30,255	340,036	68,726	46,086	62	104,079
Advertising	2,411	7,169	44	574	-	-	-
Supplies	280,389	20,080	64,757	83,648	9,580	143	54,658
Equip. rentals and maintenance	18,692	94,536	15,425	46,637	3,907	-	8,875
Insurance	8,328	40,836	480	19,166	-	-	6,676
Telephone	38,929	15,730	48,810	51,847	6,520	1,384	29,246
Postage	3,869	2,428	2,587	39,743	88	-	2,195
Printing and publications	6,871	4,692	-	2,115	655	-	149
Subscriptions	-	2,806	-	-	-	-	-
Program support	-	86,588	597	-	-	-	-
Interest	-	-	-	-	-	-	1,759
Depreciation	33,378	9,910	8,674	20,488	2,816	-	16,245
Assistance to clients	4,414	2,239	3,146,688	10,240,281	-	-	11,973
Other direct expense	134,333	5,944	9,638	7,471	-	-	223,119
Miscellaneous	20,121	125,965	3,320	463	7,492	26	4,665
In-kind	1,116,492	-	-	-	-	-	-
Loss on disposal of assets	-	-	-	-	-	-	-
Indirect costs	-	-	-	-	-	-	-
TOTAL	\$ 6,295,743	\$ 2,302,708	\$ 10,374,648	\$ 14,432,976	\$ 404,235	\$ 72,385	\$ 1,471,717

See accompanying independent auditors' report and notes to financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
COMBINED STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JULY 31, 2010

	Program Services				Support Services Management and General	Total Expenses
	Special Projects	Volunteer Services	Management Corporation	Housing Corporations		
			SNHS			
Payroll	\$ 243,396	\$ 147,123	\$ 265,598	\$ 1,191,236	\$ 766,877	\$ 11,359,821
Payroll taxes	23,286	13,748	16,868	108,965	59,992	1,029,392
Fringe benefits	14,313	21,166	51,551	223,402	86,083	1,803,451
Workers comp. insurance	3,454	396	2,925	38,501	4,542	122,337
Retirement benefits	15,408	6,404	12,219	75,811	73,190	550,989
Consultant and contractual	496,479	6,035	137,144	121,719	122,414	7,158,217
Travel and transportation	41,792	3,067	94,144	14,882	6,163	418,351
Conferences and meetings	28,521	2,795	35,509	2,468	745	131,920
Occupancy	19,913	80	123,652	2,013,218	55,033	3,279,387
Advertising	-	-	-	939	765	11,902
Supplies	3,688	3,937	6,591	35,156	24,031	586,658
Equip. rentals and maintenance	380	305	4,163	1,429	960	195,309
Insurance	572	1,772	25,226	331,788	1,069	435,913
Telephone	10,033	3,552	6,792	56,257	11,880	280,980
Postage	279	1,657	791	5,803	16,457	75,897
Printing and publications	309	500	-	-	48	15,339
Subscriptions	-	-	-	-	145	2,951
Program support	-	(102)	-	-	-	87,083
Interest	-	-	-	-	-	263,685
Depreciation	8,788	-	50,935	210,991	626	1,656,529
Assistance to clients	40,920	-	171,697	1,383,907	-	13,476,558
Other direct expense	383	726	30,043	11,712	3,356	396,929
Miscellaneous	2,320	6,782	111,105	4,340	1,062	287,661
In-kind	-	-	-	-	-	1,116,492
Loss on disposal of assets	-	-	-	42,758	-	42,758
Indirect costs	-	-	-	-	263,271	263,271
TOTAL	\$ 954,234	\$ 219,943	\$ 1,147,200	\$ 5,875,282	\$ 1,498,709	\$ 45,049,780

See accompanying independent auditors' report and notes to financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
COMBINED STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JULY 31,

	<u>2011</u>	<u>2010</u>
OPERATING ACTIVITIES		
Change in net assets	\$ 2,223,133	\$ (333,842)
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Depreciation	1,798,740	1,656,529
Loss on disposal of assets	4,571	42,758
Unrealized (gain) loss on investments	(160,288)	(173,193)
Changes in operating assets and liabilities		
(Increase) decrease in contracts receivable	(2,440,432)	118,207
(Increase) decrease in prepaid expenses	(35,770)	(21,482)
(Increase) decrease in accounts receivable	(257,339)	42,716
Increase (decrease) in accounts payable	(1,492,533)	1,383,055
Increase (decrease) in accrued payroll and payroll taxes	81,594	59,838
Increase (decrease) in accrued comp. absences	236,912	28,561
Increase (decrease) in accrued other liabilities	(74,429)	140,707
Increase (decrease) in deferred revenue	617,486	1,289,354
Increase (decrease) in over applied overhead	135,652	-
Increase (decrease) in tenant security deposits	48,309	7,775
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	<u>685,606</u>	<u>4,240,983</u>
INVESTING ACTIVITIES		
Purchase of fixed assets	(4,589,209)	(7,338,341)
Purchase of investments	(404,112)	(200,001)
Proceeds from sale of investments	-	-
Other financing activities	(136,910)	5,338
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	<u>(5,130,231)</u>	<u>(7,533,004)</u>
FINANCING ACTIVITIES		
Proceeds from long-term debt	3,688,047	6,484,458
Payments on long-term debt	(165,891)	(132,084)
NET CASH PROVIDED (USED) BY FINANCING ACTIVITIES	<u>3,522,156</u>	<u>6,352,374</u>
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(922,469)	3,060,353
CASH AND CASH EQUIVALENTS - AUGUST 1	<u>9,412,410</u>	<u>6,352,057</u>
CASH AND CASH EQUIVALENTS - JULY 31	<u>\$ 8,489,941</u>	<u>\$ 9,412,410</u>
RECONCILIATION OF CASH BALANCE TO STATEMENTS OF FINANCIAL POSITION		
Cash	5,429,806	6,672,606
Restricted cash	3,060,135	2,739,804
Total cash	<u>\$ 8,489,941</u>	<u>\$ 9,412,410</u>
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION		
Cash paid during the year for:		
Interest	<u>\$ 268,264</u>	<u>\$ 263,685</u>

See accompanying independent auditors' report and notes to financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS
JULY 31, 2011 AND 2010

NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

Southern New Hampshire Services, Inc. is an umbrella agency that offers an array of services to the elderly, disabled, and low-income households in Hillsborough County, New Hampshire. The Corporation's programs provide assistance in the areas of education, child development, employment, energy and its conservation, housing and homelessness prevention. The organization is committed to providing respectful support service and assisting individuals and families in achieving self-sufficiency by helping them overcome the causes of poverty. Services are provided through:

Southern New Hampshire Services, Inc.	Rural Housing for the Elderly, Inc.
SNHS Management Corporation	Rural Housing for the Elderly II, Inc.
SNHS Elderly Housing, Inc.	Sundial Elderly Housing, Inc.
SNHS Elderly Housing II, Inc.	SNHS Ashland Elderly Housing, Inc.
SNHS Elderly Housing III, Inc.	SNHS Farmington Elderly Housing, Inc.
SNHS Elderly Housing IV, Inc.	SNHS Greenfield Elderly Housing, Inc.
SNHS Elderly Housing V, Inc.	SNHS North Berwick Elderly Housing, Inc.
SNHS Elderly Housing VI, Inc.	SNHS Northwood Elderly Housing, Inc.
SNHS Elderly Housing VII, Inc.	SNHS Pittsburg Elderly Housing, Inc.
SNHS Elderly Housing VIII, Inc.	SNHS Raymond Elderly Housing, Inc.
SNHS Elderly Housing IX, Inc.	

Basis of Presentation

The financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles, which recognizes revenue when earned and expenses as incurred.

Combined Financial Statements

All significant interagency items and transactions have been eliminated from the basic financial statements. The financial statements include the accounts of:

Southern New Hampshire Services, Inc.	Rural Housing for the Elderly, Inc.
SNHS Management Corporation	Rural Housing for the Elderly II, Inc.
SNHS Elderly Housing, Inc.	Sundial Elderly Housing, Inc.
SNHS Elderly Housing II, Inc.	SNHS Ashland Elderly Housing, Inc.
SNHS Elderly Housing III, Inc.	SNHS Farmington Elderly Housing, Inc.
SNHS Elderly Housing IV, Inc.	SNHS Greenfield Elderly Housing, Inc.
SNHS Elderly Housing V, Inc.	SNHS North Berwick Elderly Housing, Inc.
SNHS Elderly Housing VI, Inc.	SNHS Northwood Elderly Housing, Inc.
SNHS Elderly Housing VII, Inc.	SNHS Pittsburg Elderly Housing, Inc.
SNHS Elderly Housing VIII, Inc.	SNHS Raymond Elderly Housing, Inc.
SNHS Elderly Housing IX, Inc.	

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS
JULY 31, 2011 AND 2010

NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Acquisition

On July 1, 2011, Rockingham Community Action (RCA), a New Hampshire corporation, was acquired by the Corporation. The merger is classified as an acquisition by SNHS of RCA for no monetary consideration. The Corporation assumed all the assets, rights, powers, properties, debts, liabilities and obligations of RCA with the exception of the Head Start program which will be transfer to the Corporation on December 31, 2011. All other grants have been transferred or assigned to SNHS as of July 1, 2011. The acquisition will be recorded in two phases, one was recorded on July 1, 2011, and two, the balance of the assets will be transferred after the 2012 grant activities are finalized for the grants that are continuing with RCA.

The following is the fair value of the assets and liabilities that were recognized and transferred from RCA:

CURRENT ASSETS	
Cash	\$ 17,745
Accounts receivable (net)	1,589,548
Prepaid expenses	-
Total current assets	<u>1,607,293</u>
FIXED ASSETS	
Real estate	605,131
Vehicles and equipment	46,280
Total fixed assets	<u>651,411</u>
Less - accumulated depreciation	-
Net fixed assets	<u>651,411</u>
OTHER ASSETS	
Restricted cash	35,488
Investment in limited partnership	137,555
Total other assets	<u>173,043</u>
TOTAL ASSETS	<u>2,431,747</u>
CURRENT LIABILITIES	
Accounts payable	14,705
Accrued payroll and payroll taxes	-
Accrued expenses	1,774
Accrued compensated absences	162,951
Deferred revenue	387,594
Due to other corporations	249,287
Tenant deposits	15,556
Other reserves	17,239
Total current liabilities	<u>849,106</u>
TOTAL LIABILITIES	<u>849,106</u>
NET ASSETS	<u>\$ 1,582,641</u>

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS
JULY 31, 2011 AND 2010

NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Actual results may differ from these amounts.

None of the estimates used in preparing the financial statements are significant.

Cash equivalents

For the purpose of the statement of cash flows, the Corporation considers all unrestricted highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.

Allowance for Doubtful Accounts

The contracts receivable allowance for doubtful accounts is based upon management's assessment of the credit history with customers having outstanding balances and current relationships with them.

The accounts receivable allowance for doubtful accounts is based upon an analysis of the aged accounts receivable listing.

Fixed asset acquisitions

Fixed assets acquired by the Corporation are capitalized at cost and depreciated over their estimated useful lives on a straight-line method. It is the Corporation's policy to capitalize expenditures for these items in excess of \$5,000.

Fixed assets purchased with grant funds are owned by the Corporation while used in the program for which they were purchased or in other future authorized programs. However, the various funding sources have a reversionary interest in the fixed assets purchased with grant funds. The disposition of fixed assets, as well as the ownership of any proceeds, is subject to funding source regulations.

In-kind

In-kind revenues and expenses represent fair market value of volunteer services and non-paid goods which were donated to the Corporation during the current fiscal year.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS
JULY 31, 2011 AND 2010

NOTE 2 - CASH

The Corporation maintains its cash balances at several financial institutions located in New Hampshire and Maine. The balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 per financial institution. In addition, on October 2, 2008, the Corporation entered into an agreement with its principal banking partner to collateralize all deposits in excess of the FDIC insurance limitation. Therefore, as of July 31, 2011 and 2010, there are no uninsured cash balances. It is the opinion of management that the solvency of the referenced financial institutions is not of particular concern at this time.

NOTE 3 - RESTRICTED CASH

The housing projects are required to set aside amounts for the replacement of property and other expenditures. These amounts are set aside in separate accounts and generally are not available for operating purposes.

The housing projects are also required to put any surplus cash into a separate account. These accounts are also not available for operating purposes.

NOTE 4 - ALLOWANCE FOR UNCOLLECTIBLE ACCOUNTS

The allowance for uncollectible contracts receivable was estimated to be \$0 and \$0 at July 31, 2011 and 2010, respectively.

The allowance for uncollectible accounts receivable was estimated to be \$0 and \$0 at July 31, 2011 and 2010, respectively.

NOTE 5 - UNRESTRICTED NET ASSETS

None of the Corporation's net assets are subject to donor-imposed restrictions. Accordingly, all net assets are accounted for as unrestricted net assets.

NOTE 6 - OPERATING LEASES

The Corporation leases various facilities and equipment under several operating leases. Total lease payments for the years ended July 31, 2011 and 2010 equaled \$950,645 and \$727,660, respectively. The leases expire at various times through August 2015. Some of the leases contain renewal options that are contingent upon federal funding and some contain renewal options subject to renegotiation of lease terms.

The following is a schedule of future minimum lease payments for the operating leases as of July 31, 2011:

2012	\$ 212,917
2013	97,679
2014	89,063
2015	69,967
2016	-

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS
JULY 31, 2011 AND 2010

NOTE 7 - INVESTMENTS

Investments are reported at their fair value at year end. Although the Corporation believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at year end.

The fair value measurement establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy has three levels which are described below.

Level 1 Fair Value Measurements

The fair values of investments are based on the quoted price reported on the active market for identical assets.

Level 2 Fair Value Measurements

The fair values of investments are based on the quoted price reported on the active market for similar assets, or they are based on the quoted price reported on a market that is not active for identical or similar assets.

Level 3 Fair Value Measurements

The fair value of certain investments is not actively traded and significant other observable inputs are not available. In this case, management decides what the best valuation technique to use is.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS
JULY 31, 2011 AND 2010

NOTE 7 – INVESTMENTS (CONTINUED)

The investments of the Corporation consisted of the following as of July 31,:

			2011		
			Fair value at reporting date		
Description	Cost	Fair Value	Quoted prices in active markets for identical assets (Level 1)	Significant other observable inputs (Level 2)	Significant un-observable inputs (Level 3)
Equity securities	\$2,087,825	\$2,198,292	\$2,198,292	\$ -	\$ -
Total	\$2,087,825	\$2,198,292	\$2,198,292	\$ -	\$ -

			2010		
			Fair value at reporting date		
Description	Cost	Fair Value	Quoted prices in active markets for identical assets (Level 1)	Significant other observable inputs (Level 2)	Significant un-observable inputs (Level 3)
Equity securities	\$1,687,825	\$1,633,892	\$1,633,892	\$ -	\$ -
Total	\$1,687,825	\$1,633,892	\$1,633,892	\$ -	\$ -

The activities of the Corporation's investment account are summarized as follows:

	2011	2010
Fair Value - August 1	\$1,633,892	\$1,260,698
Additions	404,112	200,001
Distributions	-	-
Realized gains (losses)	-	-
Unrealized gains (losses)	160,288	173,193
Fair Value - July 31	\$2,198,292	\$1,633,892

NOTE 8 - RETIREMENT BENEFITS

The Corporation has an Employer-Sponsored 403(b) plan offering coverage to all of its employees. Participating employees must contribute at least 5% of their wages, while the Corporation contributes 10% of their wages. The pension expense for the years ended July 31, 2011 and 2010 was \$593,599 and \$550,989, respectively.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS
JULY 31, 2011 AND 2010

NOTE 9 - INCOME TAXES

The Corporation qualifies as an organization exempt from income tax under Section 501(c)(3) of the Internal Revenue Code. Management believes there is no tax on unrelated business income, therefore no income tax provisions have been made in the accompanying financial statements.

NOTE 10 – CONTINGENT LIEN J. BROWN HOMESTEAD PROPERTY

In 1999, the Town of Raymond, New Hampshire, conveyed land and buildings to Rockingham Community Action (RCA) for \$1 and a mortgage lien of \$604,418. The buildings contain four apartments limited to low-income seniors, office space for the Outreach operations, space for the Food Pantry operation, and a common meeting room for use by Town of Raymond organizations. The Town of Raymond included a requirement that the property be used for a social service center for a period of 20 years, called the benefit period, after which this requirement terminates.

RCA granted the Town of Raymond a lien on the property, such lien to be paid from the proceeds of any sale in the event that RCA sells or otherwise conveys the property within 20 years from the date of the mortgage (1999), or if not paid at the time of the sale will run with the land to any subsequent purchaser for the remaining benefit period. This mortgage lien has no scheduled principle or interest payments and is forgivable at a rate of 1/20 each year of the benefit period until it is completely forgiven in year 2019. The current value of this lien at July 31, 2011 is \$271,987.

The appraised value of the land and buildings at the time of the donation was \$220,000. RCA has operated its Raymond Community Action Center at the property since the transfer and plans to continue to do so. Therefore, since RCA has no plans to sell or transfer this property, the contingent mortgage lien liability has not been included on these financial statements.

NOTE 11 – CONTINGENCIES

The Corporation receives grant funding from various sources. Under the terms of these agreements, the Corporation is required to use the funds within a certain period and for purposes specified by the governing laws and regulations. If expenditures were found not to have been made in compliance with the laws and regulations, the Corporation might be required to repay the funds. No provisions have been made for this contingency because specific amounts, if any, have not yet been determined.

NOTE 12 – TRANSFER OF ASSETS

On January 1, 2011, the Company transferred substantially all assets and operations of SEE Science Center (a Division). The Division's financial position, results of operations and cash flows were separately reported for all periods presented. The 2010 financial information was reclassified to enhance comparability with 2011 information.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS
JULY 31, 2011 AND 2010

NOTE 13 - LONG-TERM DEBT

	<u>2011</u>	<u>2010</u>
<u>SNHS, Inc.</u>		
Mortgage payable to City of Manchester, secured by real estate located in Manchester, NH. \$2,255 of principal will be forgiven annually for a period of five years if SNHS can demonstrate the service objectives have been achieved.	\$ 11,275	\$ 11,275
Mortgage payable to bank, secured by real estate located on Temple St., Nashua, NH, payable in monthly installments of \$3,349 including interest through 2030. Interest is at 4.000%.	414,669	440,000
<u>SNHS Management Corporation</u>		
Mortgage payable to bank, secured by real estate located on Allds St. Nashua, NH, payable in monthly installments of \$1,789 including interest through 2013. Interest is at 7.500%.	36,858	56,030
Mortgage payable to bank, secured by real estate located on Pine St., Manchester, NH, payable in monthly installments of \$2,591 including interest through 2017. Interest is at 6.400%.	48,180	76,156
Mortgage payable to bank, secured by real estate located on West Pearl St., Nashua, NH. Mortgage will be forgiven only if real estate remains low income housing for 40 years. Interest is at 0.000%.	170,000	170,000
Mortgage payable to bank secured by real estate located on Silver St., Manchester, NH, payable in monthly installments of \$3,090 including interest through 2019. Interest is at 7.960%.	198,440	218,406
Mortgage payable to bank, secured by real estate located on Allds St., Nashua, NH, payable in monthly installments of \$3,654 including interest through 2019. Interest is at 7.500%.	308,337	327,386

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS
JULY 31, 2011 AND 2010

NOTE 13 - LONG-TERM DEBT (CONTINUED)

	2011	2010
<u>Housing Corporations</u>		
Mortgage payable between HUD and Rural Housing for the Elderly II, Inc., secured by real estate located in Nashua, NH. Mortgage will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	\$ 3,167,260	\$ 3,167,260
Mortgage payable between Key Bank and SNHS Rural Housing for the Elderly, Inc., secured by real estate located in Greenville, NH, payable in monthly installments of \$14,044 including interest through 2040. Interest is at 5.120%.	2,552,996	2,589,782
Mortgage payable between HUD and SNHS Elderly Housing, Inc., secured by real estate located in Epping, NH, payable in monthly installments of \$7,793 including interest through 2028. Interest is at 9.000%.	833,733	851,344
Mortgage payable between HUD and Sundial Elderly Housing, Inc., secured by real estate located in Nashua, NH. Mortgage will be forgiven if real estate remains low income housing for 40 years. Interest is 0.000%.	4,278,218	4,278,218
Mortgage payable between HUD and SNHS Northwood Elderly Housing, Inc., secured by real estate located in Northwood, NH. Mortgage will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	3,460,700	3,460,700
Mortgage payable between the Town of Northwood and SNHS Northwood Elderly Housing, Inc., secured by real estate located in Northwood, NH. Mortgage will be forgiven if real estate remains low income housing for 20 years and the entity does not generate residual receipts. Interest is at 0.000%.	95,000	95,000
Mortgage payable between HUD and SNHS Farmington Elderly Housing, Inc., secured by real estate located in Manchester, NH. Mortgage will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	2,841,617	2,841,617

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS
JULY 31, 2011 AND 2010

NOTE 13 - LONG-TERM DEBT (CONTINUED)

	<u>2011</u>	<u>2010</u>
Mortgage payable between HUD and SNHS Elderly Housing V, Inc., secured by real estate located in Manchester, NH. Mortgage will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	\$ 2,948,706	\$ 2,948,706
Mortgage payable between HUD and SNHS Elderly Housing II, Inc., secured by real estate located in Rochester, NH. Mortgage will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%	2,485,859	2,485,859
Mortgage payable between HUD and SNHS Elderly Housing III, Inc., secured by real estate located in Rochester, NH. Mortgage will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	3,518,900	3,518,900
Mortgage payable between HUD and SNHS Elderly Housing II, Inc., secured by real estate located in Rochester, NH. Mortgage will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	2,966,900	2,966,900
Mortgage payable between HUD and Rural Housing for the Elderly II, Inc., secured by real estate located in Nashua, NH. Mortgage will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	2,410,181	2,410,181
Mortgage payable between HUD and SNHS Elderly Housing IV, Inc., secured by real estate located in Nashua, NH. Mortgage will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	4,412,500	4,412,500
Mortgage payable between HUD and SNHS Raymond Elderly Housing, Inc., secured by real estate located in Raymond, NH. Mortgage will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	1,720,923	1,720,923

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS
JULY 31, 2011 AND 2010

NOTE 13 - LONG-TERM DEBT (CONTINUED)

	2011	2010
Mortgage payable between HUD and SNHS Pittsburg Elderly Housing, Inc., secured by real estate located in Pittsburg, NH. Mortgage will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	\$ 1,479,700	\$ 1,479,700
Mortgage payable between HUD and SNHS North Berwick Elderly Housing, Inc., secured by real estate located in North Berwick, ME. Mortgage will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	2,016,067	2,016,067
Mortgage payable between HUD and SNHS Greenfield Elderly Housing, Inc., secured by real estate located in Greenfield, NH. Mortgage will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	1,566,333	1,566,333
Mortgage payable between NHHFA and SNHS Greenfield Elderly Housing, Inc., secured by real estate located in Greenfield, NH. Mortgage payments are based upon surplus cash. Remaining balance due in 2040 or upon sale of the property. Interest is at 0.000%.	450,000	450,000
Mortgage payable between HUD and SNHS Ashland Housing, Inc., secured by real estate located in Ashland, NH. Mortgage will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	3,426,100	3,426,100
Mortgage payable between HUD and SNHS Elderly Housing VI, Inc., secured by real estate located in Bristol, NH. Mortgage will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	2,719,738	2,711,900
Mortgage payable between HUD and SNHS Elderly Housing VII, Inc., secured by real estate located in Manchester, NH. The mortgage will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	5,143,400	4,673,233

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS
JULY 31, 2011 AND 2010

NOTE 13 - LONG-TERM DEBT (CONTINUED)

	<u>2011</u>	<u>2010</u>
Capital advance between HUD and SNHS Elderly Housing VII, Inc., secured by real estate located in Manchester, NH. The advance is expected to be converted into a mortgage once construction has been completed. The mortgage will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	\$ 2,089,845	\$ -
Capital advance between HUD and SNHS Elderly Housing VIII, Inc., secured by real estate located in Campton, NH. The advance is expected to be converted into a mortgage once construction has been completed. The mortgage will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	1,020,843	-
Capital advance between HUD and SNHS Elderly Housing IX, Inc., secured by real estate located in Plymouth, NH. The advance is expected to be converted into a mortgage once construction has been completed. The mortgage will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	54,273	-
Capital advance between HUD and SNHS Elderly Housing X, Inc., secured by real estate located in Woodstock, NH. The advance is expected to be converted into a mortgage once construction has been completed. The mortgage will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	45,081	-
Total Long Term Debt	<u>\$ 58,892,632</u>	<u>\$ 55,370,476</u>
Current portion	\$ 172,602	\$ 163,091
Long-term portion	58,720,030	55,207,385
	<u>\$ 58,892,632</u>	<u>\$ 55,370,476</u>

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
NOTES TO FINANCIAL STATEMENTS
JULY 31, 2011 AND 2010

NOTE 13 - LONG-TERM DEBT (CONTINUED)

Principal maturities for long-term debt for the next five subsequent fiscal years from July 31, 2011, are as follows:

2012	\$	172,602
2013		144,835
2014		115,784
2015		123,523
2016		131,910

NOTE 14 - CONCENTRATION OF REVENUES

The Corporation derives approximately 63% of its total revenues from the State of New Hampshire.

NOTE 15 - ADVERTISING

The Corporation uses advertising to promote programs among the people it serves. The production costs of advertising are expensed as incurred.

NOTE 16 - MANAGEMENT REVIEW

Management has reviewed subsequent events as of April 30, 2012, the date the financial statements were available to be issued. At this time, there were no material subsequent events.

Ron L. Beaulieu & Company

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INDEPENDENT AUDITORS' REPORT ON COMBINING INFORMATION

April 30, 2012

To the Board of Directors of
Southern New Hampshire Services, Inc.
Manchester, New Hampshire

Our report on our audit of the combined financial statements of Southern New Hampshire Services, Inc. for the year ended July 31, 2011 appears on page 1. This audit was made for the purpose of forming an opinion on the combined financial statements taken as a whole. The combining information in Schedules A and B, for the year ended July 31, 2011, has been subjected to the auditing procedures applied in the audit of the combined financial statements and is presented for the purposes of additional analysis of the combined financial statements rather than to present the financial position and activities of the individual corporations. Accordingly, we do not express an opinion on the financial position and activities of the individual corporations. However, in our opinion, the combined information in Schedules A and B, for the year ended July 31, 2011, is fairly stated in all material respects in relation to the combined financial statements taken as a whole.

Ron L. Beaulieu & Co.

Certified Public Accountants

SCHEDULE A

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
COMBINING SCHEDULE OF FINANCIAL POSITION
JULY 31, 2011

	10/15/30/40/5 0/080/081/82/ 810/845				
			105	110	120
	SNHS, Inc.	SNHS Management Corporation	Rural Housing for the Elderly II Landing II	Rural Housing for the Elderly	SNHS Elderly Housing
ASSETS					
CURRENT ASSETS					
Cash	\$ 529,978	\$ 4,074,544	\$ 48,634	\$ 129,619	\$ 19,377
Investments	-	2,198,292	-	-	-
Contracts receivable (net)	3,489,348	1,678,245	8,404	5,983	1,803
Accounts receivable (net)	-	332,885	-	-	-
Prepaid expenses	23,628	7,201	25,268	17,605	11,563
Inventory	-	-	-	-	-
Due from other corporations	3,534,536	854,108	-	-	-
Total current assets	<u>7,577,490</u>	<u>9,145,275</u>	<u>82,306</u>	<u>153,207</u>	<u>32,743</u>
FIXED ASSETS					
Land	219,849	1,214,583	2,898	166,890	58,991
Buildings and improvements	1,393,065	3,850,553	3,246,666	3,516,363	1,062,234
Vehicles and equipment	820,233	389,593	19,922	272,968	19,668
Construction in progress	-	-	-	-	-
Total fixed assets	<u>2,433,147</u>	<u>5,454,729</u>	<u>3,269,486</u>	<u>3,956,221</u>	<u>1,140,893</u>
Less - accumulated depreciation	<u>(1,077,486)</u>	<u>(2,058,718)</u>	<u>(872,731)</u>	<u>(2,140,352)</u>	<u>(623,206)</u>
Net fixed assets	<u>1,355,661</u>	<u>3,396,011</u>	<u>2,396,755</u>	<u>1,815,869</u>	<u>517,687</u>
OTHER ASSETS					
Restricted cash	-	202,494	133,558	584,788	14,462
Miscellaneous other assets	-	137,555	-	156,595	-
Total other assets	<u>-</u>	<u>340,049</u>	<u>133,558</u>	<u>741,383</u>	<u>14,462</u>
TOTAL ASSETS	<u>\$ 8,933,151</u>	<u>\$ 12,881,335</u>	<u>\$ 2,612,619</u>	<u>\$ 2,710,459</u>	<u>\$ 564,892</u>
LIABILITIES AND NET ASSETS					
CURRENT LIABILITIES					
Accounts payable	\$ 427,834	\$ 61,140	\$ 2,087	\$ 7,940	\$ 3,675
Accrued payroll and payroll taxes	219,731	271,226	1,439	5,063	827
Accrued compensated absences	-	758,027	-	-	-
Accrued other liabilities	51,049	1,775	5,185	15,730	5,421
Deferred revenue	2,995,832	387,594	882	4,361	-
Over applied overhead	388,599	-	-	-	-
Tenant security deposits	-	41,450	16,416	20,233	6,346
Due to other corporations	3,582,718	330,523	11,587	39,474	55,358
Current portion of long-term debt	24,255	90,678	-	38,550	19,119
Total current liabilities	<u>7,690,018</u>	<u>1,942,413</u>	<u>37,596</u>	<u>131,351</u>	<u>90,746</u>
LONG-TERM DEBT, less current portion	<u>401,689</u>	<u>671,137</u>	<u>3,167,260</u>	<u>2,514,446</u>	<u>814,614</u>
TOTAL LIABILITIES	<u>8,091,707</u>	<u>2,613,550</u>	<u>3,204,856</u>	<u>2,645,797</u>	<u>905,360</u>
NET ASSETS					
Unrestricted	<u>841,444</u>	<u>10,267,785</u>	<u>(592,237)</u>	<u>64,662</u>	<u>(340,468)</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 8,933,151</u>	<u>\$ 12,881,335</u>	<u>\$ 2,612,619</u>	<u>\$ 2,710,459</u>	<u>\$ 564,892</u>

See accompanying independent auditors' report on combining information.

SCHEDULE A (CONTINUED)

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
COMBINING SCHEDULE OF FINANCIAL POSITION
JULY 31, 2011

	130	140	145	146	147
	Sundial Elderly Housing	SNHS Northwood Elderly Housing	SNHS Elderly Housing VII	SNHS Elderly Housing VII	SNHS Elderly Housing VII Construction
ASSETS					
CURRENT ASSETS					
Cash	\$ 43,779	\$ 29,821	\$ 59,479	\$ 100	\$ -
Investments	-	-	-	-	-
Contracts receivable (net)	578	-	113	-	-
Accounts receivable (net)	-	-	-	-	-
Prepaid expenses	31,323	12,179	19,030	-	-
Inventory	-	-	-	-	-
Due from other corporations	-	-	-	-	-
Total current assets	<u>75,680</u>	<u>42,000</u>	<u>78,622</u>	<u>100</u>	<u>-</u>
FIXED ASSETS					
Land	311,653	75,801	662,211	-	-
Buildings and improvements	4,023,757	3,461,132	4,420,243	-	-
Vehicles and equipment	44,333	20,408	35,003	-	-
Construction in progress	-	-	-	-	16,744
Total fixed assets	<u>4,379,743</u>	<u>3,557,341</u>	<u>5,117,457</u>	<u>-</u>	<u>16,744</u>
Less - accumulated depreciation	<u>(1,503,499)</u>	<u>(479,932)</u>	<u>(117,478)</u>	<u>-</u>	<u>-</u>
Net fixed assets	<u>2,876,244</u>	<u>3,077,409</u>	<u>4,999,979</u>	<u>-</u>	<u>16,744</u>
OTHER ASSETS					
Restricted cash	285,183	60,082	46,564	100	-
Miscellaneous other assets	-	-	4,694	-	-
Total other assets	<u>285,183</u>	<u>60,082</u>	<u>51,258</u>	<u>100</u>	<u>-</u>
TOTAL ASSETS	<u>\$ 3,237,107</u>	<u>\$ 3,179,491</u>	<u>\$ 5,129,859</u>	<u>\$ 200</u>	<u>\$ 16,744</u>
LIABILITIES AND NET ASSETS					
CURRENT LIABILITIES					
Accounts payable	\$ 1,970	\$ 6,326	\$ 1,395	\$ -	\$ 3,993
Accrued payroll and payroll taxes	3,102	1,142	1,537	-	-
Accrued compensated absences	-	-	-	-	-
Accrued other liabilities	5,421	5,422	14,962	-	-
Deferred revenue	1,167	-	-	-	-
Over applied overhead	-	-	-	-	-
Tenant security deposits	24,965	10,605	10,947	-	-
Due to other corporations	72,014	26,329	37,876	200	12,750
Current portion of long-term debt	-	-	-	-	-
Total current liabilities	<u>108,639</u>	<u>49,824</u>	<u>66,717</u>	<u>200</u>	<u>16,743</u>
LONG-TERM DEBT, less current portion	<u>4,278,218</u>	<u>3,555,700</u>	<u>5,143,400</u>	<u>-</u>	<u>-</u>
TOTAL LIABILITIES	<u>4,386,857</u>	<u>3,605,524</u>	<u>5,210,117</u>	<u>200</u>	<u>16,743</u>
NET ASSETS					
Unrestricted	<u>(1,149,750)</u>	<u>(426,033)</u>	<u>(80,258)</u>	<u>-</u>	<u>1</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 3,237,107</u>	<u>\$ 3,179,491</u>	<u>\$ 5,129,859</u>	<u>\$ 200</u>	<u>\$ 16,744</u>

See accompanying independent auditors' report on combining information.

SCHEDULE A (CONTINUED)

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
COMBINING SCHEDULE OF FINANCIAL POSITION
JULY 31, 2011

	148	150	155	157	160
	OLPH II Construction	SNHS Farmington Elderly Housing	SNHS Elderly Housing V	SNHS Elderly Housing V Construction	SNHS Elderly Housing II - Roberge
ASSETS					
CURRENT ASSETS					
Cash	\$ -	\$ 29,218	\$ 21,433	\$ -	\$ 48,217
Investments	-	-	-	-	-
Contracts receivable (net)	-	644	-	6	16,450
Accounts receivable (net)	-	-	-	-	-
Prepaid expenses	-	19,624	12,408	-	16,112
Inventory	-	-	-	-	-
Due from other corporations	192,822	-	-	6,533	-
Total current assets	192,822	49,486	33,841	6,539	80,779
FIXED ASSETS					
Land	307,501	267,538	150,000	-	126,045
Buildings and improvements	1,580,209	2,700,080	2,763,653	-	2,412,849
Vehicles and equipment	-	24,778	37,300	-	35,697
Construction in progress	-	-	-	-	-
Total fixed assets	1,887,710	2,992,396	2,950,953	-	2,574,591
Less - accumulated depreciation	-	(984,451)	(404,736)	-	(1,023,792)
Net fixed assets	1,887,710	2,007,945	2,546,217	-	1,550,799
OTHER ASSETS					
Restricted cash	10,000	74,889	99,947	-	116,471
Miscellaneous other assets	-	-	-	-	-
Total other assets	10,000	74,889	99,947	-	116,471
TOTAL ASSETS	\$ 2,090,532	\$ 2,132,320	\$ 2,680,005	\$ 6,539	\$ 1,748,049
LIABILITIES AND NET ASSETS					
CURRENT LIABILITIES					
Accounts payable	\$ 687	\$ 3,275	\$ 419	\$ 6,539	\$ 643
Accrued payroll and payroll taxes	-	1,707	1,193	-	1,658
Accrued compensated absences	-	-	-	-	-
Accrued other liabilities	-	18,323	24,550	-	-
Deferred revenue	-	684	-	-	305
Over applied overhead	-	-	-	-	-
Tenant security deposits	-	12,132	9,530	-	12,323
Due to other corporations	-	16,519	19,338	-	41,844
Current portion of long-term debt	-	-	-	-	-
Total current liabilities	687	52,640	55,030	6,539	56,773
LONG-TERM DEBT, less current portion	2,089,845	2,841,617	2,948,706	-	2,485,859
TOTAL LIABILITIES	2,090,532	2,894,257	3,003,736	6,539	2,542,632
NET ASSETS					
Unrestricted	-	(761,937)	(323,731)	-	(794,583)
TOTAL LIABILITIES AND NET ASSETS	\$ 2,090,532	\$ 2,132,320	\$ 2,680,005	\$ 6,539	\$ 1,748,049

See accompanying independent auditors' report on combining information.

SCHEDULE A (CONTINUED)

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
COMBINING SCHEDULE OF FINANCIAL POSITION
JULY 31, 2011

	170	175	180	185	190
	SNHS Elderly Housing III	SNHS Elderly Housing II - Chasse	Rural Housing for the Elderly II - Landing I	SNHS Elderly Housing IV	SNHS Raymond Elderly Housing
ASSETS					
CURRENT ASSETS					
Cash	\$ 77,319	\$ 54,218	\$ 47,933	\$ 34,117	\$ 52,415
Investments	-	-	-	-	-
Contracts receivable (net)	290	250	-	748	-
Accounts receivable (net)	-	-	-	-	-
Prepaid expenses	10,439	11,828	17,483	22,397	17,854
Inventory	-	-	-	-	-
Due from other corporations	-	-	-	-	-
Total current assets	<u>88,048</u>	<u>66,296</u>	<u>65,416</u>	<u>57,262</u>	<u>70,269</u>
FIXED ASSETS					
Land	288,401	7,420	7,898	163,377	118,481
Buildings and improvements	3,302,280	2,946,153	2,500,069	4,323,024	1,733,273
Vehicles and equipment	20,841	24,433	14,382	21,625	17,220
Construction in progress	-	-	-	-	-
Total fixed assets	<u>3,611,522</u>	<u>2,978,006</u>	<u>2,522,349</u>	<u>4,508,026</u>	<u>1,868,974</u>
Less - accumulated depreciation	<u>(1,092,343)</u>	<u>(604,147)</u>	<u>(746,383)</u>	<u>(629,531)</u>	<u>(619,761)</u>
Net fixed assets	<u>2,519,179</u>	<u>2,373,859</u>	<u>1,775,966</u>	<u>3,878,495</u>	<u>1,249,213</u>
OTHER ASSETS					
Restricted cash	212,914	116,706	92,952	160,429	119,977
Miscellaneous other assets	-	-	-	-	-
Total other assets	<u>212,914</u>	<u>116,706</u>	<u>92,952</u>	<u>160,429</u>	<u>119,977</u>
TOTAL ASSETS	<u>\$ 2,820,141</u>	<u>\$ 2,556,861</u>	<u>\$ 1,934,334</u>	<u>\$ 4,096,186</u>	<u>\$ 1,439,459</u>
LIABILITIES AND NET ASSETS					
CURRENT LIABILITIES					
Accounts payable	\$ 809	\$ 2,867	\$ 539	\$ 2,147	\$ 1,279
Accrued payroll and payroll taxes	1,626	1,585	1,476	1,615	827
Accrued compensated absences	-	-	-	-	-
Accrued other liabilities	5,421	5,186	5,186	22,707	27,578
Deferred revenue	145	4,000	-	-	-
Over applied overhead	-	-	-	-	-
Tenant security deposits	17,169	11,149	11,970	17,029	8,758
Due to other corporations	32,541	18,672	8,156	9,410	29,827
Current portion of long-term debt	-	-	-	-	-
Total current liabilities	<u>57,711</u>	<u>43,459</u>	<u>27,327</u>	<u>52,908</u>	<u>68,269</u>
LONG-TERM DEBT, less current portion	<u>3,518,900</u>	<u>2,966,900</u>	<u>2,410,181</u>	<u>4,412,500</u>	<u>1,720,923</u>
TOTAL LIABILITIES	<u>3,576,611</u>	<u>3,010,359</u>	<u>2,437,508</u>	<u>4,465,408</u>	<u>1,789,192</u>
NET ASSETS					
Unrestricted	<u>(756,470)</u>	<u>(453,498)</u>	<u>(503,174)</u>	<u>(369,222)</u>	<u>(349,733)</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 2,820,141</u>	<u>\$ 2,556,861</u>	<u>\$ 1,934,334</u>	<u>\$ 4,096,186</u>	<u>\$ 1,439,459</u>

See accompanying independent auditors' report on combining information.

SCHEDULE A (CONTINUED)

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
COMBINING SCHEDULE OF FINANCIAL POSITION
JULY 31, 2011

	200 Pittsburg Elderly	210 Berwick Elderly	220 Greenfield Elderly	230 Ashland Elderly	232 Ashland Elderly
ASSETS					
CURRENT ASSETS					
Cash	\$ 11,871	\$ 38,433	\$ 25,946	\$ 27,262	\$ 1
Investments	-	-	-	-	-
Contracts receivable (net)	-	1,159	-	725	-
Accounts receivable (net)	-	-	-	-	-
Prepaid expenses	11,612	7,553	16,113	5,878	-
Inventory	-	-	-	-	-
Due from other corporations	-	-	-	-	-
Total current assets	23,483	47,145	42,059	33,865	1
FIXED ASSETS					
Land	16,000	109,866	62,337	295,000	-
Buildings and improvements	1,586,665	1,936,086	1,975,729	2,994,796	13,125
Vehicles and equipment	11,398	27,602	20,286	48,871	-
Construction in progress	-	-	-	-	-
Total fixed assets	1,614,063	2,073,554	2,058,352	3,338,667	13,125
Less - accumulated depreciation	(531,102)	(551,728)	(523,320)	(292,075)	-
Net fixed assets	1,082,961	1,521,826	1,535,032	3,046,592	13,125
OTHER ASSETS					
Restricted cash	51,596	79,429	146,800	420,115	-
Miscellaneous other assets	-	-	-	-	-
Total other assets	51,596	79,429	146,800	420,115	-
TOTAL ASSETS	\$ 1,158,040	\$ 1,648,400	\$ 1,723,891	\$ 3,500,572	\$ 13,126
LIABILITIES AND NET ASSETS					
CURRENT LIABILITIES					
Accounts payable	\$ 450	\$ 1,142	\$ 1,633	\$ 9,175	\$ -
Accrued payroll and payroll taxes	802	979	924	964	-
Accrued compensated absences	-	-	-	-	-
Accrued other liabilities	5,422	5,421	5,420	23,271	-
Deferred revenue	878	-	927	-	-
Over applied overhead	-	-	-	-	-
Tenant security deposits	4,394	7,834	6,641	9,826	-
Due to other corporations	41,337	29,505	33,364	21,647	13,126
Current portion of long-term debt	-	-	-	-	-
Total current liabilities	53,283	44,881	48,909	64,883	13,126
LONG-TERM DEBT, less current portion	1,479,700	2,016,067	2,016,333	3,426,100	-
TOTAL LIABILITIES	1,532,983	2,060,948	2,065,242	3,490,983	13,126
NET ASSETS					
Unrestricted	(374,943)	(412,548)	(341,351)	9,589	-
TOTAL LIABILITIES AND NET ASSETS	\$ 1,158,040	\$ 1,648,400	\$ 1,723,891	\$ 3,500,572	\$ 13,126

See accompanying independent auditors' report on combining information.

SCHEDULE A (CONTINUED)

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
COMBINING SCHEDULE OF FINANCIAL POSITION
JULY 31, 2011

	235	237	240	242	247
	SNHS Elderly Housing VI	SNHS Elderly Housing VI Construction	SNHS Elderly Housing VIII	SNHS Elderly Housing VIII - Construction	SNHS Elderly Housing IX - Construction
ASSETS					
CURRENT ASSETS					
Cash	\$ 25,675	\$ -	\$ 50	\$ 217	\$ 50
Investments	-	-	-	-	-
Contracts receivable (net)	-	-	-	-	-
Accounts receivable (net)	-	-	-	-	-
Prepaid expenses	5,955	-	-	-	-
Inventory	-	-	-	-	-
Due from other corporations	-	-	-	20,925	-
Total current assets	31,630	-	50	21,142	50
FIXED ASSETS					
Land	309,800	3,739	-	214,720	21,680
Buildings and improvements	2,575,556	96,148	-	775,315	-
Vehicles and equipment	20,356	-	-	-	-
Construction in progress	-	8,653	-	-	67,099
Total fixed assets	2,905,712	108,540	-	990,035	88,779
Less - accumulated depreciation	(128,528)	-	-	-	-
Net fixed assets	2,777,184	108,540	-	990,035	88,779
OTHER ASSETS					
Restricted cash	20,326	3	150	10,000	-
Miscellaneous other assets	-	-	-	-	-
Total other assets	20,326	3	150	10,000	-
TOTAL ASSETS	\$ 2,829,140	\$ 108,543	\$ 200	\$ 1,021,177	\$ 88,829
LIABILITIES AND NET ASSETS					
CURRENT LIABILITIES					
Accounts payable	\$ 1,310	\$ 92,105	\$ -	\$ 334	\$ -
Accrued payroll and payroll taxes	643	-	-	-	-
Accrued compensated absences	-	-	-	-	-
Accrued other liabilities	19,062	-	-	-	-
Deferred revenue	-	-	-	-	-
Over applied overhead	-	-	-	-	-
Tenant security deposits	5,619	-	-	-	-
Due to other corporations	49,264	16,435	200	-	34,556
Current portion of long-term debt	-	-	-	-	-
Total current liabilities	75,898	108,540	200	334	34,556
LONG-TERM DEBT, less current portion	2,719,738	-	-	1,020,843	54,273
TOTAL LIABILITIES	2,795,636	108,540	200	1,021,177	88,829
NET ASSETS					
Unrestricted	33,504	3	-	-	-
TOTAL LIABILITIES AND NET ASSETS	\$ 2,829,140	\$ 108,543	\$ 200	\$ 1,021,177	\$ 88,829

See accompanying independent auditors' report on combining information.

SCHEDULE A (CONTINUED)

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
COMBINING SCHEDULE OF FINANCIAL POSITION
JULY 31, 2011

	250	252			
	SNHS Elderly	SNHS Elderly			
	Housing X	Housing X			
		(Construction)	Sub-Total	Elimination	Totals
ASSETS					
CURRENT ASSETS					
Cash	\$ 50	\$ 50	\$ 5,429,806	\$ -	\$ 5,429,806
Investments	-	-	2,198,292	-	2,198,292
Contracts receivable (net)	-	-	5,204,746	-	5,204,746
Accounts receivable (net)	-	-	332,885	-	332,885
Prepaid expenses	-	-	323,053	-	323,053
Inventory	-	-	-	-	-
Due from other corporations	-	-	4,608,924	(4,608,924)	-
Total current assets	50	50	18,097,706	(4,608,924)	13,488,782
FIXED ASSETS					
Land	-	3,000	5,185,679	-	5,185,679
Buildings and improvements	-	-	61,189,023	-	61,189,023
Vehicles and equipment	-	-	1,946,917	-	1,946,917
Construction in progress	-	67,004	159,500	-	159,500
Total fixed assets	-	70,004	68,481,119	-	68,481,119
Less - accumulated depreciation	-	-	(17,005,299)	-	(17,005,299)
Net fixed assets	-	70,004	51,475,820	-	51,475,820
OTHER ASSETS					
Restricted cash	200	-	3,060,135	-	3,060,135
Miscellaneous other assets	-	-	298,844	-	298,844
Total other assets	200	-	3,358,979	-	3,358,979
TOTAL ASSETS	\$ 250	\$ 70,054	72,932,505	\$ (4,608,924)	\$ 68,323,581
LIABILITIES AND NET ASSETS					
CURRENT LIABILITIES					
Accounts payable	\$ -	\$ 869	\$ 642,582	\$ -	\$ 642,582
Accrued payroll and payroll taxes	-	-	520,066	-	520,066
Accrued compensated absences	-	-	758,027	-	758,027
Accrued other liabilities	-	-	272,512	-	272,512
Deferred revenue	-	-	3,396,775	-	3,396,775
Over applied overhead	-	-	388,599	-	388,599
Tenant security deposits	-	-	265,336	-	265,336
Due to other corporations	250	24,104	4,608,924	(4,608,924)	-
Current portion of long-term debt	-	-	172,602	-	172,602
Total current liabilities	250	24,973	11,025,423	(4,608,924)	6,416,499
LONG-TERM DEBT, less current portion	-	45,081	58,720,030	-	58,720,030
TOTAL LIABILITIES	250	70,054	69,745,453	(4,608,924)	65,136,529
NET ASSETS					
Unrestricted	-	-	3,187,052	-	3,187,052
TOTAL LIABILITIES AND NET ASSETS	\$ 250	\$ 70,054	72,932,505	\$ (4,608,924)	\$ 68,323,581

See accompanying independent auditors' report on combining information.

SCHEDULE B

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
COMBINING SCHEDULE OF ACTIVITIES
FOR THE YEAR ENDED JULY 31, 2011

	10/15/30/40/50/ 80/81/082/810/8	45	105	110	120
		SNHS Management Corporation	Rural Housing for the Elderly II Landing II	Rural Housing for the Elderly	SNHS Elderly Housing
	SNHS, Inc.				
REVENUES					
Grant/contract support	\$ 34,844,866	\$ 4,000	\$ -	\$ -	\$ -
Program service fees	170,462	508,452	-	-	-
Local funding	50,565	20,009	-	-	-
Rental income	500	440,436	297,281	914,151	260,214
Gifts and contributions	331,007	2,396	-	-	-
Special events and activities	26,436	-	-	-	-
Memberships	22,983	-	-	-	-
Interest Income	739	9,042	104	567	19
Unrealized gain (loss) on invest.	(96,640)	256,928	-	-	-
Rev. from commercial products	8,993	-	-	-	-
In-kind	1,034,912	-	-	-	-
Transfer from RCA acquisition	-	1,582,641	-	-	-
Miscellaneous	823,437	555,813	15,868	26,029	2,775
TOTAL REVENUES	37,218,260	3,379,717	313,253	940,747	263,008
EXPENSES					
Program services:					
Child Development	6,169,774	-	-	-	-
Community Services	1,525,600	-	-	-	-
Economic and Workforce Dev.	10,254,199	-	-	-	-
Energy	13,683,598	-	-	-	-
Hispanic-Latino Com. Services	437,761	-	-	-	-
Housing and Homeless	75,163	-	-	-	-
Nutrition and Health	1,660,271	-	-	-	-
Special Projects	617,939	-	-	-	-
Volunteer Services	181,568	-	-	-	-
SNHS Management Corporation	-	1,202,170	-	-	-
Housing Corporations	-	-	382,570	914,757	278,975
Total program services	34,605,873	1,202,170	382,570	914,757	278,975
Support services:					
Management and general	1,515,390	-	-	-	-
TOTAL EXPENSES	36,121,263	1,202,170	382,570	914,757	278,975
INCREASE (DECREASE) IN NET ASSETS	1,096,997	2,177,547	(69,317)	25,990	(15,967)
NET ASSETS - AUGUST 1	(255,553)	8,090,238	(522,920)	38,672	(324,501)
DONATED CAPITAL	-	-	-	-	-
NET ASSETS - JULY 31	\$ 841,444	\$ 10,267,785	\$ (592,237)	\$ 64,662	\$ (340,468)

See accompanying independent auditors' report on combining information.

SCHEDULE B (CONTINUED)

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
COMBINING SCHEDULE OF ACTIVITIES
FOR THE YEAR ENDED JULY 31, 2011

	130	140	145	146	147
	Sundial Elderly Housing	SNHS Northwood Elderly Housing	SNHS Elderly Housing, VII	SNHS Elderly Housing, VII	SNHS Elderly Housing, VII Construction
REVENUES					
Grant/contract support	\$ -	\$ -	\$ -	\$ -	\$ -
Program service fees	-	-	-	-	-
Local funding	-	-	-	-	-
Rental income	489,730	239,592	232,673	-	-
Gifts and contributions	-	-	-	-	-
Special events and activities	-	-	-	-	-
Memberships	-	-	-	-	-
Interest Income	312	45	131	-	1
Unrealized gain (loss) on invest.	-	-	-	-	-
Rev. from commercial products	-	-	-	-	-
In-kind	-	-	-	-	-
Transfer from RCA acquisition	-	-	-	-	-
Miscellaneous	15,788	5,354	6,571	-	-
TOTAL REVENUES	505,830	244,991	239,375	-	1
EXPENSES					
Program services:					
Child Development	-	-	-	-	-
Community Services	-	-	-	-	-
Economic and Workforce Dev.	-	-	-	-	-
Energy	-	-	-	-	-
Hispanic-Latino Com. Services	-	-	-	-	-
Housing and Homeless	-	-	-	-	-
Nutrition and Health	-	-	-	-	-
Special Projects	-	-	-	-	-
Volunteer Services	-	-	-	-	-
SNHS Management Corporation	-	-	-	-	-
Housing Corporations	640,414	341,625	316,796	-	-
Total program services	640,414	341,625	316,796	-	-
Support services:					
Management and general	-	-	-	-	-
TOTAL EXPENSES	640,414	341,625	316,796	-	-
INCREASE (DECREASE) IN NET ASSETS	(134,584)	(96,634)	(77,421)	-	1
NET ASSETS - AUGUST 1	(1,015,166)	(329,399)	(2,837)	-	-
DONATED CAPITAL	-	-	-	-	-
NET ASSETS - JULY 31	\$ (1,149,750)	\$ (426,033)	\$ (80,258)	\$ -	\$ 1

See accompanying independent auditors' report on combining information.

SCHEDULE B (CONTINUED)

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
COMBINING SCHEDULE OF ACTIVITIES
FOR THE YEAR ENDED JULY 31, 2011

	148	150	155	157	160
	OLPH II	SNHS	SNHS Elderly	SNHS Elderly	SNHS Elderly
	Construction	Farmington Elderly Housing	Housing V	Housing V Construction	Housing II - Roberge
REVENUES					
Grant/contract support	\$ -	\$ -	\$ -	\$ -	\$ -
Program service fees	-	-	-	-	-
Local funding	-	-	-	-	-
Rental income	-	295,650	191,020	-	329,956
Gifts and contributions	-	-	-	-	-
Special events and activities	-	-	-	-	-
Memberships	-	-	-	-	-
Interest Income	-	55	66	-	2,545
Unrealized gain (loss) on invest.	-	-	-	-	-
Rev. from commercial products	-	-	-	-	-
In-kind	-	-	-	-	-
Transfer from RCA acquisition	-	-	-	-	-
Miscellaneous	-	8,938	5,660	-	8,766
TOTAL REVENUES	-	304,643	196,746	-	341,267
EXPENSES					
Program services:					
Child Development	-	-	-	-	-
Community Services	-	-	-	-	-
Economic and Workforce Dev.	-	-	-	-	-
Energy	-	-	-	-	-
Hispanic-Latino Com. Services	-	-	-	-	-
Housing and Homeless	-	-	-	-	-
Nutrition and Health	-	-	-	-	-
Special Projects	-	-	-	-	-
Volunteer Services	-	-	-	-	-
SNHS Management Corporation	-	-	-	-	-
Housing Corporations	-	353,717	288,667	-	333,439
Total program services	-	353,717	288,667	-	333,439
Support services:					
Management and general	-	-	-	-	-
TOTAL EXPENSES	-	353,717	288,667	-	333,439
INCREASE (DECREASE) IN NET ASSETS	-	(49,074)	(91,921)	-	7,828
NET ASSETS - AUGUST 1	-	(712,863)	(231,810)	-	(802,411)
DONATED CAPITAL	-	-	-	-	-
NET ASSETS - JULY 31	\$ -	\$ (761,937)	\$ (323,731)	\$ -	\$ (794,583)

See accompanying independent auditors' report on combining information.

SCHEDULE B (CONTINUED)

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
COMBINING SCHEDULE OF ACTIVITIES
FOR THE YEAR ENDED JULY 31, 2011

	170	175	180	185	190
	SNHS Elderly Housing III	SNHS Elderly Housing II - Chasse	Rural Housing for the Elderly II - Landing I	SNHS Elderly Housing IV	SNHS Raymond Elderly Housing
REVENUES					
Grant/contract support	\$ -	\$ -	\$ -	\$ -	\$ -
Program service fees	-	-	-	-	-
Local funding	-	-	-	-	-
Rental income	379,781	307,301	263,397	284,605	208,402
Gifts and contributions	-	-	-	-	-
Special events and activities	-	-	-	-	-
Memberships	-	-	-	-	-
Interest Income	198	83	71	103	70
Unrealized gain (loss) on invest.	-	-	-	-	-
Rev. from commercial products	-	-	-	-	-
In-kind	-	-	-	-	-
Transfer from RCA acquisition	-	-	-	-	-
Miscellaneous	9,110	7,391	8,082	10,315	3,872
TOTAL REVENUES	389,089	314,775	271,550	295,023	212,344
EXPENSES					
Program services:					
Child Development	-	-	-	-	-
Community Services	-	-	-	-	-
Economic and Workforce Dev.	-	-	-	-	-
Energy	-	-	-	-	-
Hispanic-Latino Com. Services	-	-	-	-	-
Housing and Homeless	-	-	-	-	-
Nutrition and Health	-	-	-	-	-
Special Projects	-	-	-	-	-
Volunteer Services	-	-	-	-	-
SNHS Management Corporation	-	-	-	-	-
Housing Corporations	409,690	377,639	316,198	401,412	224,004
Total program services	409,690	377,639	316,198	401,412	224,004
Support services:					
Management and general	-	-	-	-	-
TOTAL EXPENSES	409,690	377,639	316,198	401,412	224,004
INCREASE (DECREASE) IN NET ASSETS	(20,601)	(62,864)	(44,648)	(106,389)	(11,660)
NET ASSETS - AUGUST 1	(735,869)	(390,634)	(458,526)	(262,833)	(338,073)
DONATED CAPITAL	-	-	-	-	-
NET ASSETS - JULY 31	\$ (756,470)	\$ (453,498)	\$ (503,174)	\$ (369,222)	\$ (349,733)

See accompanying independent auditors' report on combining information.

SCHEDULE B (CONTINUED)

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
COMBINING SCHEDULE OF ACTIVITIES
FOR THE YEAR ENDED JULY 31, 2011

	200	210	220	230	232
	SNHS Pittsburg Elderly Housing	SNHS North Berwick Elderly Housing	SNHS Greenfield Elderly Housing	SNHS Ashland Elderly Housing	SNHS Ashland Elderly Housing Construction
REVENUES					
Grant/contract support	\$ -	\$ -	\$ -	\$ -	\$ -
Program service fees	-	-	-	-	-
Local funding	-	-	-	-	-
Rental income	141,518	248,827	212,289	180,341	-
Gifts and contributions	-	-	-	-	-
Special events and activities	-	-	-	-	-
Memberships	-	-	-	-	-
Interest Income	31	50	86	477	-
Unrealized gain (loss) on invest.	-	-	-	-	-
Rev. from commercial products	-	-	-	-	-
In-kind	-	-	-	-	-
Transfer from RCA acquisition	-	-	-	-	-
Miscellaneous	2,191	6,765	3,821	5,069	-
TOTAL REVENUES	143,740	255,642	216,196	185,887	-
EXPENSES					
Program services:					
Child Development	-	-	-	-	-
Community Services	-	-	-	-	-
Economic and Workforce Dev.	-	-	-	-	-
Energy	-	-	-	-	-
Hispanic-Latino Com. Services	-	-	-	-	-
Housing and Homeless	-	-	-	-	-
Nutrition and Health	-	-	-	-	-
Special Projects	-	-	-	-	-
Volunteer Services	-	-	-	-	-
SNHS Management Corporation	-	-	-	-	-
Housing Corporations	201,188	273,179	242,462	281,465	-
Total program services	201,188	273,179	242,462	281,465	-
Support services:					
Management and general	-	-	-	-	-
TOTAL EXPENSES	201,188	273,179	242,462	281,465	-
INCREASE (DECREASE) IN NET ASSETS	(57,448)	(17,537)	(26,266)	(95,578)	-
NET ASSETS - AUGUST 1	(317,495)	(395,011)	(315,085)	105,167	-
DONATED CAPITAL					
NET ASSETS - JULY 31	\$ (374,943)	\$ (412,548)	\$ (341,351)	\$ 9,589	\$ -

See accompanying independent auditors' report on combining information.

SCHEDULE B (CONTINUED)

**SOUTHERN NEW HAMPSHIRE SERVICES, INC.
COMBINING SCHEDULE OF ACTIVITIES
FOR THE YEAR ENDED JULY 31, 2011**

	235	237	240	242	247
	SNHS Elderly Housing VI	SNHS Elderly Housing VI Construction	SNHS Elderly Housing VIII	SNHS Elderly Housing VIII - Construction	SNHS Elderly Housing IX - Construction
REVENUES					
Grant/contract support	\$ -	\$ -	\$ -	\$ -	\$ -
Program service fees	-	-	-	-	-
Local funding	-	-	-	-	-
Rental income	133,827	-	-	-	-
Gifts and contributions	-	-	-	-	-
Special events and activities	-	-	-	-	-
Memberships	-	-	-	-	-
Interest Income	20	3	-	-	-
Unrealized gain (loss) on invest.	-	-	-	-	-
Rev. from commercial products	-	-	-	-	-
In-kind	-	-	-	-	-
Transfer from RCA acquisition	-	-	-	-	-
Miscellaneous	3,184	-	-	-	-
TOTAL REVENUES	137,031	3	-	-	-
EXPENSES					
Program services:					
Child Development	-	-	-	-	-
Community Services	-	-	-	-	-
Economic and Workforce Dev.	-	-	-	-	-
Energy	-	-	-	-	-
Hispanic-Latino Com. Services	-	-	-	-	-
Housing and Homeless	-	-	-	-	-
Nutrition and Health	-	-	-	-	-
Special Projects	-	-	-	-	-
Volunteer Services	-	-	-	-	-
SNHS Management Corporation	-	-	-	-	-
Housing Corporations	244,355	-	-	-	-
Total program services	244,355	-	-	-	-
Support services:					
Management and general	-	-	-	-	-
TOTAL EXPENSES	244,355	-	-	-	-
INCREASE (DECREASE) IN NET ASSETS	(107,324)	3	-	-	-
NET ASSETS - AUGUST 1	140,828	-	-	-	-
DONATED CAPITAL	-	-	-	-	-
NET ASSETS - JULY 31	\$ 33,504	\$ 3	\$ -	\$ -	\$ -

See accompanying independent auditors' report on combining information.

SCHEDULE B (CONTINUED)

**SOUTHERN NEW HAMPSHIRE SERVICES, INC.
COMBINING SCHEDULE OF ACTIVITIES
FOR THE YEAR ENDED JULY 31, 2011**

	250	252			
	SNHS Elderly Housing X	SNHS Elderly Housing X (Construction)	Sub-Total	Elimination	Totals
REVENUES					
Grant/contract support	\$ -	\$ -	\$ 34,848,866	\$ -	\$ 34,848,866
Program service fees	-	-	678,914	(415,810)	263,104
Local funding	-	-	70,574	-	70,574
Rental income	-	-	6,051,491	-	6,051,491
Gifts and contributions	-	-	333,403	-	333,403
Special events and activities	-	-	26,436	-	26,436
Memberships	-	-	22,983	-	22,983
Interest Income	-	-	14,818	-	14,818
Unrealized gain (loss) on invest.	-	-	160,288	-	160,288
Rev. from commercial products	-	-	8,993	-	8,993
In-kind	-	-	1,034,912	-	1,034,912
Transfer from RCA acquisition	-	-	1,582,641	-	1,582,641
Miscellaneous	-	-	1,534,799	-	1,534,799
TOTAL REVENUES	-	-	46,369,118	(415,810)	45,953,308
EXPENSES					
Program services:					
Child Development	-	-	6,169,774	-	6,169,774
Community Services	-	-	1,525,600	-	1,525,600
Economic and Workforce Dev.	-	-	10,254,199	-	10,254,199
Energy	-	-	13,683,598	-	13,683,598
Hispanic-Latino Com. Services	-	-	437,761	-	437,761
Housing and Homeless	-	-	75,163	-	75,163
Nutrition and Health	-	-	1,660,271	-	1,660,271
Special Projects	-	-	617,939	-	617,939
Volunteer Services	-	-	181,568	-	181,568
SNHS Management Corporation	-	-	1,202,170	-	1,202,170
Housing Corporations	-	-	6,822,552	(415,810)	6,406,742
Total program services	-	-	42,630,595	(415,810)	42,214,785
Support services:					
Management and general	-	-	1,515,390	-	1,515,390
TOTAL EXPENSES	-	-	44,145,985	(415,810)	43,730,175
INCREASE (DECREASE) IN NET ASSETS	-	-	2,223,133	-	2,223,133
NET ASSETS - AUGUST 1	-	-	963,919	-	963,919
DONATED CAPITAL	-	-	-	-	-
NET ASSETS - JULY 31	\$ -	\$ -	\$ 3,187,052	\$ -	\$ 3,187,052

See accompanying independent auditors' report on combining information.

Ron L. Beaulieu & Company

CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT ACCOUNTANTS' COMPILATION REPORT

April 30, 2012

To the Board of Directors of
Southern New Hampshire Services, Inc.
Manchester, New Hampshire

We have compiled the accompanying schedules of revenues and expenses – by contract of Southern New Hampshire Services, Inc., as of July 31, 2011. We have not audited or reviewed the accompanying schedules of revenues and expenses – by contract and, accordingly, do not express an opinion or provide any assurance about whether the schedules of revenues and expenses – by contract are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the schedules of revenues and expenses – by contract in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the schedules of revenues and expenses – by contract.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of schedules of revenues and expenses – by contract without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the schedules of revenues and expenses – by contract.

Ron L. Beaulieu & Co.

Certified Public Accountants

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
SCHEDULE OF REVENUES AND EXPENSES – BY CONTRACT
FOR THE YEAR ENDED JULY 31, 2011

State of NH Governor's Office of Energy & Community Services
Headstart Program
For the Period
August 1, 2010 to July 31, 2011
Fund # 305

	Federal	State	Total
REVENUES			
Program funding	\$ 2,662,049	\$ -	\$ 2,662,049
Other revenue	4,737	-	4,737
In-kind	772,050	-	772,050
Allocated corporate unrestricted revenue	1,466	-	1,466
Total revenue	<u>3,440,302</u>	<u>-</u>	<u>3,440,302</u>
EXPENSES			
Payroll	1,553,744	-	1,553,744
Payroll taxes	152,601	-	152,601
Fringe benefits	386,815	-	386,815
Workers comp. insurance	13,730	-	13,730
Retirement benefits	64,111	-	64,111
Consultant and contractual	21,640	-	21,640
Travel and transportation	23,279	-	23,279
Conference and meetings	419	-	419
Occupancy	112,793	-	112,793
Advertising	1,216	-	1,216
Supplies	64,925	-	64,925
Equip. rentals and maintenance	4,712	-	4,712
Insurance	5,428	-	5,428
Telephone	17,464	-	17,464
Postage	1,509	-	1,509
Printing and publications	4,721	-	4,721
Subscriptions	-	-	-
Program support	-	-	-
Interest	-	-	-
Depreciation	1,467	-	1,467
Assistance to clients	56	-	56
Other direct expense	30,389	-	30,389
Miscellaneous	9,781	-	9,781
In-kind	772,050	-	772,050
Administrative costs	197,452	-	197,452
Total expenses	<u>3,440,302</u>	<u>-</u>	<u>3,440,302</u>
Excess of expenses over revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See accompanying independent accountants' compilation report.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
SCHEDULE OF REVENUES AND EXPENSES – BY CONTRACT
FOR THE YEAR ENDED JULY 31, 2011

State of NH Governor's Office of Energy & Community Services
LIHEAP Program
For the Period
October 1, 2010 to July 31, 2011
Fund # 630-11

REVENUES

Program funding	\$ 8,793,421
Other revenue	356
In-kind	-
Allocated corporate unrestricted revenue	(23,313)
Total revenue	<u>8,770,464</u>

EXPENSES

Payroll	385,060
Payroll taxes	39,791
Fringe benefits	98,681
Workers comp. insurance	809
Retirement benefits	15,159
Consultant and contractual	14,433
Travel and transportation	4,794
Conference and meetings	848
Occupancy	19,694
Advertising	16
Supplies	16,931
Equip. rentals and maintenance	1,599
Insurance	312
Telephone	15,118
Postage	17,048
Printing and publications	274
Subscriptions	-
Program support	-
Interest	-
Depreciation	8,472
Assistance to clients	8,079,803
Other direct expense	321
Miscellaneous	232
In-kind	-
Administrative costs	51,069
Total expenses	<u>8,770,464</u>

Excess of expenses over revenue	<u><u>\$ -</u></u>

See accompanying independent accountants' compilation report.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
SCHEDULE OF REVENUES AND EXPENSES – BY CONTRACT
FOR THE YEAR ENDED JULY 31, 2011

State of NH Governor's Office of Energy & Community Services
LIHEAP Program
For the Period
August 1, 2010 to September 30, 2010
Fund # 630-10

REVENUES

Program funding	\$ 101,909
Other revenue	113
In-kind	
Allocated corporate unrestricted revenue	25,607
Total revenue	<u>127,629</u>

EXPENSES

Payroll	70,792
Payroll taxes	5,521
Fringe benefits	17,591
Workers comp. insurance	149
Retirement benefits	2,768
Consultant and contractual	858
Travel and transportation	2,687
Conference and meetings	
Occupancy	2,854
Advertising	
Supplies	1,930
Equip. rentals and maintenance	
Insurance	
Telephone	2,604
Postage	3,134
Printing and publications	273
Subscriptions	-
Program support	-
Interest	-
Depreciation	
Assistance to clients	
Other direct expense	7,473
Miscellaneous	77
In-kind	
Administrative costs	8,918
Total expenses	<u>127,629</u>

Excess of expenses over revenue	<u><u>\$ -</u></u>

See accompanying independent accountants' compilation report.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
SCHEDULE OF REVENUES AND EXPENSES – BY CONTRACT
FOR THE YEAR ENDED JULY 31, 2011

State of NH Governor's Office of Energy & Community Services
Early Headstart Program
For the Period
August 1, 2010 to July 31, 2011
Fund # 300

REVENUES

Program funding	\$ 952,362
Other revenue	28,952
In-kind	123,430
Allocated corporate unrestricted revenue	8,003
Total revenue	<u>1,112,747</u>

EXPENSES

Payroll	565,784
Payroll taxes	53,275
Fringe benefits	99,829
Workers comp. insurance	4,400
Retirement benefits	30,361
Consultant and contractual	3,288
Travel and transportation	4,702
Conference and meetings	238
Occupancy	85,882
Advertising	603
Supplies	23,007
Equip. rentals and maintenance	3,321
Insurance	1,070
Telephone	7,519
Postage	41
Printing and publications	1,619
Subscriptions	-
Program support	-
Interest	-
Depreciation	19,977
Assistance to clients	-
Other direct expense	11,807
In-kind	123,430
Administrative costs	72,594
Total expenses	<u>1,112,747</u>

Excess of expenses over revenue	<u><u>\$ -</u></u>

See accompanying independent accountants' compilation report.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
SCHEDULE OF REVENUES AND EXPENSES – BY CONTRACT
FOR THE YEAR ENDED JULY 31, 2011

Electric Energy Assistance

For the Period

August 1, 2010 to July 31, 2011

Fund # 665

REVENUES

Program funding	\$ (2,091)
Other revenue	495,750
In-kind	-
Allocated corporate unrestricted revenue	(2)
Total revenue	<u>493,657</u>

EXPENSES

Payroll	273,672
Payroll taxes	27,453
Fringe benefits	61,028
Workers comp. insurance	574
Retirement benefits	9,382
Consultant and contractual	15,665
Travel and transportation	2,843
Conference and meetings	325
Occupancy	22,382
Advertising	46
Supplies	13,624
Equip. rentals and maintenance	1,599
Insurance	312
Telephone	10,168
Postage	14,277
Printing and publications	556
Subscriptions	-
Program support	-
Interest	-
Depreciation	2,944
Assistance to clients	-
Other direct expense	304
Miscellaneous	154
In-kind	-
Administrative costs	36,349
Total expenses	<u>493,657</u>

Excess of expenses over revenue	<u><u>\$ -</u></u>

See accompanying independent accountants' compilation report.

Southern New Hampshire Services, Inc.
The Community Action Partnership for Hillsborough County
Helping People. Changing Lives.

MISSION STATEMENT

Southern New Hampshire Services, Inc. (SNHS) is a private non-profit corporation chartered in the State of New Hampshire, May 21, 1965 to serve as the Community Action Partnership for Hillsborough County in compliance with the Economic Opportunity Act of 1964. From 1965 through 1969, SNHS was known as the Community Action Agency for Hillsborough County and served the City of Nashua and the twenty-nine towns. In 1969 SNHS became the Community Action Partnership for the City of Manchester as well. In 1974 the agency's name was changed to Southern New Hampshire Services, Inc.

The Economic Opportunity Act of 1964 and subsequent federal legislation establishing the Community Services Block Grant define our basic mission. Under these provisions the fundamental mission of SNHS is:

- A. To provide a range of services and activities having a measurable and potentially major impact on causes of poverty in the community or those areas of the community where poverty is a particularly acute problem.
- B. To provide activities designed to assist low-income participants including homeless individuals and families, migrants, and the elderly poor to:
 - 1. Secure and retain meaningful employment
 - 2. Attain an adequate education
 - 3. Make better use of available income
 - 4. Obtain and maintain adequate housing and a suitable living environment
 - 5. Obtain emergency assistance through loans or grants to meet immediate and urgent individual and family needs, including the need for health services, nutritious food, housing, and employment related assistance
 - 6. Remove obstacles and solve problems which block the achievement of self-sufficiency
 - 7. Achieve greater participation in the affairs of the community, and
 - 8. Make more effective use of other programs related to the purposes of the enabling federal legislation.
- C. To provide on an emergency basis for the provision of such supplies and services, nutritious foodstuffs, and related services, as may be necessary to counteract conditions of starvation and malnutrition among the poor.
- D. To coordinate and establish linkages between governmental and other social service programs to assure the effective delivery of such services to low-income individuals.
- E. To encourage the use of entities in the private sector of the community in efforts to ameliorate poverty in the community.

KEY ADMINISTRATIVE PERSONNEL

NH Department of Health and Human Services
Division for Children, Youth and Families

Agency Name: Southern NH Services, Inc.

Name of Bureau/Section: _____

BUDGET PERIOD:		SFY XX - XX	
Name & Title Key Administrative Personnel	Annual Salary Of Key Administrative Personnel	Percentage of Salary Paid By Contract	Total Salary Amount Paid By Contract
Gale F. Hennessy, Executive Director	\$176,995	0.00%	\$0.00
Michael O'Shea, Fiscal Officer	\$128,000	0.00%	\$0.00
Deborah Gosselin, Chief Operating Officer	\$102,994	0.00%	\$0.00
		0.00%	\$0.00
		0.00%	\$0.00
		0.00%	\$0.00
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)			\$0.00

Key Administrative Personnel are top-level agency leadership (President, Executive Director, CEO, CFO, etc), and individuals directly involved in operating and managing the program (project director, program manager, etc.). These personnel MUST be listed, even if no salary is paid from the contract. Provide their name, title, annual salary and percentage of annual salary paid from agreement.

Janet Skillin

Email 

Education and Training

Master's Degree credits, Wheelock College, Boston 3 Credits.

**Bachelor of Science, Child and Family Studies, College for Lifelong Learning, Rochester, NH
2003**

**Associates Degree, Early Childhood Education, Hesser College, Portsmouth, NH,
1995**

- Credentialed Early Childhood Master Professional as a Workshop Trainer, and Program Consultant. I also have my Early Childhood Master Teacher Level 2 Credential
- Very organized
- Support families with services
- Leading trainings to support parents in different areas (parents choose topic),
- 5 years of ongoing trainings with Strafford Learning Center for Emotionally Handicapped Children
- Experience teaching SRA Reading Program, and trained in Wilson Reading Program
- Participated on the Universal Team for PBIS Behavior Program
- Infant and Child CPR, American Red Cross/Strafford County Head Start, 3/07
- First Aid, American Red Cross/Strafford County Head Start, 3/07
- Implementation of IEP's
- Creative Curriculum and Project Approach trained
- Project Lead for NH CCR&R Network to become Child Care Aware of NH
- Serve on the Professional Development Committee for the CCR&R Network for NH
- Vice President of the CCR&R Network for NH from 2007-2009
- Current with CPR & First Aid Certification

Relevant Experiences

Teaching-12 years experience

- Teach children ages ranging from three to fifteen years old including children with Emotional/Behavioral issues and other special needs children, such as Autistic, and Bipolar.
- Support and enhance learning and development in all areas through one-on-one interactions with children and parents (through parents trainings)
- Assisted children during activities, and guided children during transitions
- Exercised soothing techniques to help children relax
- Received excellent evaluations

Curriculum Planning, Development, and Observation

- Developed the education curriculum and carried out developmentally and age appropriate activities that are challenging, engaging, and focused on each child's interests and needs
- Planned and implemented individualized lesson plans/programs for each child including children with behavioral issues, special needs, developmental delays, (IEP's)
- Integrated different curriculum areas when planning activities

- Organized daily schedules
- Classroom set up

Observations and Documentation

- Anecdotal notes on each child
- Documented all child observations, incidents, and contacts with families
- Evaluation of each child's development through ESI Screening, Developmental Continuum, and Progress Reports
- Compiled samples of each child's work and created portfolios to show each child's progress in all learning areas

Communication

- Developing strong relationships with families
- Daily assistance in providing families with support, referrals, and advocating for families when needed
- Address and speak to parents/guardians daily about their child's performance, progress and also provided them with monthly newsletters, and progress reports
- Daily professional development in working with assistant, and co-workers
- Leadership role in training of assistant teacher, and Foster Grandparent

Employment History

July 2006-Present – Child Care Services Resource & Referral Coordinator, Rockingham Community Action. / SNHS

- Assists Program Director in overseeing all aspects of the R&R component for specific contracts and public referrals, including intake, database management, recordkeeping, reporting, needs assessment, recruitment, training, and evaluation.
- Serves as Parent counselor/Child Care Specialist for R&R services to provide options to meet family child care need and assists in addressing work/family concerns; performs a variety of tasks related to R&R client calls and requests, including completing intake, conducting database search, providing parent counseling, and monitoring client satisfaction through follow-up as appropriate.
- Maintain the NACCRRAware database, coordinating data transfers and other statistical information/reports for all applicable funding sources.
- Provide technical assistance to child care providers on issues pertaining to business practices/management, licensing, credentialing, parent/child issues, etc. and contacts them on a regular basis to update of available child care spaces and provider profiles.
- Coordinates training component for providers and parents in conjunction with the director; performs a variety of tasks including assessing training need, developing training curricula/schedule, researching and recruiting qualified trainers, locating training spaces, and evaluating training sessions.
- Directly conducts training sessions for providers and/or parents on any and all topics related to Child Care and Child Development, to be held throughout the program's service area.
- Provides technical assistance to prospective child care providers to enable them to qualify them to qualify under federal, state, and local regulations; maintains liaison with state and local regulatory agencies in order to facilitate the licensing and start-up of child care facilities.
- Produces Quarterly newsletter for providers (and parents as appropriate) with input from the Director, obtaining and including information related to child care issues and available training opportunities both locally and throughout the region.

- Produce quarterly and annual reports for Child Development Bureau
- Develop and maintain provider recruitment materials, coordinates recruitment efforts as and where needed throughout the county, and maintain all pertinent records.
- Assists with general office/administrative procedures and day to day program operations, including reception, phone coverage, record keeping, and other clerical tasks.
- Conducts outreach, advocacy and networking activities to community organizations, parents, providers, and business as they relate to child care issues.
- Attends community meetings and participates on the following teams Prevention Board, Infant/Mental Health, NHEP Partners Meeting, and Rochester Area Family Support Team.

2000-July 2006- Lead Preschool Teacher, Strafford County Head Start

- Developed and implemented classroom curriculum
- Assessed and score student assessment materials
- Conducted home visits with families
- Maintained organized and accurate records
- Understood and ensured licensing regulations were followed
- Supervised and evaluated staff
- Solved problems creatively
- Maintained a fun and loving classroom and center environment
- Designed individual programs as needed

1995-2000- Special Education Support Teacher, (Elementary, Middle, and High School), Strafford Learning Center, Somersworth NH

- Implemented complex educational and behavioral plans
- Effectively identified and communicated problems and concerns within the team
- Assisted in the development of strategies to resolve problematic issues as they appeared
- Evaluated student progress
- Organized and maintained records and files

References available upon request

New Hampshire Department of Health and Human Services Child Development Bureau



Certificate of Achievement



This is to certify that

Janet Skillin

has met the requirements of

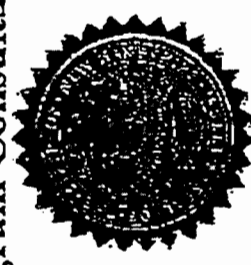
Early Childhood Master Professional

with the following endorsements:

Workshop Trainer



Program Consultant



Expires: July 28, 2013

Ellen C. Wheatley, Ph.D.
Ellen C. Wheatley, Ph.D., Administrator
Child Development Bureau

Nicholas A. Toumpas
Nicholas A. Toumpas, Commissioner

New Hampshire Department of Health and Human Services Child Development Bureau



Certificate of Achievement



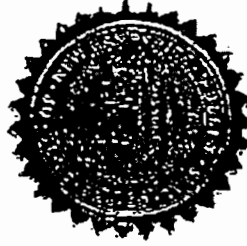
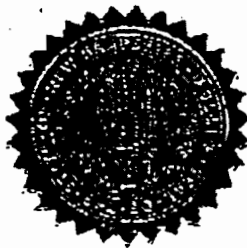
This is to certify that

Janet Skillin

has met the requirements of

Early Childhood Master Teacher

Level 2



Ellen C. Wheatley, PhD

Ellen C. Wheatley, PhD, Administrator
Child Development Bureau

Expires: July 20, 2013

Nicholas A. Tompkins

Nicholas A. Tompkins, Commissioner

JOB OBJECTIVE:

To work in a challenging position that will enhance professional growth and allow me to utilize knowledge and skills that I have gained through previous job experience.

EDUCATION:

White Pines College: 1983-1985 Associates Degree – Social Work

Salem State College: 1985-1987 Bachelors Degree – Social Work - 24 credits in Early Childhood Education

**INTERN
EXPERIENCE:**

Opportunity Workshop, Newburyport, MA. (12/81-1/82)
Assisting staff to provide services including teaching daily living skills, sheltered work skills and socialization skills to adult clients with learning disabilities.

Harbor School Newbury, MA (1/83-2/83)
Worked as aid to staff in providing services to youth placed in group home setting. Acquired knowledge including the assessment of troubled youth in order to determine services needed and to link them with the agencies and services available.

Lynn Youth Resource Bureau, Lynn, MA (9/84-5/85)
Responsible for managing a small caseload of adolescent clients. Gained experience in the methods involved in determination and implementation of strategies to assist the individuals and families in crisis situations

**PROFESSIONAL
DEVELOPMENT :**

Credentials received:

- * Early Childhood Master Teacher level 2 Certification
- * Early Childhood Master Professional: Workshop Trainer Certification
- * Certified in First Aid and CPR expiring in 2/2013.
- * Participation in ongoing workshop and trainings.

**EMPLOYMENT
EXPERIENCE:**

Rockingham Community Action Child Care Services, Rochester, NH

(7/07-Present)

Child care specialist helping parents to find quality child care in Strafford County by providing referrals to programs in the Child Care Services of Strafford database.

Helping new providers to set up their child care program and offer ongoing trainings to new providers.

Emmanuel Childcare Center Rochester, NH (4/97-7/07)
Preschool teacher having worked in classrooms with children of ages from toddler to school age. Responsible for the planning and teaching of age appropriate lesson plans, dealing with behavior issues and the methods to intervene and working cooperatively with parents to enhance classroom atmosphere and to provide daily care and nurturance to the children in my care.

Children in Motion Dover, NH (3/95-3/97)

Preschool teacher.

Home Child Care Provider (2/91-3/95)

Responsible for the enrollment and care of children receiving child care at my home as well as financial aspects of running a home day care.

Quirion Child Care Center Dover, NH (1/90-12/90)

Preschool teacher.

KinderCare Learning Center Newburyport, MA (5/85-12/87)

Preschool Teacher

Haverhill/ Newburyport Human Services. West Newbury MA (1981-1990)

Respite Relief Coordinator: responsible for coordination of programs to meet needs of developmentally challenged adults and children to help them with socialization, financial, educational, work and daily living skills.

**COMMITTEE
PARTICIPATION:**

- *Attend and participate in monthly meeting of the New Hampshire Child Care Resource and Referral Network and serve on the marketing committee for the network.
- *Attend and participate in monthly meetings for the Infant/Toddler Task Force. The group is working on developing a mentor Consultant program for Infant/Toddler Professionals.

**OTHER
RELATED
EXPERIENCES:**

Big Brother/ Big Sister Program Newburyport High School program (9/79-5/81)

Certified and trained foster parent. Licensed in MA and NH. (1986-2012).

Religious Education Instructor. Holy Trinity Church, Somersworth, NH (9/97 to present). Have taught kindergarten through high school age religious education classes.

Girl Scout Leader. Twin Oaks service unit, serving girls of

Somersworth .(9/97-present).

Working with girls ages 1st to 12th grade to enhance community awareness, complete badge requirements and model leadership skills.

REFERENCES:

Provided upon request.

KAREN KELLIHER MOYER

EDUCATION

Bachelor of Arts Degree in Social Work 1980
Minor: Home Economics and Early Childhood Education
University of New Hampshire, Durham, New Hampshire

EMPLOYMENT HISTORY

Southern NH Services/Rockingham Community Action 2011-present
Director, Family Support Education 2011-present

Responsible for the planning, supervision, establishment and implementation of Child Care Resource & Referral services in eastern Rockingham county and Strafford county, Child and Adult Care Food Program services throughout the state of NH, Adult Education services, including English for Speakers of Other Languages and Adult Basic Education, and Literacy services for young children and their families in Rockingham county, including the Gift of Reading program and related services.

Rockingham Community Action

1980-2011

WIC/BFPC/CSFP Director 1982-2011

Responsible for the planning, supervision, establishment and implementation of a \$2,000,000 program serving over 3000 participants per month. Responsibilities include: development and fiscal management of administrative budgets with accountability to external auditor and State and Federal funding sources; hiring, supervision and evaluation of employees; advocacy on the State, Regional and National levels for increased caseload and funding; competitive grant writing; communication and coordination with local and state officials and human service providers. Increased program from 750 to over 3,000 participants and increased administrative funding from \$47,000 to over \$450,000. Wrote additional grants to establish a supplemental breastfeeding project and a social work component to increase the quality of services to participants.

Director of Community Health & Nutrition, Child Care Services and Literacy Services

1991-2011

Facilitates and oversees coordination among multiple agency programs and initiatives, assists with program development, monitoring and evaluation, serves as liaison between programs and administration, and provides troubleshooting assistance when problems arise. Serves as Director for particular agency programs and departments (currently WIC/BFPC/CSFP, Child Care Services and Literacy Services) in Rockingham County, and for

Child Care Services programs in Strafford County. Assists the Executive Director with assigned administrative and strategic planning activities.

Director of Family Services

1986-1991

Oversees planning, development, implementation, monitoring and evaluation activities for agency programs and initiatives whose services are targeted to children and families including WIC, Child Care Services, Head Start, and The Gift of Reading. Serves as Director for one of the above programs (currently WIC). Assists the Executive Director with general administrative responsibilities.

Consultant

1982

Wrote successful competitive grant to establish a county-wide Supplemental Nutrition Program for Women, Infants and Children (WIC) in Rockingham County, the second largest county in New Hampshire.

Head Start Family Worker

1980-1982

**STATEWIDE
ACTIVITIES**

NH WIC Directors' Association, Inc.	1982-2011
Chairperson	1985-1989
Chairperson	1996-2001
Secretary	2008-2010
NH Food Stamp Advisory Committee	1983-1986
Secretary	1985-1986
NH Medicaid Advisory Committee	1987-1989
NH Child Care Advisory Committee	1989
NH Child Care Resource & Referral Network	1989-present
NH Family Planning Board Member	1973-1975

**REGIONAL
ACTIVITIES**

Northeast Regional WIC Association	1993-2011
Vice-President	1993-2011

**NATIONAL
ACTIVITIES**

National Association of WIC Directors (NWA)	1991-present
Northeast Regional Representative	1991-1993
Board Member	1994-1996
National LA Section Representative	1994-1996

**VOLUNTEER
COMMUNITY
SERVICE**

Rockingham County Family Planning Program	1971-1980
Education Committee	1971-1980
Clinic Volunteer	1972-1980
Board Member	1972-1975
Richie McFarland Children's Center Volunteer	1977
Rockingham County Adult Tutorial Program Tutor	1977-1979

Rockingham County Adult Tutorial Advisory Bd.	1991
Exeter Children & Youth Project Advisory Board	1980-1981
Exeter Area Youth Resources Team	1981-1982
Exeter Public Library – Board of Trustees	1991-1994
Foundation for Seacoast Health –	
Infants and Children Advisory Committee	1986-
Governor’s Commission on NH in the 21 st Century	1990
Civic Education Committee	1990-1994
Squamscott Community Commons	
Program Committee	2004-present
Board Member	2008-present

MEMBERSHIPS

NH Public Health Association
 National WIC Association
 National CSFP Association
 NH WIC Directors’ Association
 NAEYC/NHAEYC
 NH Child Care Resource and Referral Network

New Hampshire Department of Health and Human Services Child Development Bureau



Certificate of Achievement



This is to certify that

Laurie T. Conrad

has met the requirements of
Early Childhood Master Professional

with the following endorsements:

Workshop Trainer



Faculty



Program Consultant



Expires: January 25, 2015

Ellen C. Wheatley, PhD

Ellen C. Wheatley, Ph.D., Administrator
Child Development Bureau

Nicholas A. Toumpas

Nicholas A. Toumpas, Commissioner

OBJECTIVE:

To work with a collaborative group of professionals to enhance and foster the professional growth of early childhood educators, thus working to ensure that all children and their families have access to quality child care settings in and around the Greater Nashua area.

EXPERIENCE:

January 2010 - Present **Adjunct Faculty** **-Nashua Community College, Nashua, NH**

- ✍ **ADJUNCT FACULTY:** Plan and implement syllabus for early childhood course for community college students. Maintain class attendance and responsible for general classroom management. Establish and maintain grading system and update assignment information online via Blackboard. Prepare for weekly classes. Taught "Creativity and the Young Child", a 3-credit course, in January 2010 through May 2010.

October 2008 – Present **CHILD CARE R&R PROGRAM MANAGER** **-Southern NH Services, Nashua, NH**

- ✍ **CHILD CARE RESOURCE & REFERRAL PROGRAM MANAGER:** Coordinate and oversee SNHS CCR&R operations as they relate to the delivery of Resource & Referral (R&R) services, recruitment of, and technical assistance to child care programs in Greater Nashua area in relation to NH State licensure, credentialing, accreditation, child care boost, licensed plus, etc. Database management and coordination of training component, including direct provision of training, where appropriate, to providers and families. Compile and analyze services quarterly as they pertain to performance measures.

October 2007 – October 2008 **CHILD CARE R&R & CACFP COORDINATOR/MANAGER** **-RCA Child Care Services, Salem, NH**

- ✍ **CHILD CARE RESOURCE & REFERRAL COORDINATOR:** Coordinate and oversee RCA Child Care Services operations as they relate to delivery of Resource & Referral (R&R) services, recruitment of, and technical assistance to child care programs in relation to NH State licensure, credentialing, accreditation, support, etc. Database management and coordination of training component, including direct provision of training, where appropriate, to providers and parents. Compile and analyze services quarterly as they pertain to performance measures.
- ✍ **CHILD AND ADULT FOOD PROGRAM COORDINATOR/MANAGER:** Coordinate and oversee CACFP operations as they pertain to the Child and Adult Care Food Program. Assess and evaluate completed monthly menus. Support CACFP providers through in-home meal reviews and phone and email consultation.

August 2005 – October 2007 **LICENSING & EVALUATION COORDINATOR** **-Bureau of Child Care Licensing, Concord, NH**

- ✍ **LICENSING & EVALUATION COORDINATOR:** Plan and coordinate professional assessments of a variety of residential and non-residential child care programs. Provides technical assistance and utilizes specialized knowledge and skills in evaluating and analyzing programs or operations. Coordinates complex complaint investigations and conducts independent investigations. Evaluates compliance with applicable state and federal laws and regulations regarding health and safety in child care programs.

August 2002 – August 2006 **CHILD CARE R&R COORDINATOR** **-RCA Child Care Services, Salem, NH**

- ✍ **CHILD CARE RESOURCE & REFERRAL COORDINATOR:** Coordinate RCA Child Care Services operations as they relate to delivery of Resource & Referral (R&R) services, recruitment of, and technical assistance to residential and nonresidential child care programs in relation to NH State licensure, credentialing, accreditation, support, etc. Database management, and coordination of training component, including direct provision of training, where appropriate, to providers and parents. Compile and analyze services quarterly as they pertain to performance measures.

January 2002 – August 2002 **LEAD TEACHER** -*KinderCare Inc, Londonderry, NH*

✍ **LEAD TEACHER:** Lead teacher in Infant Classroom overseeing daily care for up to 9 infants. Duties consisted of planning and implementing monthly themes throughout day, compiling and producing newsletters and daily plans, communicating with parents on daily basis through verbal interaction and daily activity sheets, and attending workshops to further education in field of early childhood.

February 2001 – December 2001 **CHILD CARE TEACHER** -*Kathy Herward Child Care Ctr, Andover, MA*

✍ **CHILD CARE PROVIDER/TEACHER:** Co-teacher in Preschool 1 Classroom overseeing daily care for sixteen children. Duties consist of planning and implementing weekly themes throughout day, implementing small group and class project time and activities, collaborating with co-teacher on monthly newsletters, field trips, and daily plans, communicating with parents on daily basis through verbal interaction and daily activity sheets, and attending workshops to further education in field.

August 1999 – November 2000 **CHILD CARE PROVIDER** -*Baby Boot Camp Daycare, Bremerton, WA*

✍ **STATE AND NAVY LICENSED IN-HOME CHILD CARE PROVIDER/OWNER:** Supervised and coordinated the care of six children, emphasis in providing children with a loving home-based environment, aiding in children's social, emotional, cognitive, and physical development. Researched and instituted American Sign Language into the home daycare program. Trained and certified in Infant and Adult CPR and First Aid, HIV/AIDS Awareness, Child Abuse and Neglect, and Food Handle Permit.

EDUCATION:

- 2007 **WHELOCK COLLEGE, BOSTON MA:** Masters of Science- Early Care and Education, Emphasis on Leadership
- 2004 **WHELOCK COLLEGE, BOSTON MA:** Completed 2 credits from Infant/Toddler Seminar in Waterville Valley, NH.
- 2004 **COLLEGE FOR LIFELONG LEARNING, MANCHESTER NH:** Completed 4 credits in Child Growth & Development.
- 2001 **GORDON COLLEGE, MA:** Completed 3 credits in American Sign Language
- 2000 **OLYMPIC COLLEGE, BREMERTON WA:** Completed 23 credits in Early Childhood Education.
- 1995 **ELMIRA COLLEGE, ELMIRA NY:** Bachelor of Arts (Individualized Studies: Humanistic Journalism) - Emphasis in Art, English, Psychology, and Minor in Women's Studies. Resident Assistant.
- 1991 **WAVERLY HIGH SCHOOL, WAVERLY NY:** Regents Diploma - President of Student Council, Debate Club and FHA; Citizenship Award Recipient; National Scholastic Photography Portfolio Scholarship Winner; Member of the National Honor Society; Waverly High Art Merit Award.

CREDENTIALS/AWARDS:

NH PROFESSIONAL DEVELOPMENT SYSTEM: Early Childhood Master Professional Workshop Trainer, Faculty, and Program Consultant

MARY STUART GILE AWARD: Awarded in 2008 as part of the New Hampshire Association for the Education of Young Children.

MARY STUART GILE AWARD: Awarded in 2005 as part of New Hampshire Child Care Resource and Referral Network

MEMBERSHIPS/ASSOCIATIONS:

August 2008 – August 2010	NHAEYC (New Hampshire Association for the Education of Young Children): Membership Secretary. Spring Conference Co-Chair
June 2004 – August 2008	NHAEYC: Recording Secretary
October 2008 - Present	Credentialing Revision Team
October 2007 – Present	NHCCR&R Network (New Hampshire Child Care Resource & Referral): Co-Chair as of 2010, Elected President in April 2009-10.
September 2007 – June 2009	CDB Trainer Development Program: Mentored other Early Childhood Educators to become workshop presenters. Mentored 4 Protégés in 2-year time period.
September 2007 - 2009	Derry Village Extended Daycare Program Board: Board Member
November 2006 - 2009	New Hampshire Child Care Program Licensing Rule Task Force
May 2005 - 2009	Alliance for Better Childcare: Board Member
March 2005 – June 2006	Early Learning New Hampshire (ELNH): Conference Task Force Member
April 2004 – Present	ELNH: Parent Member
September 2004 – 2008	DVS PTA (Derry Village School PTA): Member
August 2002 – August 2005	NHCCR&R Network: Member/President (5/05-8/05)/Vice-President (10/04 – 5/05)
June 2004 – August 2005	ELG TF (Early Learning Guidelines Task Force): Member
June 2003 – August 2004	eeECE (educating for excellence through Early Childhood Educators): Secretary
June 2002 - Present	NAEYC (National Association for the Education of Young Children): Member
September 2002 – June 2004	GSFCCA (Greater Salem Family Child Care Association): Honorary Member

SPECIALIZED TRAINING/WORKSHOP SESSIONS:

Baby Signs & Toddler Talk; Incorporating Sign Language Into Your Infant/Toddler Program; The ABC's of Sign; Sign Language 101; Simple Songs in Sign; Write it Down, Read it Loud, Sign it Proud: The Basics of Language Enrichment & Sign Language in Early Childhood Programs; Child Care Basics: What Families Look For In Quality Child Care; Beyond the Basics: Anti-Bias Curriculum; Child Care Basics: 1-2-3 Grow With Me; Credentialing Crunch!; Nature Calls!; Messy Goopy Gobs of Fun Night!; NACCRRAware 101 Training; Becoming an Early Childhood Professional: The Importance of Developing a Portfolio & Obtaining Your Credential, Zero to Three's Preventing Child Abuse and Neglect Curriculum Trainings, Training Policies & Practices, Nature's Art, CCR&R Volunteer Program Orientation, A Saturday in Sign.

COMPUTER EXPERTISE, HOBBIES, AND INTERESTS:

COMPUTER EXPERTISE: Windows, Microsoft Word, Excel, Publisher, NACCRRAware

HOBBIES AND INTERESTS: Art, Creative Writing, Photography, Jewelry Design, Dance, Kayaking, Nature

* Available upon request: List of continued education through attendance at various workshops, seminars, and conferences.

Southern New Hampshire Services, Inc.
Child Development Program

Title: Child Care Resource & Referral Specialist

Job Summary:

The CCR&R Specialist is part of the SNHS CCR&R team. As such s/he provides support services and consumer education for families in selecting child care in compliance with NACCRRA's best practices.

Supervision Received:

Supervision comes from the CCR&R Program Manager. The Child Development Director/Operations Manager will supervise the CCR&R Specialist if the CCR&R Specialist holds the position of CCR&R Program Manager.

Supervision Exercised:

None

Qualifications:

CCR&R Specialist must have a minimum of an Associates Degree in Early Childhood Education or a post-graduate degree with a minimum of 24 credits in ECE or approved coursework. The position requires strong written and verbal communication skills in addition to excellent customer service skills. The position requires proficient computer skills in relation to data entry, word processing, and spreadsheet management. Five years experience working with children and families in a community based setting. CCR&R Family Specialist is subject to criminal background check in accordance with the New Hampshire Child Care Licensing Unit.

Responsibilities:

1. Possess good interpersonal and communication skills, including the ability to work as a part of a team, communicate effectively both orally and in writing, receive and provide feedback, and manage dynamic interchanges in meetings and other community outreach activities.
2. Demonstrates commitment to job performance in keeping with professional standards, maintaining boundaries and ethical conduct, maintaining a professional and positive image as a representative of the program at all times.
3. Possess ability to work independently, with little supervision, and complete multiple tasks and job responsibilities in a timely and efficient manner.
4. Provides a minimum of three (3) referrals to each client and responds to requests for referral within 24 business hours.
5. Documents the number of NHEP/District Office clients and their success in finding child care.
6. Maintains the client portion of the NACCRRAware database ensuring timely entries, accuracy of information, and quarterly reporting.

7. Assists with writing the program narrative to accompany quarterly data reporting relative to Resource & Referral Services.
8. Develops and maintains a system for communication that includes emails, faxes and attendance at quarterly NHEP Partners meetings.
9. Attends all TANF Orientations with NHEP participants as scheduled by the NHEP team unless notified that there is no one attending who has children under 13, and
10. Maintains a presence in the Conway DHHS District office as required under the terms of the current DCYF contract and in accordance with the hours posted and maintains a strong collaborative partnership with DFA Staff.
11. Maintains a strong collaborative relationship with the NHEP team.
12. Conducts follow-up surveys via phone, email, mail, and/or survey monkey to document the number of clients who found care or did not find care and to determine their satisfaction with CCR&R services.
13. Accesses NH EASY on a daily basis and assists Wait List Clients as appropriate under the terms of the DCYF Contract.
14. Documents unmet childcare needs based on follow-up surveys and client consultations. She/he will communicate this information to CCR&R staff and encourage new and existing cc providers to offer services to meet these unmet needs.
15. Assists with recruitment of new childcare providers and accurately inputs information in to the NACCRRAware database in accordance with the program's procedures.
16. Conducts and documents routine provider updates when including vacancy information in order to support Child Care Boost clients efforts to find care within (five) 5 business days.
17. Assists new and license exempt providers to become licensed.
18. Assists with Recruitment and Training activities as assigned.
19. Maintain confidentiality.
20. Abide by all SNHS, Inc. safety policies and procedures.
21. Be responsible for having adequate knowledge of all SNHS programs and normally gather sufficient information to make referrals to other SNHS programs beneficial to the client, his/her family, or friends.
22. Other duties as assigned.

I have read the above description and I am confident that I will be able to meet the requirements of this job.

Attachment Job Description – CCR&R Specialist
RFP #13-DCYF-CDB-RR-05-02

Southern New Hampshire Services
Conway District Office

Applicant's Signature

Date

RESUME

Laurie T. Conrad

Email: laurie.conrad@unh.edu Phone: () (h), () (w), () (c)

AREAS OF EXPERTISE: Early Childhood Education; Program Design and Management; Infants and Toddlers; Disabilities; Administration

YEARS OF RELEVANT EXPERIENCE: 30

EDUCATION:

Master of Science in Early Childhood Education, 1996
Wheelock College, Boston, Massachusetts

Bachelor of Science in Art Education, 1975
University of Southern Maine, Gorham, Maine

QUALIFICATIONS SUMMARY

As an educational administrator, I have led many early childhood education, professional development, program assessment, and development initiatives at the state and regional levels. I have over 30 years experience in ECE, and have spearheaded numerous efforts to improve quality in Early Care and Education, Head Start and EHS, teacher qualifications and certification. Currently, I am the Center Manager of the University of New Hampshire's Child Study and Development Center, a college laboratory school. I design and teach courses at the graduate and undergraduate levels for the Family Studies and Education Departments at UNH. In this role and others, I continually teach a variety of audiences, such as Head Start, University and Community college students, ECE teachers and ECE administrators. I have conducted trainings focused on: curriculum design, assessment and planning, developing a code of conduct, anti-bias and diversity practices, and coaching and supervision of early childhood teachers and administrators.

EXPERIENCE AND EXPERTISE

Program Design and Management

- Initiated, completed community assessment under Head Start directorship
- Collaborated with United Way, public school districts, and community agencies in providing funding and resources to early childhood programs
- Led and achieved NAEYC accreditation in early childhood programs
- Led the Child Health and Development team as part of the self assessment process
- Directed the development of the Head Start long term goals
- Oversaw the development of content area work plans

- Developed and implemented programmatic policies and procedures

Training and Technical Assistance Design and Delivery

- Led and designed spring retreat for early childhood education staff at the UNH Child Study and Development Center
- Conducted observations of interns and teachers at the CSDC using the CLASS tool
- Provided technical consultation on the design and implementation of a CDA program for a Head Start program, connected credit bearing coursework courses to local community college
- Designed and conducted numerous training sessions for early childhood education staff
- Designed and led a workshop on transition to public school
- Provided technical assistance to early childhood teachers on the use of assessments in developing individualized plans for children
- Conducted training sessions for directors and content area managers on reflective supervision
- Developed and delivered training for staff and students at the CSDC focusing on emergent literacy in conjunction with reading faculty in the Department of Education and Assistant Director of Pedagogy and Inquiry
- Trained home visitors in the delivery of home-based services to pregnant women

Early Childhood Education

- Developed and instituted numerous programs (infant through kindergarten) that included curriculum development, environmental design, and organizational development
- Initiated observation, documentation and assessment system for three- and four-year-olds
- Instituted teacher observational practices and recording of child data, drawing on child observation and assessment data for planning and individualizing teacher instructional practices
- Assisted in creating assessment system for emergent literacy in preschool and kindergarten classrooms
- Offered teacher training on literacy, math, and science instructional practices
- Oversaw planning and construction and acquired funding for natural playground

Infant and Toddler Development

- Provides supervision, evaluation, coaching and mentoring of staff and student interns in infant and toddler classrooms at CSDC and Early Head Start
- Wrote and obtained Early Head Start grant for Southern New Hampshire Services
- Successfully oversaw and instituted start up services
- Wrote and obtained employer supported grant to open family child care homes serving infants and toddlers
- Developed curricula and environment in employer supported child care at two separate sites in the southern Maine region

Data Collection, Analysis, Planning, Reporting and Data-driven Decision Making

- Conducted numerous program evaluations in various early childhood programs
- Conducted NAEYC accreditation and self study process
- Supported the use of standardized and teacher obtained data to examine children's skills and knowledge and plan goals and objectives to support their learning

Multicultural and Diverse Populations and Programs

- Actively recruits for a diverse workforce, including teachers and student employees, at the CSDC by partnering with various groups, including the Office of Multicultural Diversity
- Presented at the Early Learning New Hampshire conference on the Use of Persona Dolls in Promoting Anti-Bias Practices
- Facilitated training on diversity by partnering with Rivier College and other New Hampshire organizations in setting up the classroom environment to promote diversity
- Participated in and led the Diversity Dialogues at UNH focusing on dual language learners
- Presented on at the NAEYC National 2011 Conference with John Nimmo, Executive Director at the CSDC and Debbie Leekeenani, from the Eliot Pearson School, Tufts University

Health and Disabilities

- Facilitates the disabilities component at CSDC
- Collaborates with local agencies and school districts in transition and inclusion initiatives
- Instituted health consultant at CSDC by collaborating with local pediatrician and other specialists to provide advice and guidance around public health issues
- Participated in the IEP and ISFP process, oversaw the implementation of plans, trained others on the process and legal issues
- Facilitate and collaborate with Easter Seals in the provision of occupational therapy at the CSDC

Family and Community Partnerships

- Led parent group in development of fundraising efforts to support scholarships for families in the Nashua community to early education programs
- Facilitated, recruited and trained Head Start Policy Councils
- Planned, developed and initiated an employer supported consortium located at a local high school in Maine which served teachers and teen parents from the high school
- Developed advocacy skills in parents of children with special needs by attending the *Including Samuel: Leadership Summit* with teachers and parents
- Developed relationships with the Departments of Education, Communication and Occupational Therapy in order to provide services to children with disabilities
- Initiated and developed advocacy training where local and state politicians and representatives trained local child care providers to advocate for children and families

Head Start, Early Head Start, and Head Start Program Performance Standards

- Trained Head Start staff on Performance Standards
- Developed educational plans for the education content area and Early Head Start program
- Developed professional development plan for administrators, teachers and family service workers
- Designed self assessment systems
- Instituted educational practices, such as curriculum implementation, child assessments and planning, coaching supports, and regular observation and feedback systems
- Instituted reflective supervision strategies

- Improved employees' performance review systems
- Supported policy council and board development
- Fostered numerous community and state partnerships

Fiscal Management

- Managed and implemented budget at the UNH Child Study and Development Center of \$500,000 during acting director tenure
- Developed and successfully managed Head Start and Child Care budgets of up to \$1,000,000 in accordance with federal, state, and local regulations
- Implemented budget revisions in order to ensure best practices for children such as additional planning time for classroom teachers, increased salaries to promote staff retention, and development of a revised salary scale based on teacher training using NH Credentialing guidelines and credit-bearing college coursework
- Wrote and obtained grants to provide subsidized, full-day and year child care for families
- Wrote and obtained grants for scholarship for low income children and playground development
- Implemented blended funding strategies, diversifying funding sources
- Implemented budget development and cost allocation related to full-day and year services during Head Start directorship

Oral, Written, and Technology Communication Skills and Computer Applications Skills

- Designed and taught the following courses:
 - Graduate Level: Leadership and Advocacy in Early Childhood Education, Socio-Cultural Perspectives on Teaching and Learning
 - Undergraduate Level: Advanced Practicum in Early Childhood Education, Introduction to Young Children with Special Needs (0–8 years)
 - Community College: Foundations in Human Growth and Development, Administration of Early Childhood Programs
 - Head Start-Substitute Training for Parents in the Head Start Program: 8 week course in which parents upon graduation were then able to substitute in Head Start classrooms
- Proficient in the use of Word, Excel and Powerpoint
- Experienced in the use of digital photography and videotaping to document children's and teacher's learning, Blackboard and electronic portfolios

Professional Affiliations

- Member of the National Association of the education of Young children
- CLASS™ Certified
- Early Learning New Hampshire member

Credentials

- NH Early Childhood Director and Faculty Credentials

Recognition

- Nominee for 2010 and 2011 UNH Presidential Award of Excellence

Center Manager

February 2006-present

University of New Hampshire
The Child Study and Development Center
Durham, NH

- Supervisor of 19 teachers at CSDC
- Supervisor and mentor of 85 service learning students, interns, and student employees at CSDC
- Special Needs Coordinator for children who are receiving intervention services
- Member of Diversity Committee at CSDC

Acting Director

December 2009-August 2010

University of New Hampshire
The Child Study and Development Center
Durham, NH

- Provided leadership, management and supervision and curriculum development as Acting Director to the Child Study and Development Center, a laboratory school providing early care and education to 127 children, ages 6 weeks through kindergarten. Also supported an academic mission to UNH students working and interning at the center and research mission in the field of early childhood care and education and other disciplines

Adjunct Faculty

February 2006-Present

University of New Hampshire
Durham, NH

- Instructor of Advanced Practicum in Early Childhood Education through the Family Studies department during fall and summer semesters
- Instructor for courses, Introduction to Young Children with Special Needs, Educational Leadership in Early Childhood Education, and Socio-Cultural Perspectives in Teaching and Learning through the Education department

Adjunct Faculty

September 2006-December 2006

New Hampshire Community Technical College
Nashua, NH

Taught early childhood education courses in Foundations of Early Childhood Education and Organization and Management in Early Childhood Education

Director

July 1998-January 2006

White Wing School
Nashua, New Hampshire

- Provided leadership, management and supervision to a non-profit, NAEYC nationally accredited school serving 130 children, pre-school through kindergarten in the Southern New Hampshire region
- Managed operating budget and supervised all staff
- Initiated first time assessment procedures for all children
- Initiated scholarship program for low-income neighborhood children

Head Start and Child Care Director
Southern New Hampshire Services, Inc.
Manchester, New Hampshire

May 1996-July 1998

- Provided leadership and supervision to Head Start and child care centers serving 450 children throughout Hillsborough County
- Managed programmatic and fiscal compliance according to Federal and State requirements
- Initiated new programs serving working and low income families
- Implemented policies set forth by parent Policy Council
- Implemented a code of conduct, portfolio assessments and developmentally based curriculum
- Acquired federal grants to open Early Head Start program and expand classrooms in Manchester, New Hampshire

Head Start /Child Care Staff Development Program Manager July 1993-April 1996
People's Regional Opportunity Program
Portland, Maine

- Provided supervision and consultation to Head Start and child care staff
- Implemented an effective system for staff professional development that produced well-trained employees
- Ensured effective management systems by assisting the Child Development Director in administration, community collaboration, policy development, and public relations work
- Increased collaboration between colleges and Head Start programs to provide training in early childhood education, social services and observation

Child Care Director
Visiting Nurse Service of Southern Maine
Saco, Maine

February 1988-June 1991

- Started a new employer-supported child care center serving 65 children including infants, toddlers and preschoolers
- Launched a consortium with local businesses and the local high school leading to the opening of a child care center serving employees and teen parents
- Acquired a grant to open two centers and provide subsidized child care
- Hired, trained and supervised classroom staff and family child care providers
- Supported home visiting models

- Provided education and on-going assessment of children and program needs

Education Coordinator

September 1985-February 1988

People's Regional Opportunity Program
Portland, Maine

- Hired, trained and supervised 25 staff in seven early childhood classrooms serving 200 children
- Established new Head Start centers in several communities
- Supported individual children through observation, attendance at team meetings, and advocating for the provision of special education and other community based services
- Provided on-going assessment of program needs relative to Head Start Performance Standards and early childhood education

Head Start and Child Care Teacher

October 1978-August 1985

People's Regional Opportunity Program
Portland, Maine

- Taught and coordinated program components at the classroom level including education, parent involvement, nutrition, social services, and health services
- Supervised assistants, family service worker, and practicum students

Crisis Intervention Worker/Counselor

January 1977-October 1978

Project Respond
Pownal, Maine

Provided community-based emergency and extended care support to families and individuals in crises, including schizophrenic and autistic children

Art Teacher

September 1975-June 1977

Biddeford School Department
Biddeford, Maine

Taught art to young children at three schools, involving pre-kindergarten through third grade and special education classes

SOUTHERN NEW HAMPSHIRE SERVICES, INC.

PO Box 5040, Manchester, NH 03108 - (603)668-8010

*The Community Action Agency for Hillsborough and Rockingham Counties***BOARD OF DIRECTORS ~ MARCH 2013**

Public Sector	Private Sector	Low-Income Sector	HS Policy Council
<u>Representing Manchester</u> Lou D'Allesandro Peter Ramsey	<u>Representing Manchester</u> German J. Ortiz Term: 9/12-9/15 Sarah Jacobs Term: 9/11-9/14	<u>Representing Manchester</u> James Brown Term: 9/12-9/15 Nancy Guthrie, Secretary Term: 9/12-9/15	Esther Brailsford Term: 3/13-12/13
<u>Representing Nashua</u> Constance J. Erickson, Treasurer Arthur T. Craffey, Jr.	<u>Representing Nashua</u> Dolores Bellavance, Vice-Chairman Term: 9/12-9/15 Wayne R. Johnson Term: 9/12-9/15	<u>Representing Nashua</u> Janet Allard Term: 9/11-9/14 Shirley Pelletier Term: 6/12-9/14	
<u>Representing Towns</u> Thomas Mullins Linda T. Foster	<u>Representing Towns</u> Richard Delay, Sr., Chairman Term: 9/12-9/15 Mary M. Moriarty Term: 9/12-9/15	<u>Representing Towns</u> Martha Verville Term: 9/10-9/13 Leo G. Sauve, Sr. Term: 9/10-9/13	
<u>Representing Rockingham County</u> Donna Schlachman Jill McLaughlin	<u>Representing Rockingham County</u> Thomas Meissner Term: 9/11-9/14 Dan McKenna Term: 12/11-9/14	<u>Representing Rockingham County</u> Jennifer O'Neil Term: 9/11-9/13 * Vacant Position	

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 SOUTHERN NEW HAMPSHIRE SERVICES INC. is a New Hampshire nonprofit corporation formed May 28, 1965. 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 1st day of April A.D. 2013

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

William M. Gardner
Secretary of State



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/7/2013

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 FIAI/Cross Ins-Manchester 1100 Elm Street Manchester NH 03101		CONTACT NAME: Karen Shaughnessy PHONE (A/C, No. Ext.): (603) 669-3218 FAX (A/C, No.): (603) 645-4331 E-MAIL ADDRESS: kshaughnessy@crossagency.com	
INSURED Southern NH Services P.O. Box 5040 Manchester NH 03108		INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Ins Co INSURER B: MEMIC Indemnity Company INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 11030	

COVERAGES **CERTIFICATE NUMBER:** 12-13 All lines **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY						
	☒ COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR			PHPK959421	12/31/2012	12/31/2013	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	☒ Employee Benefits						MED EXP (Any one person) \$ 10,000
	☒ Professional Liab						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	☒ POLICY ☐ PROJECT ☐ LOC						PRODUCTS - COMPOP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY						
	☒ ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☐ ALL OWNED AUTOS			PHPK959421	12/31/2012	12/31/2013	BODILY INJURY (Per person) \$
	☐ HIRED AUTOS						BODILY INJURY (Per accident) \$
	☐ SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	☐ NON-OWNED AUTOS						Underinsured motorist \$ 1,000,000
A	☒ UMBRELLA LIAB						EACH OCCURRENCE \$ 5,000,000
	☒ EXCESS LIAB						AGGREGATE \$
	☐ CLAIMS-MADE						
	DED RETENTIONS			PHUB406269	12/31/2012	12/31/2013	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N		3102801290			☒ WC STATUTORY LIMITS ☐ OTHER \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		(3a.) ME & NE	12/31/2012	12/31/2013	E.L. EACH ACCIDENT \$ 500,000
				All officers included			E.L. DISEASE - EA EMPLOYEE \$ 500,000
A	Crime			PHPK959421	12/31/2012	12/31/2013	E.L. DISEASE - POLICY LIMIT \$ 500,000
							Fidelity \$250,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Refer to policy for exclusionary endorsements and special provisions.

CERTIFICATE HOLDER

NH Dept of Health & Human Services
Div. of Children, Youth & Families
129 Pleasant Street
Concord, NH 03301-3857

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.

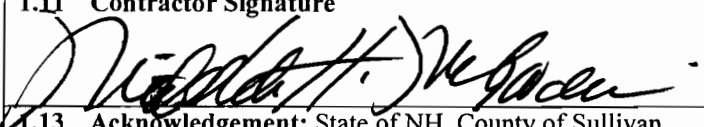
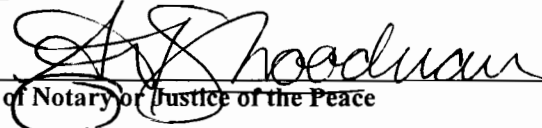
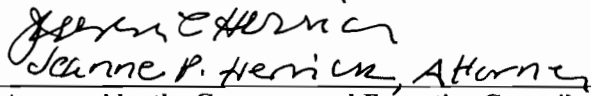
AUTHORIZED REPRESENTATIVE

Laura Perrin/JSC *Laura Perrin*

Subject: Child Care Resource and Referral**AGREEMENT**

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

GENERAL PROVISIONS**1. IDENTIFICATION.**

1.1 State Agency Name Department of Health and Human Services Division for Children, Youth and Families		1.2 State Agency Address 129 Pleasant Street Concord, NH 03301	
1.3 Contractor Name Claremont School District		1.4 Contractor Address 165 Broad Street Claremont, NH 03746	
1.5 Contractor Phone Number 603-543-4200	1.6 Account Number 05-95-42-421110-29780000	1.7 Completion Date June 30, 2015	1.8 Price Limitation \$141,348.00
1.9 Contracting Officer for State Agency John H. Harrington		1.10 State Agency Telephone Number 603-271-9540	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Dr. Middleton McGoodwin, Superintendent, SAU#6	
1.13 Acknowledgement: State of <u>NH</u>, County of <u>Sullivan</u> On <u>3/24/15</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]		April M. King-Woodman Notary Public State of New Hampshire My Commission Expires <u>3/24/15</u>	
1.13.2 Name and Title of Notary or Justice of the Peace April King-Woodman			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Maggie Bishop, Director	
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:  Jeanne P. Herrick, Attorney On: <u>9 Apr. 2013</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.

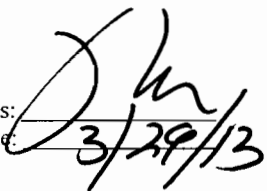
5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

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.


3/29/13

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 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.

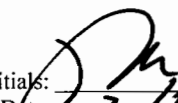
20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

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.


3/29/13

CERTIFICATE OF VOTE

(Corporation without Seal)

I, Mary E. Woodman, do hereby certify that:
(Name of Clerk of the Corporation; cannot be contract signatory)

1. I am a duly elected Clerk of Claremont School District.
(Corporation Name)

2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of the Corporation duly held on April 5, 2005.
(Date)

RESOLVED: That this Corporation enter into a contract with the State of New Hampshire, acting through its Department of Health and Human Services, for the provision of

Childcare Resource + Referral services.

RESOLVED: That the Superintendent of Schools
(Title of Contract Signatory)

is hereby authorized on behalf of this Corporation to enter into the said contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

3. The forgoing resolutions have not been amended or revoked, and remain in full force and effect as of the 29th day of March, 2013.
(Date Contract Signed)

4. Middleton K. McGoodwin is the duly elected Superintendent of Schools.
(Name of Contract Signatory) (Title of Contract Signatory)

of the Corporation.

Mary E. Woodman
(Signature of Clerk of the Corporation)

STATE OF NEW HAMPSHIRE

County of Sullivan

The forgoing instrument was acknowledged before me this 1st day of April, 2013.

By Mary E. Woodman
(Name of Clerk of the Corporation)

April M. King-Woodman
(Notary Public/Justice of the Peace)

(NOTARY SEAL)

Commission Expires: March 24, 2015

April M. King-Woodman
Notary Public
State of New Hampshire
My Commission Expires
3/24/15

**EXHIBIT A
SCOPE OF SERVICES**

DATE: March 12, 2103

CONTRACT: CC Resource and Referral Programs for DCYF Claremont catchment area

CONTRACT PERIOD: July 1, 2013 to June 30, 2015

CONTRACTOR NAME: Claremont School District

ADDRESS: 165 Broad Street

Claremont, NH 03743

TELEPHONE: 603-543-4200

REPRESENTATIVE: Dr. Middleton McGoodwin

TITLE: Superintendent, SAU#6 Claremont, Unity and Cornish

1. Provisions Applicable To All Services

The Contractor hereafter agrees:

- 1.1 That, to the extent future legislative action by the New Hampshire General Court or Federal or State court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Contract so as to achieve compliance therewith, in which event the price limitations for such Service(s) shall be renegotiated;
- 1.2 To use its best efforts to apply for any and all appropriate public and private sources of funds that are applicable to the funding of the Services described herein. Appropriate records shall be maintained by the Contractor to document actual funds received or denials of funding from such sources of funds;
- 1.3 To complete the full scope of services in Exhibit A; and
- 1.4 To serve families and providers in the Claremont District Office (DO) catchment area (hereinafter "catchment area") in need of child care resource, referral, recruitment, and/or educational training.

2. Services To Be Provided:

2.1 Perform the services of this contract in accordance with the following program goals:

- a. Ensure that high quality, culturally competent, Child Care Resource & Referral (CCR&R) services are known and accessible to the widest possible number of families, providers, businesses and community members within the catchment area, including services to limited English proficient families and providers, and in consideration of a variety of diversity issues;

- b. Serve as a resource of data and information regarding early care and education (ECE);
- c. Provide high quality referrals and consumer education to families seeking child care including but not limited to families receiving NH child care scholarship funds or who are on a wait list to do so;
- d. Prioritize the accessibility of high quality care within the catchment area through targeted technical assistance to child care providers to improve quality for families receiving child care scholarship funds.
- e. Positively impact the quality of child care within the catchment area by providing professional development for child care providers, which is focused on the Early Childhood Core Knowledge Areas.
- f. Use technology as appropriate and feasible for purposes that may include, but not be limited to providing referrals and consumer information to families, training to child care providers, attending meetings, and information dissemination.

Outreach

2.2 Outreach to the catchment area by:

- a. Operating offices located within each of the catchment area. Office hours shall be 8:30-4:30, Monday through Friday and shall be publicized in all correspondence. Walk-ins shall be welcomed as well as clients seeking services via phone calls;
- b. Providing a toll free number to allow families and providers access to services. This number shall have voicemail that gives the caller hours of operation, the address of the Child Care Aware of NH website, and the option to leave a message for a call back from the CCR&R Specialist. All calls shall be returned within 24 hours on normal business days, Monday-Friday;
- c. Being accessible by e-mail. CCR&R e-mail addresses are printed on all correspondence that is given out to families, providers, and community members;
- d. Utilizing the Internet and e-mails to provide clients with referrals, share important updates and information with providers. Families shall be able to access CCR&R information via the Child Care Aware® of NH website at: www.nh.childcareaware.org.
- e. Maintaining a strong, working relationship with the staff of the catchment area's DCYF District Offices, the New Hampshire Employment Program (NHEP), Workplace Success Program, Family Resource Center and the Working Futures Program. CCR&R shall attend all NHEP Orientations for FANF clients and shall make regular visits to the catchment area's local District Office (DO). CCR&R shall be available via phone, e-mail or in-person to work closely with these afore mentioned entities to make sure that the needs of all families, including families receiving FANF, are being met;
- f. Attending all NHEP Orientations where participants attending have children under the age of thirteen (13) years old. At each orientation, the NHEP participants receive information that shall include, but not be limited to, information on quality indicators of child care, interviewing a child care provider and children's growth, and development. If an NHEP

participant or DO client cannot access services of the CCR&R via phone or e-mail, CCR&R is able to provide an onsite referral at the NHEP office or the DO;

- g. Provide targeted technical assistance (TA) to child care programs to improve quality through consultation, coaching and mentoring. Required focus area for TA are Early Learning Guidelines, Strengthening Families, Emergency Preparedness, and Teacher Competency. Areas of TA shall include but not be limited to health and safety, infant, toddler, and preschool care, inclusion, teaching dual language learners, understanding developmental screenings and/or observational tools for program improvement purposes, and business management purposes.
- h. Establishing within 90 days of this contract, a Memorandum of Agreement (MOA) with the catchment area's local Family Resource Center (FRC), which shall include referring clients to each other's programs and use of FRC space for provider trainings. The MOA shall also include an understanding that FRC staff are invited to all trainings provided by CCR&R and all staff from CCR&R can participate in trainings offered by the FRC that would be beneficial to the professional development of CCR&R staff;
- i. Establishing and maintaining a strong working relationship with the Child Development Bureau (CDB). Representative from each CCR&R catchment area shall attend monthly meetings of the CCR&R Network, Child Care Aware® of NH and the catchment area's CCR&R manager shall meet with the Child Care Program Improvement Specialist as scheduled during site visits. Catchment area CCR&R shall also contact the CDB when needed for technical assistance and is available to answer any questions or needs CDB staff may have;
- j. On Attachment C or a similar form provided by CDB, report on the following performance measures, by catchment area's, on a quarterly basis:
 - (1) The number of on-site targeted technical assistance visits to providers: center, licensed, licensed family, licensed exempt family child care, and potential providers
- k. On Attachment C or a similar form provided by CDB, report the following other data, by catchment area, on a quarterly basis:
 - (1) The number of visits made to the DOs and NHEP offices and the nature of those visits; and
 - (2) The number of NHEP Orientations attended and the number not attended along with the reason why the Orientation was not attended or held.

Resource

2.3 Serve as a resource to the catchment area's by:

- a. Serving as a community resource for DHHS, local and national organizations, agencies, policy makers, public officials, businesses, and community members in the area of data and information regarding child care issues including, but not limited to supply and demand. CCR&R shall be available to provide resource information at local events within the catchment area's;
- b. Collecting data and assisting the Program Improvement Specialist in maintaining an up to date National Association of Child Care Resource and Referral Agencies (NACCRRA)

Suite of Data Services (SDS) statewide database. This database shall be updated no less than annually. The CCR&R Specialist shall complete at least 80%, in most cases more than 80%, of the standardized data fields in the provider, client and community profiles for the catchment area in the statewide database. The CCR&R profiles in the statewide database shall contain information on:

- (1) Child care programs in the CCR&R catchment area's shall include licensed child care centers, licensed family child care providers, and legally operating license-exempt providers, and shall include faith-based programs;
 - (2) Data from each family requesting a child care referral as to the type of care they are seeking, hours of care that is needed, locations of care needed, and any special needs with which the family needs assistance; and
 - (3) Business and community contacts that are recorded in the community section of the database. These contacts include other social service agencies, local officials and policy makers, and potential child care providers that the CCR&R works with towards becoming a legally operating child care provider;
- c. Publishing and distributing a quarterly newsletter that is sent to all child care providers in the NACCRRAware database, local community partners, and potential child care providers who are on the CCR&R mailing list. The newsletter shall:
- (1) Inform child care providers of updates from the CDB, the Child Care Licensing Unit and other CDB contractors, policy issues in child care (both state and national), upcoming local, statewide and national trainings, conferences, workshops, upcoming ECE classes, lists resources for providers, includes a copy of Child Care Aware's "Daily Parent" for providers to copy and share with families, and the quarterly training calendar of upcoming free trainings for counties in the catchment area's; and
 - (2) Be distributed via US mail and e-mail, to all child care providers in each of the CCR&R catchment area, the CDB and other state entities, and to potential child care providers in the community section of the database. CCR&R shall charge a fee for any for-profit entity to advertise in a hard copy of the CCR&R newsletter. All fees collected for advertisements shall be used to meet the goals of this contract. No more than one page or 10% of the entire newsletter can be devoted to for-profit advertising. The frequency of for-profit advertising shall be at the sole discrepancy of the contracted agency. All electronic or regular correspondence regarding for-profit entities shall include the following statement, "This advertisement does not necessarily represent the views of the NH Department of Health and Human Services, the Division for Children, Youth and Families, or the Child Development Bureau;"
- d. CCR&R shall list all trainings offered for providers on the Child Care Aware® of America website at www.nh.childcareaware.org. CCR&R shall update and/or edit trainings on the Child Care Aware® of NH website on a monthly basis. In addition to the website posting, training calendars shall be included in the CCR&R newsletter that specifically list trainings offered by CCR&R. The CCR&R newsletter reports other statewide and national trainings available to child care providers that meet Child Care Licensing and Credential criteria including. Training updates shall be shared with providers on a regular basis via e-mail, phone, and mail; and

- e. On Attachment C or a similar form provided by CDB, report the following other data on a quarterly basis for each of the catchment area's:
 - (1) The number of providers whose information was updated and whether or not it was a full or partial update;
 - (2) Responses to the request from DHHS or inform the CDB in its quarterly report when they have responded to such a request; and
 - (3) The date the quarterly newsletter was e-mailed or mailed.

Referral

2.41 Refer families to providers by:

- a. Maintaining a precise and up to date NACCRRAware statewide database of providers and child care options in the CCR&R catchment area and by providing referrals to families via in-person, over the phone, by e-mail, or via the child Care Aware® of NH Network website at www.nh.childcareaware.org;
- b. Providing free consumer education materials on quality indicators, licensing information, child growth and development, types of child care, checklists, interviewing child care providers, tax credits for child care, other possible community resources, and subsidies available for child care assistance, in addition to the actual child care referral. All materials and the child care referral will be delivered following the Criteria for Best Practices set forth in NACCRR's Quality Assurance Program;
- c. Referring families to child care providers at no charge to the families. CCR&R shall provide the best match for each individual family's needs and preferences. Each family shall receive a minimum of three but no more than fifteen options for child care that will include both licensed and legally license-exempt options, including faith-based programs if applicable to that family's request. CCR&R shall also provide referral options outside the CCR&R catchment area, using the statewide database.
- d. Providing families seeking child care referrals a verbal consultation upon intake of referral and a written resource packet in person, via email, or via US Mail. This referral packet will include consumer education information on child care programs-quality indicators, licensing information, types of child care, checklists, interviewing child care providers, tax credits for child care, and subsidies available for child care assistance, as well as information about the CCR&R and free services available to families.
- e. Working closely with the NHEP Employment Counselor Specialists (ECS) at the NH WORKS office, the local DO staff, and the Child Care Program Improvement Specialist from the CDB to make sure that the child care needs of families being served by the NH DHHS are being met. This shall include regular site visits to both the DO and NHEP and attendance at all NHEP Orientations and visits with the CDB's Child Care Program Improvement Specialist as scheduled;

f. Assisting NHEP clients:

- (1) In obtaining and securing child care services as soon as possible by providing child care referrals in a prompt and timely manner and giving each NHEP client consumer education information on choosing quality care;
- (2) By providing child care referral services at, or in the vicinity of, the NH WORKS office if necessary to do so or at the CCR&R office or via phone or e-mail; and
- (3) Answering and responding to requests from the NHEP participant or NHEP ECS to provide one-on-one counseling on conducting a child care search and by providing each client with a resource packet that will assist and educate them in the process of selecting quality child care;

g. On Attachment C or a similar form provided by CDB, report on the following performance measures, by catchment area's, on a quarterly basis:

- (1) The total number of families receiving referrals;
- (2) The number of families receiving referrals with CCR&R assistance; and
- (3) The number of FANF clients assisted by the CCR&R;

h. On Attachment C or a similar form provided by CDB, report the following other data, by catchment area's, on a quarterly basis:

- (1) The number of families receiving referrals via the web;
- (2) The number of new families served;
- (3) The number of previous families seeking new information that were served; and
- (4) The number of families served through the DO; and

i. Following all current Division of Family Assistance and Department of Health and Human Services confidentiality policies.

Wait List

- 2.42 Conduct wait list activities that assist families who are eligible to receive NH child care scholarship funds, but who are on or released from a wait list to secure child care services as soon as possible utilizing the following process:

Prioritize providing referrals to families going on the Wait List and/or coming off of the Wait List:

a. On Attachment C or a similar form provided by CDB, report the following other data, by catchment area's, on a quarterly basis:

- (1) The number of families going on the wait list receiving referrals;

- (2) The number of families released from the wait list receiving referrals;

Follow-up

2.43 Follow-up surveys shall be completed via telephone, via email or US Mail to families receiving child care referrals in each quarter to achieve follow-up response from at least 20% of the clients served in each quarter. The survey will help the CCR&R Specialist to determine if families have found care that meets their needs and to establish if the program meets the needs of their family. Specific and direct emphasis shall be placed on determining whether families on FANF and the wait list have had their needs met.

- a. On Attachment C or a similar form provided by CDB, report on the following performance measures, by catchment area's, on a quarterly basis:

- (1) The percent of families successfully surveyed;
- (2) The percent of families surveyed who were successful in finding care;
- (3) The percent of FANF families who were surveyed who were unsuccessful in finding care.
- (4) The percent of families who had all of their child care needs met by the care they chose;

- b. On Attachment C or a similar form provided by CDB, report the following other data, by catchment area's, on a quarterly basis:

- (1) The total number of clients assisted by the CCR&R;
- (2) The number of FANF clients assisted by the CCR&R;
- (3) The number of follow-up attempts made;
- (4) The number of families satisfied with the care they found;
- (5) The number of families that chose not to use care;
- (6) The number of families whose search was still in process;
- (7) The number of families who were unable to locate care;
- (8) Any child care needs of the family that were not met by their child care choice or options;
- (9) The number of families who chose care from the referral list(s) they received from the CCR&R;
- (10) The number of families who found the referrals they received helpful;

- (11)The number of families who found the consumer education they received over the phone helpful;
- (12)The number of families who found the written or posted consumer education they received or accessed helpful;
- (13)The number of families who report they were able to identify indicators of quality in child care programs; and
- (14)The number of families who report that the CCR&R services were culturally competent; and

Recruitment

2.5 Recruit child care providers through targeted technical assistance by:

Providing targeted technical assistance to providers to fill the unmet child care needs in the catchment area's including, but not limited to, infant care, specials needs care, and child care during non-traditional hours; as well as other specific types needed in the above listed catchment area's as indicated by the CCR&R's follow up data. Providers should be responsive to a variety of diversity issues within the catchment area's to be served.

- a. Reviewing follow-up sheets from families served each quarter to determine their unmet needs and use this information to continue to recruit providers to meet these needs.
- b. Contacting new license exempt providers as identified by the CDB;
- c. Informing and making licensed providers aware of the opportunity to provide Preventive and Protective care by becoming certified in such. CCR&R shall give all interested providers the contact information necessary to pursue this valuable certification;
- d. On Attachment C or a similar form provided by CDB, report on the following performance measures, by catchment area's, on a quarterly basis:
 - (1) The number of new providers added to the database, including licensed and license exempt providers;
 - (2) The number of new child care opportunities created by new and existing providers;

The number of providers who receive targeted technical assistance to change or expand their programs to meet identified needs of infant/toddler care, special needs care and non-traditional hours care

- e. On Attachment C or a similar form provided by CDB, report the following other data, by catchment area's, on a quarterly basis:
 - (1) The number of child care providers who closed permanently;
 - (2) The number of child care opportunities lost by provider closings; and

(3) The number of net child care opportunities gained or lost.

Training

2.61 Assure quality training options are available by:

Providing Child Care Basics, Preventing Child Abuse and Neglect (PCAN), Emergency Preparedness, and Strengthening Families trainings that are free of charge. Other trainings may incur a nominal charge. All training shall be accessible to all legally operating child care providers in their catchment area.

- a. Offering trainings that address the Core Knowledge Areas as defined in the publication, the *New Hampshire Early Childhood Professional Development System*. The Core Knowledge Areas that each training covers shall be identified in the training calendar listing the training that each provider receives, the Certificate of Attendance, and stated to the providers at the beginning of each training. CCR&R will offer trainings throughout the contract period that addresses all of the Core Knowledge Areas;
- b. Having the discretion to offer a light breakfast or lunch for trainings that extend more than 4 hours. For trainings that extend 6 hours or more CCR&R may offer both a light breakfast and lunch. A small fee to cover the cost of the meal(s) is appropriate as long as providers have the choice to not pay the fee and bring their own food;
- c. Utilizing a variety of credentialed presenters that are hired for the training workshops to avoid presenting a singular perspective or showing preference to a particular presenter;
- d. Not paying CCR&R staff a consultant fee to teach a workshop in the catchment area's, as providing workshops in their own area is a core service required by CCR&R;
- e. If extenuating circumstances arise, paying staff a consulting fee, for teaching a workshop in the catchment area upon receiving prior written approval from the CDB. An extenuating circumstance may include, but not be limited to: long travel distances, lack of available qualified presenters, or limited regular working hours;
- f. Working and collaborating with Child Care Aware® of NH to annually review the Child Care Basics trainings, which shall result in a standardized set of Child Care Basic trainings;
- g. Updating and keeping current the Child Care Basic training workshop kit assigned to the CCR&R;
- h. Providing the trainings listed in Attachment B within each of the catchment area's;
- i. Informing and educating child care providers on how to access college courses and funding opportunities for tuition assistance that is available through the CDB.
- j. Maintaining working relationships with the CDB and other contractors to maximize the use of training funds by collaborating with and co-sponsoring training events. CCR&R shall pool resources with partners and work to provide funding to child care providers to attend relevant trainings as needed;

- k. Working with contractors, the CDB, and other community training resource partners to plan and implement trainings that will meet the needs of providers in the catchment area's;
- l. On Attachment C or a similar form provided by CDB, report on the following performance measures on a quarterly basis for each of the catchment area's:
 - (1) The number of Child Care Basics trainings offered;
 - (2) The number of attendees at Child Care Basics trainings;
 - (3) The number of other trainings offered; and
 - (4) The number of attendees at other trainings offered by the CCR&R; and
- m. On Attachment C or a similar form provided by CDB, report the following other data on a quarterly basis for each of the catchment area's:
 - (1) The number of collaborative trainings;
 - (2) A list of the specific workshops offered including: the date, location (town), the presenter, their credential, and the number of attendees; and
 - (3) The dates that each of the required trainings are offered.

Technical Assistance

2.62 Provide targeted technical assistance by:

- a. Playing an instrumental role with child care providers in the catchment area's regarding support and technical assistance in identified area. CCR&R shall:

Assist child care providers in the development of their Emergency Preparedness plans, as well as provide suggestions for staff training and encourage practice opportunities such as emergency drills.

- (1) CCR&R shall record in the NACCRRAware database all providers who have completed these trainings and have Emergency Preparedness plans in place by conducting regular follow-up calls to providers to check on their progress in this important area;
- (2) Supporting new and currently operating license exempt providers in their efforts to become licensed providers that increase the number of child care opportunities available;
- (3) Supporting new and existing child care providers who are beginning to self-assess their program quality in hopes of achieving DHHS Licensed-Plus designation. CCR&R shall offer trainings and workshops needed for this certification, i.e. NH Early Learning Guidelines, as well as offer resources and other technical assistance as needed to support child care providers in this improvement process;

- (4) Utilize the Strengthening Families Program self-assessment tool with child care programs to assess program strengths and provide targeted TA to increase program strengths; and
 - (5) Utilize the NH Infant Toddler and Preschool Competencies to assess child care program staff teacher competency and provide targeted TA to improve teacher competency.
- b. Supporting, encouraging, and assisting child care providers and other early childhood professionals to apply for the appropriate level Early Childhood Professional Credential.
 - c. On Attachment C or a similar form provided by CDB, report on the following performance measures on a quarterly basis for each of the catchment area's:
 - (1) The number of providers assisted in the licensing process;
 - (2) The number of new credentials awarded; and
 - (3) The number of credentials renewed.
 - d. On Attachment C or a similar form provided by CDB, report the following other data on a quarterly basis for each of the catchment area's:
 - (1) The number of times targeted TA is provided to improve Strengthening Families program assessment results.
 - (2) The number of times targeted TA is provided to improve teacher competency.
 - (3) The number of providers who receive targeted TA to become licensed.
 - (4) The number of times targeted TA is provided for Licensed Plus.
 - (5) The number of times targeted TA is provided for accreditation.

Evaluation

2.63 Evaluate the performance of CCR&R services by:

- a. Ensuring that all participants attending CCR&R workshops or trainings complete an evaluation of said training that assesses the knowledge and skills of the trainer, any new information learned, how the participant will use that new information to increase the quality of care they provide to families and children, whether or not they (the participants) were satisfied with the trainer and the training, the usefulness of the training and suggestions for upcoming trainings that they (the participants) would like to see offered;
- b. Compiling feedback given via the workshop evaluations from participants to plan future trainings based on child care provider needs; and
- c. Surveying providers once a year to assess the delivery of CCR&R services. These surveys shall be delivered to child care providers via the newsletter, e-mail, and mail and will evaluate CCR&R services in the area of referrals given, data provided to parents/families, ease of updating data process, trainings offered, trainings needed, and the cultural competence of the CCR&R services. Data needed to evaluate CCR&R's training services shall also be obtained from workshop evaluations completed by participants in the trainings.

Technology

2.7 Utilize technology and build technological capacity by:

- a. Maintaining Child Care Aware® of America membership(s) for the catchment area's;
- b. Using Internet access to connect to the NACCRRA SDS. CCR&R shall use the NACCRRA SDS to enter information on clients, child care providers, and community partners, and resources. CCR&R has and will maintain a portion of the contractor's web server to host the NACCRRA SDS program and data. Full access to the statewide database is available at any time to the Administrator of the CDB and other CDB staff. The Child Care Program Improvement Specialist for the CDB will serve as the Administrator of the NACCRRA SDS. CCR&R is required to use NACCRRA SDS to maintain the database and access information;
- c. Advising all clients seeking child care referrals, all child care providers entered into the database, and all community partners and resources entered into the database of the Confidentiality Policy. All clients shall be advised verbally at the time of the actual referral and again in writing through the client letter they receive with their resource packet of CCR&R's Confidentiality Policy. This policy shall require the approval of NH DHHS and meet the standards of the Child Care Aware® of America Criteria for Best Practices.
- d. Regularly updating the e-mail lists of child care providers for the purpose of distributing materials and information;
- e. Using NH EASY to work with the CDB to have access to that program to better meet the needs of the families and providers; and
- f. Assisting in the maintenance, future development, and updating of information by contributing contract funds for the Child Care Aware® of NH website.

3. Meet the following staffing qualifications for each of the catchment area's listed above:

- a. Provide knowledgeable staff, who are credentialed (or have the credential waived) at the following levels according to the NH Early Childhood Professional Development System to perform the corresponding duties in the table below:

Duties	Credential Level
Take Calls & Meet With Families	Master Teacher Level 1
Hired to Provide Training	Trainer, Faculty, or Allied Master Professional
Consultant Staff	Program Consultant Master Professional to Provide Technical Assistance

- b. In those DO catchments area where there are large numbers of non-English speaking persons, or persons of Limited English Proficiency (LEP), have a bilingual staff person or other translator/interpreter to be utilized when providing services or information to providers. Staff shall not rely on family members or friends of LEP persons to serve as interpreters unless the LEP person expressly requests such an arrangement. Children

shall not be asked to translate or interpret. If no bilingual worker or in-house interpreter is available, the CCR&R shall make arrangements to obtain an outside interpreter. An LEP person shall not be required to pay for the services of an interpreter. If appropriate for the catchment area, written materials and training shall also be made available in languages other than English;

- c. Designate a staff person from the catchment area's to liaison with the CDB to:
 - (1) Attend monthly meetings with the CDB;
 - (2) Coordinate activities, working with the Child Care Program Improvement Specialist, the Child Care Training Specialist, and the Credential Specialist;
 - (3) Maintain the statewide NACCRRRA SDS;
 - (4) Obtain input and feedback from child care providers when policy, Child Care Scholarship Program, and quality enhancement initiatives are being revised; and
 - (5) Evaluate CCR&R services;
- d. Require current criminal background checks and central registry screenings of its staff. The results of such background checks and screenings shall be shared with the Department and the Department reserves the right to reject the Contractor's staff as a result of such background checks; and
- e. May set aside professional development funds to allow staff to attend at least one national conference or symposium per contract cycle to further their expertise in providing CCR&R services.

4. Performance Measures:

- a. CCR&R catchment area shall meet their goals of the performance measures in this contract as documented in Attachments A-1, A-2, A-3, A-4, and A-5. The Department reserves the right to amend each Attachment after consultation with the Claremont School District.

5. Provide records and reports for the catchment area's including:

- a. Quarterly and annual reports with outcome statistics for each of the performance measures and other data reports indicated on Attachments A-1 thru A-5 for the respective catchment area's;
- b. Such reports described in (a) above shall be completed on Attachment C or a similar form provided by the CDB and e-mailed to the Child Care Program Improvement Specialist of the CDB, DCYF by the 15th of the month following the end of each quarter and the end of each contract year. Each report described in (a) above shall also include the cover sheet Attachment D, or a similar form provided by the CDB;
- c. All reports listed in Attachment E. The Department reserves the right to make adjustments to attachment E, after consultation with Child Care Aware® of NH;

- d. The *Detailed Work-Plan* described in Attachment E of this contract. Attachment B of this contract shall be the *Preliminary Work-Plan* described in Attachment E. The *Detailed Work-Plan* described in Attachment E shall become Attachment B of this contract, after the catchment area's submit this document and it is approved by the CDB;
- e. A summary of the performance measures outcome statistics for the contract period shall be forwarded along with the final billing and shall be postmarked within 60 days of the conclusion of the contract period;
- f. Maintaining detailed supporting documentation to support these reports which shall be available for DCYF review upon request;
- g. Meeting with the Child Care Program Improvement Specialist for discussion and approvals; and
- h. Providing information on an NHEP client's child care search in a Department appropriate format at the request of the NHEP ECS. The NHEP staff and CCR&R shall ask NHEP clients to sign the "Release of Confidentiality" form at the NHEP orientation to make the exchange possible.

Contractor Initials:

Date:

[Handwritten Signature]
3/29/13

Exhibit A – Attachment A – Performance Measures
Claremont School District

Bidders should complete their proposed minimum goals for each measure. Successful performance in this contract shall be evaluated based on the contractor meeting 100% of their proposed goals.

RFP Section	Performance Measure	Goal 7/1/13-6/30/14	Goal SFY 7/1/14-6/30/2015
3.B.1	(i.) The number of on-site targeted technical assistance visits made to providers: center, licensed family, Licensed Exempt, and potential providers	20	20
	The number of child care teachers whose demonstrated competencies increase by 15% as a result of targeted technical assistance.	20	20
3.B.3.1	(i.) The total number of families receiving referrals each quarter.	75	75
3.B.3.1	(ii.) The number of families receiving referrals with CCR&R assistance (each year).	120	120
3.B.3.1	(iii.) The number of FANF clients assisted by the CCR&R (each year).	80	80
3.B.3.3	(i.) The percent of families contacted for follow up survey after referrals.	20%	20%
3.B.3.3	(ii.) The percent of families surveyed who were successful in finding care.	80%	80%
3.B.3.3	(iii.) The percent of FANF families who were surveyed who were unable to find care.	10%	10%
3.B.3.3	(v.) The percent of families who had all of their child care needs met by the care they chose.	60%	60%
3.B.4.	(i.) The number of new providers added to the database, including licensed and license exempt providers.	3	3
3. B.4.	(ii.) The number of new child care opportunities created by new and existing providers.	20	20
3.B.4.	(iii.) The number of providers who receive targeted technical assistance to change/expand their programs to meet identified unmet needs including but not limited to infant/toddler care, special needs care and non-traditional hours care.	3	3
3.B.5.1	(i.) The number of Child Care Basics trainings offered.	5	5
3.B.5.1	(ii.) The number of attendees at Child Care Basics trainings.	40	40
3.B.5.1	The number of program directors trained in Early Learning Guidelines by program type: center-based (CCC); licensed family (FCC); license-exempt (LE)	CCC: 5 FCC: 3 LE: 1	CCC: 5 FCC: 3 LE: 1
3.B.5.1	The number of teachers/practioners trained in Early Learning Guidelines by program type.	CCC: 10 FCC:5 LE: 2	CCC: 10 FCC:5 LE: 2

3.B.5.1	The number of infants/toddlers served in programs implementing the Early Learning Guidelines, by program type.	CCC: 40 FCC: 6 LE: 2	CCC: 40 FCC: 6 LE: 2
3.B.5.1	The number of preschoolers served in programs implementing the Early Learning Guidelines, by program type.	CCC: 75 FCC: 18 LE: 1	CCC: 75 FCC: 18 LE: 1
3.B.5.1	The number of school age children served in programs implementing the Early Learning Guidelines	CCC: 20 FCC: 9 LE: 0	CCC: 20 FCC: 9 LE: 0
3.B.5.1	(iii.) The number of other trainings offered.	15	15
3.B.5.1	(iv.) The number of attendees at other trainings offered by the CCR&R.	120	120
3.B.5.2	(i.) The number of providers assisted in the licensing process.	2	2
3.B.5.2	(ii.) The number of new credentials awarded.	5	5
3.B.5.2	(iii.) The number of credentials awarded at a higher level.	3	3
3.B.5.2	The number of teachers/practitioners, by program type, with the following qualifications: CDA; state credential; Associate degree, Baccalaureate degree, Masters degree or Graduate degree.	CCC: 71 FC: 5	CCC: 71 FC: 5

Child Care Resource and Referral

The Contractor shall provide the following trainings:

1. Child Care Basics (as agreed upon with the Child Development Bureau);
2. Early Learning Guidelines;
3. At least one training focused on the New Hampshire Early Childhood Professional Development System at least once per contract year.
4. Additional non-credit training for child care providers, which addresses the Core Knowledge Areas and provides a continuum from the Child Care Basic training in (1) above, to advanced training for the experienced professional;
5. Recognizing and Reporting Child Abuse and Neglect, in collaboration with DCYF District Office staff at least once each SFY;
6. At least one training from Zero to Three's Preventing Child Abuse & Neglect curriculum every six months;
7. An annual training using the Strengthening Families through Early Care and Education (SFI) Guidebook;
8. Emergency Preparedness for child care providers at least once per contract year. The Contractor shall also provide written materials such as brochures and sample plans, as well as resources for emergency plan development such as web addresses and trainings sponsored by State and community agencies printed in the newsletter, to assist providers in preparing for emergencies; and

Contractor Initials: 

Date: 3/29/13

Agency Name:

Compiled by:

Date:

Contract Period:

Quarter 1 2 3 4 5 6 7 8

Vendor #:

Catchment Area:

No.	Contract Section	Performance Measure	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Goal SFY 2013-2014	Ach'vd SFY 2013-2014	Goal SFY 2014-2015	Ach'vd SFY 2014-2015	Total Goal Ach'vd	Total Status
1	2.2.j.(1)	The number of visits made to providers: center, licensed family, Licensed Exempt, and potential providers						0			0	
2	2.4.1.g.(1)	The total						0			0	
3	2.4.1.g.(2)	The number of families receiving referrals with CCR&R assistance.						0			0	
4	2.4.1.g.(3)	The number of FANF (NHEP/DO) clients assisted by the CCR&R						0			0	
5	2.4.3.a.(1)	The percent						0%			0%	

Contractor Date 3/29/13

Exhibit A, Attachment C Child Care Resource and Referral	The percent of families who had all of their child care needs met by the care they chose.	Reporting Form	0%	School District
9 2.4.3.a.(5)	The number of new providers added to the database, including license and license exempt providers.		0	
10 2.5.1.e.(1)	The number of new child care opportunities created by new and existing providers.		0	
11 2.5.1.e.(2)				


 Contractor Date 3/29/13

12	Exhibit A, Attachment C Child Care Resource and Referral	The number of providers who are recruited or expand their programs to meet the unmet needs of infant/toddler care, special needs care and non-traditional hours care.	0	0	0	0	0	0	0	0	0	0	0
13	2.5.1.e.(4)	The number of providers who are recruited or expand their programs to meet an unmet need as identified by the CCR&R.	0	0	0	0	0	0	0	0	0	0	0


 Contractor
 Date 6/3/2013

14	Exhibit A, Attachment C Child Care Resource and Referral	The number of providers specifically recruited to meet the needs of families on the wait list.				Reporting Form					0			0	School District

Contractor 
Date 3/29/13

No.	Contract Section	Performance Measure	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Goal SFY 2013-2014	Ach'vd SFY			Goal SFY			Total Goal	Total Ach'vd	Status
								2013-	2014-	2015	2014-	2015	2015			
15	2.6.1.n.(1)	The number of Child Care Basics trainings offered.						0						0		
16	2.6.1.n.(2)	The number of attendees at Child Care Basics trainings.						0						0		
17	2.6.1.n.(3)	The number of attendees at other trainings offered by the CCR&R.						0						0		
18	2.6.1.n.(4)	The number of providers assisted in the licensing process.						0						0		
19	2.6.2.c.(1)	The number														
20	2.6.2.c.(2)															

Contractor  Date 3/29/13

21 Exhibit A, Attachment C Child Care Resource and Referral	The number of credentials renewed or awarded at a higher level. 2.6.2.c.(3)	Reporting Form							0									0																																																																																																																																																																																																																																																																																						

Annual Required Training Workshops

Please list the date(s) that you offer these required trainings throughout the year.

Early			
Recognizi			
Strengthe			
Emergenc			

Annual Training Workshops

List trainings for entire SFY Please list CC Basics or Beyond in bold.

Right click in box and choose "Insert Comments" if appropriate

[illegible]

Contract Section	Reporting Requirement	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total Ach'ed	Notes
Outreach							
2.2.k.(1)	# of visits made to the District Office(s) and the nature of those visits (add in comments box)					0	
2.2.k.(1)	# of visits made to the NHEP office(s) and the nature of those visits (add in comments box)					0	
2.2.k.(2)	# of NHEP Orientations attended and the number not attended along with the reason why the Orientation was not attended (add in comments box)					0	
Resource							
2.3.e.(1)a	# of providers whose information was fully updated					0	
2.3.e.(1)b	# of providers whose information was partially updated					0	
2.3.e.(2)	# of times information/data was provided to entities other than DHHS					0	
2.3.e.(3)	The date the quarterly newsletter was mailed					N/A	
Referral							
2.4.h.(1)	# of families receiving referrals via the web					0	
2.4.h.(2)	# of new families served					0	
2.4.h.(3)	# of previous families seeking new information that were served					0	
2.4.h.(4)	# of families served through the DO					0	
	# of families released from WL receiving referrals					0	
	Consumer Referred by: Another CCR&R					0	
	Brochure					0	
	Display Event					0	
	District Office					0	
	Employer					0	
	Friend/Relative					0	
	NH EASY					0	
	NHEP					0	
	Newspaper Ad					0	
	Phone Book					0	
	Poster					0	
	Another Provider					0	
	Social Service Agency					0	
	Used Before					0	
	Website					0	
	Other					0	
Follow-up							
2.43.b.(1)	# of clients assisted by the CCR&R					0	
2.43.b.(2)	# of FANF (NHEP/DO) clients assisted by the CCR&R					0	
2.43.b.(3)	# of follow-up attempts made					0	
2.43.b.(4)	# of follow-up surveys completed					0	
2.43.b.(5)	# of families satisfied with the care they found					0	
2.43.b.(6)	# of families that chose not to use care					0	
2.43.b.(7)	# of families whose search was still in process					0	
2.43.b.(8)	# of families who were unable to locate care					0	
2.43.b.(9)	Any child care needs for the family that were not met by their child care choices or options					0	
	Age of child					0	
	Type of care					0	
	Quality of Care					0	
	Affordability					0	
	Part time					0	
	Evening					0	

10 of 10Contractor
Date

3/29/13

CCR&R Quarterly Narrative Report

Agency Name:

Vendor #:

Date:

Quarter: 1 2 3 4 5 6 7 8

Contract Period: SFY

Reported prepared by:

Program Manager:

Catchment Area:

CCR&R Staff	Credential(s) held

Detailed Work Plan submitted (date): 10/21/2011

Approved: ☐ Yes

☐ No

Technology Policy updated (date):

Approved: ☐ Yes

☐ No

MOA with Family Resource Center Updated (date):

Approved: ☐ Yes ☐ No

Publicity materials submitted: Please provide a list of materials revised & submitted this quarter.

Quality Plan:

Date submitted:

Approved: ☐ Yes

☐ No

Successes during this quarter: Please highlight (you may use bullets) those areas where you have had particular success in meeting contract goals or work activities. If you bullet your successes, please provide a summarizing brief paragraph.

Challenges during this quarter: Please describe those areas where you have had challenges in meeting contract goals or completing work activities. Include your efforts made and barriers or challenges faced in meeting these goals. You may bullet your challenges, but please provide a brief summarizing paragraph if you use bullets.


3/29/13

Outreach: Please highlight your marketing activities and/or your community meetings/activities during this quarter.

Technical Assistance: Please list your TA episodes and time spent.

Other: Please highlight any activities, successes, challenges, etc., not captured elsewhere in the report.

Questions for the CDB: Please submit any questions you may have for the CDB regarding your work, CDB policy & procedure, and/or your contract.

Goals for the coming quarter: If meeting with the Child Care Program Improvement Specialist this quarter, we will set these goals together. If not, please list 2-5 goals (depending on how much is involved in accomplishing them) that you will work on in the coming quarter.

Comments from the CDB: The Child Care Program Improvement Specialist will return comments to each CCR&R regarding their work during the previous quarter. Comments will be inserted under the appropriate headings in your narrative.

Documentation required	Submission Deadline
Preliminary work plan – This plan shall include a time line with clearly identified dates/year, which addresses all aspects of the requirements of this contract. This should include a training plan, which details the number of trainings, locations (town) and target numbers of participants.	With Proposal
Detailed work plan – This plan shall be a revised work-plan for the entire contract period, subject to approval by the Administrator of the CDB.	August 31, 2013
Technology Policy described in Section B.3.6. of this RFP.	October 31, 2013
Outreach plan – This plan shall be made in order to make the CCR&R services known to the widest possible audience of families, providers and community members (including agencies, policy makers, public officials, and businesses) within the catchment area, including services to limited English proficient families and providers and in consideration of a variety of diversity issues. The outreach plan should include determining which populations are underserved by CCR&R and specifically targeting outreach to these populations.	January 31, 2014
All publicity that indicates office location, hours, availability to meet with families, phone #s, and email address.	As it is updated
Quality plan - The Contractor shall complete the NACCRRRA Quality Assurance Scoring Sheet of Best Practices Criteria for Core Competencies, Parent Services, and Provider Services as a self-assessment and needs assessment. Documentation for items that the Contractor meets or partially meets should be kept on file at the office location for review at the request of the Child Care Program Improvement Specialist. For those items that are partially met or not met, the Contractor shall submit a plan for meeting those criteria along with what additional support (training, TA or additional resources), if any, that would be needed to meet those criteria. The Scoring Sheet and plan are to be submitted to the Child Care Program Improvement Specialist by March 31, 2014. Implementation of the plan shall be agreed upon by the Contractor and the CDB.	March 31, 2014

Contractor 
Date 3/29/13

EXHIBIT B

METHOD, SCHEDULE, AND CONDITIONS PRECENT TO PAYMENT

Contract Agency: Claremont School District

Program Period: July 1, 2013 through June 30, 2015
Or Date of Governor & Executive Council approval, whichever is later

1. This Contract is funded with funds from the Catalog of Federal Domestic Assistance, CFDA #93.575, Federal Agency Health and Human Services, Child Care and Development Block Grant, in the amount of \$141,348.00 Subject to the availability of Federal funds, and in consideration for the satisfactory completion of the services to be performed under this Contract, the State agency agrees to purchase from the Contractor services in the amount not to exceed \$141,348.00 for services provided during the program period specified above.

2. Quarterly payments shall be made to the Contractor subject to the following conditions:

2.1 Payments shall be made on a quarterly cost reimbursement basis beginning July 1, 2013 for actual expenditures up to the total contract price incurred in the fulfillment of this agreement. The invoice, which shall be provided by DHHS after the approval of Governor & Executive Council, must be sent to:

John H. Harrington Jr.
Department of Health and Human Services
Contracts and Procurement Unit
129 Pleasant St., Concord, New Hampshire 03301

2.2 In lieu of hard copies, invoices may be assigned an electronic signature and be e-mailed to: john.h.harrington@dhhs.nh.us

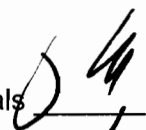
2.3 Expenditures shall be in accordance with the approved line item budget shown in Exhibits B-1 and B-2. If applicable, this will include drawing down match funds consistently throughout the contract period. Any adjustment to a line item in excess of 10% of the original budget lines will require the prior written approval of the State. The Contractor must include a detailed explanation and revised line item budget figures.

2.4 Payments may be withheld pending receipt of required reports as defined in Exhibit A.

2.5 A final payment request shall be submitted no later than sixty (60) days after the end of each fiscal year. Failure to submit the final invoice by that date may result in non-payment.

Contractor's Initials

Date


3/29/13

**State of New Hampshire
Department of Health and Human Services**

Division for Children, Youth and Families

**RFP # 13-DCYF-CDB-RR-05
EXHIBIT B-1- Claremont
PERSONNEL DATA
State Fiscal Year 2014**

	Name	Title	Annual Salary	% of Time to Work on the Project	Project Amount Charged for SFY 2014 (7/1/13-6/30/14)
1	Cathy Paradis	Program Director	\$ 43,500.00	100%	\$ 43,500.00
2	Ann Dieter	Financial Director	\$ 52,000.00	10%	\$ -
3	Timothy Ball	Dir. Of Bus. and Finance	\$ 88,000.00	5%	\$ -
4			\$ -		\$ -
5			\$ -		\$ -
6			\$ -		\$ -
7			\$ -		\$ -
8					\$ -
9					
Total:					\$ 43,500.00

State Fiscal Year 2015

	Name	Title	Annual Salary	% of Time to Work on the Project	Project Amount Charged for SFY 2015 (7/1/14-6/30/15)
1	Cathy Paradis	Program Director	\$ 43,500.00	100%	\$ 43,500.00
2	Ann Dieter	Financial Director	\$ 52,000.00	10%	\$ -
3	Timothy Ball	Dir. Of Bus. and Finance	\$ 88,000.00	5%	\$ -
4			\$ -		\$ -
5			\$ -		\$ -
6			\$ -		\$ -
7			\$ -		\$ -
8					\$ -
9					
Total:					\$ 43,500.00

Exhibit B-2 – Claremont School District – CCR&R
SFY 2014

New Hampshire Department of Health and Human Services

Claremont School
Bidder/Program Name: District-FSC CCR&R
RFP #13-DCYF-CDB-RR-
Budget Request for: 05

(Name of RFP)

Budget Period: 7/1/2013-6/30/2014

Line/Item	Direct Incremental	Indirect Fixed	Total State Costs	Bidder Match	Total Costs	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 43,500.00	\$	\$ 43,500.00	\$9600.00	\$53,100.00	
2. Employee Benefits	\$ 18,035.00	\$	\$ 18,035.00	\$ 2900.00	\$ 20,935.00	
3. Consultants	\$ 700.00	\$	\$ 700.00	\$	\$ 700.00	
4. Equipment:	\$	\$	\$	\$	\$	
Rental (Copier)	\$ 450.00	\$	\$ 450.00	\$	\$ 450.00	
Repair and Maintenance	\$ 100.00	\$	\$ 100.00	\$	\$ 100.00	
Purchase/Depreciation	\$	\$	\$	\$	\$	
5. Supplies:	\$	\$	\$	\$	\$	
Educational	\$ 150.00	\$	\$ 150.00	\$	\$ 150.00	
Office	\$ 350.00	\$	\$ 350.00	\$	\$ 350.00	
6. Travel	\$ 2000.00	\$	\$ 2000.00	\$	\$ 2000.00	
7. Occupancy	\$ 1330.00	\$	\$ 1330.00	\$2300.00	\$ 3630.00	
8. Current Expenses	\$	\$	\$	\$	\$	
Telephone	\$ 1400.00	\$	\$ 1400.00	\$	\$ 1400.00	
Postage	\$ 800.00	\$	\$ 800.00	\$	\$ 800.00	
Subscriptions	\$	\$	\$	\$	\$	
Audit and Legal	\$ ---	\$	\$	\$ 250.00	\$ 250.00	
Insurance	\$ ---	\$	\$	\$ 100.00	\$ 100.00	
Board Expenses	\$	\$	\$	\$ 100.00	\$ 100.00	
9. Software	\$	\$	\$	\$	\$	
10. Marketing/Communications	\$	\$	\$	\$	\$	
11. Staff Education and Training	\$ 350.00	\$	\$ 350.00	\$	\$ 350.00	
12. Subcontracts/Agreements	\$	\$	\$	\$	\$	
13. Other (specific details mandatory):	\$ 1509.00	\$	\$ 1509.00	\$	\$ 1509.00	
TOTAL	\$ 70,674.00	\$	\$ 70,674.00	\$ 15250.00	\$ 85924.00	

Indirect As A Percent of Direct

#DIV/0!

Contractor Initials: 

Date: 3/29/13

Exhibit B-2 – Claremont School District – CCR&R
SFY 2015

New Hampshire Department of Health and Human Services

Claremont School District-

Bidder/Program Name: FSC CCR&R

Budget Request for: RFP #13-DCYF-CDB-RR-05

(Name of RFP)

Budget Period: 7/1/2014-6/30/2015

Line/Item	Direct Incremental	Indirect Fixed	Total State Costs	Bidder Match	Total Costs	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 43,500.00	\$	\$ 43,500.00	\$9600.00	\$53,100.00	
2. Employee Benefits	\$ 18,035.00	\$	\$ 18,035.00	2900.00	\$ 20,935.00	
3. Consultants	\$ 700.00	\$	\$ 700.00	\$	\$ 700.00	
4. Equipment:	\$	\$	\$	\$	\$	
Rental (Copier)	\$ 450.00	\$	\$ 450.00	\$	\$ 450.00	
Repair and Maintenance	\$ 100.00	\$	\$ 100.00	\$	\$ 100.00	
Purchase/Depreciation	\$	\$	\$	\$	\$	
5. Supplies:	\$	\$	\$	\$	\$	
Educational	\$ 150.00	\$	\$ 150.00	\$	\$ 150.00	
Office	\$ 350.00	\$	\$ 350.00	\$	\$ 350.00	
6. Travel	\$ 2000.00	\$	\$ 2000.00	\$	\$ 2000.00	
7. Occupancy	\$ 1330.00	\$	\$ 1330.00	\$	\$ 2300.00	
8. Current Expenses	\$	\$	\$	\$	\$	
Telephone	\$ 1400.00	\$	\$ 1400.00	\$	\$ 1400.00	
Postage	\$ 800.00	\$	\$ 800.00	\$	\$ 800.00	
Subscriptions	\$	\$	\$	\$	\$	
Audit and Legal	\$ ---	\$	\$	\$ 250.00	\$ 250.00	
Insurance	\$ ---	\$	\$	\$ 100.00	\$ 100.00	
Board Expenses	\$	\$	\$	\$ 100.00	\$ 100.00	
9. Software	\$	\$	\$	\$	\$	
10. Marketing/Communications	\$	\$	\$	\$	\$	
11. Staff Education and Training	\$ 350.00	\$	\$ 350.00	\$	\$ 350.00	
12. Subcontracts/Agreements	\$	\$	\$	\$	\$	
13. Other (specific details mandatory):	\$ 1509.00	\$	\$ 1509.00	\$	\$ 1509.00	
TOTAL	\$ 70,674.00	\$	\$ 70,674.00	\$ 15250.00	\$85924.00	

Indirect As A Percent of Direct

#DIV/0!

Contractor Initials: 

Date: 3/29/13

NH Department of Health and Human Services

STANDARD EXHIBIT C

SPECIAL PROVISIONS

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

2. Compliance with Federal and State Laws: If the Contractor is permitted to determine the eligibility of individuals such eligibility determination shall be made in accordance with applicable federal and state laws, regulations, orders, guidelines, policies and procedures.

3. Time and Manner of Determination: Eligibility determinations shall be made on forms provided by the Department for that purpose and shall be made and remade at such times as are prescribed by the Department.

4. Documentation: In addition to the determination forms required by the Department, the Contractor shall maintain a data file on each recipient of services hereunder, which file shall include all information necessary to support an eligibility determination and such other information as the Department requests. The Contractor shall furnish the Department with all forms and documentation regarding eligibility determinations that the Department may request or require.

5. Fair Hearings: The Contractor understands that all applicants for services hereunder, as well as individuals declared ineligible have a right to a fair hearing regarding that determination. The Contractor hereby covenants and agrees that all applicants for services shall be permitted to fill out an application form and that each applicant or re-applicant shall be informed of his/her right to a fair hearing in accordance with Department regulations.

6. Gratuities or Kickbacks: The Contractor agrees that it is a breach of this Contract to accept or make a payment, gratuity or offer of employment on behalf of the Contractor, any Sub-Contractor or the State in order to influence the performance of the Scope of Work detailed in Exhibit A of this Contract. The State may terminate this Contract and any sub-contract or sub-agreement if it is determined that payments, gratuities or offers of employment of any kind were offered or received by any officials, officers, employees or agents of the Contractor or Sub-Contractor.

7. Retroactive Payments: Notwithstanding anything to the contrary contained in the Contract or in any other document, contract or understanding, it is expressly understood and agreed by the parties hereto, that no payments will be made hereunder to reimburse the Contractor for costs incurred for any purpose or for any services provided to any individual prior to the Effective Date of the Contract and no payments shall be made for expenses incurred by the Contractor for any services provided prior to the date on which the individual applies for services or (except as otherwise provided by the federal regulations) prior to a determination that the individual is eligible for such services.

8. Conditions of Purchase: Notwithstanding anything to the contrary contained in the Contract, nothing herein contained shall be deemed to obligate or require the Department to purchase services hereunder at a rate which reimburses the Contractor in excess of the Contractor's costs, at a rate which exceeds the amounts reasonable and necessary to assure the quality of such service, or at a rate which exceeds the rate charged by the Contractor to ineligible individuals or other third party funders for such service. If at any time during the term of this Contract or after receipt of the Final Expenditure Report hereunder, the Department shall determine that the Contractor has used payments hereunder to reimburse items of expense other than such costs, or has received payment in excess of such costs or in excess of such rates charged by the Contractor to ineligible individuals or other third party funders, the Department may elect to:

8.1 Renegotiate the rates for payment hereunder, in which event new rates shall be established;

8.2 Deduct from any future payment to the Contractor the amount of any prior reimbursement in excess of costs;

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

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

9. Maintenance of Records: In addition to the eligibility records specified above, the Contractor covenants and agrees to maintain the following records during the Contract Period:

9.1 Fiscal Records: books, records, documents and other data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor during the Contract Period, said records to be maintained in accordance with accounting procedures and practices which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.

9.2 Statistical Records: Statistical, enrollment, attendance or visit records for each recipient of services during the Contract Period, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.

9.3 Medical Records: Where appropriate and as prescribed by the Department regulations, the Contractor shall retain medical records on each patient/recipient of services.

10. Audit: Contractor shall submit an annual audit to the Department within 60 days after the close of the Contractor fiscal year. It is recommended that the report be prepared in accordance with the provision of Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Non Profit Organizations" and the provisions of Standards for Audit of Governmental Organizations, Programs, Activities and Functions, issued by the US General Accounting Office (GAO standards) as they pertain to financial compliance audits.

10.1 Audit and Review: During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts.

10.2 Audit Liabilities: In addition to and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department, all payments made under the Contract to which exception has been taken or which have been disallowed because of such an exception.

11. Confidentiality of Records: All information, reports, and records maintained hereunder or collected in connection with the performance of the services and the Contract shall be confidential and shall not be disclosed by the Contractor, provided however, that pursuant to state laws and the regulations of the Department regarding the use and disclosure of such information, disclosure may be made to public officials requiring such information in connection with their official duties and for purposes directly connected to the administration of the services and the Contract; and provided further, that the use or disclosure by any party of any information concerning a recipient for any purpose not directly connected with the administration of the Department or the Contractor's responsibilities with respect to purchased services hereunder is prohibited except on written consent of the recipient, his attorney or guardian.

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

12. Reports: Fiscal and Statistical: The Contractor agrees to submit the following reports at the following times if requested by the Department.

12.1 Interim Financial Reports: Written interim financial reports containing a detailed description of all costs and non-allowable expenses incurred by the Contractor to the date of the report and containing such other information as shall be deemed satisfactory by the Department to justify the rate of payment hereunder. Such Financial Reports shall be submitted on the form designated by the Department or deemed satisfactory by the Department.

12.2 Final Report: A final report shall be submitted within thirty (30) days after the end of the term of this Contract. The Final Report shall be in a form satisfactory to the Department and shall contain a summary statement of progress toward goals and objectives stated in the Proposal and other information required by the Department.

13. Completion of Services: Disallowance of Costs: Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

14. Credits: All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement:

14.1 The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services.

15. Prior Approval and Copyright Ownership:

All materials (written, video, audio) produced or purchased under the contract shall have prior approval from DHHS before printing, production, distribution or use. The DHHS will retain copyright ownership for any and all original materials produced, including, but not limited to, brochures, resource directories, protocols or guidelines, posters, or reports. Contractor shall not reproduce any materials produced under the contract without prior written approval from DHHS.

16. Operation of Facilities: Compliance with Laws and Regulations: In the operation of any facilities for providing services, the Contractor shall comply with all laws, orders and regulations of federal, state, county and municipal authorities and with any direction of any Public Officer or officers pursuant to laws which shall impose an order or duty upon the contractor with respect to the operation of the facility or the provision of the services at such facility. If any governmental license or permit shall be required for the operation of the said facility or the performance of the said services, the Contractor will procure said license or permit, and will at all times comply with the terms and conditions of each such license or permit. In connection with the foregoing requirements, the Contractor hereby covenants and agrees that, during the term of this Contract the facilities shall comply with all rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and shall be in conformance with local building and zoning codes, by-laws and regulations.

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

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

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

- Monitor the subcontractor's performance on an ongoing basis
- Provide to DHHS an annual schedule identifying all subcontractors, delegated functions and responsibilities, and when the subcontractor's performance will be reviewed
- DHHS shall review and approve all subcontracts.

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

SPECIAL PROVISIONS – DEFINITIONS

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

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

DEPARTMENT: NH Department of Health and Human Services.

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

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

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

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

NH Department of Health and Human Services**STANDARD EXHIBIT D****CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

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

ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS**US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS****US DEPARTMENT OF EDUCATION - CONTRACTORS****US DEPARTMENT OF AGRICULTURE - CONTRACTORS**

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

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

- (A) The grantee certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an ongoing drug-free awareness program to inform employees about
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

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

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

CLAREMONT
SCHOOL DISTRICT

From: _____ To: _____
(Contractor Name) (Period Covered by this Certification)

MIDDLETON K. MCGOYEN SUPERINTENDENT
(Name & Title of Authorized Contractor Representative)

[Signature] 3/29/13
(Contractor Representative Signature) (Date)

NH Department of Health and Human Services

STANDARD EXHIBIT E

CERTIFICATION REGARDING LOBBYING

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

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

Programs (indicate applicable program covered):

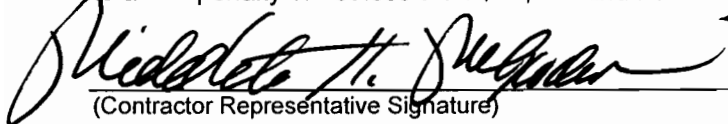
- *Temporary Assistance to Needy Families under Title IV-A
- *Child Support Enforcement Program under Title IV-D
- *Social Services Block Grant Program under Title XX
- *Medicaid Program under Title XIX
- *Community Services Block Grant under Title VI
- *Child Care Development Block Grant under Title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

Contract Period: _____ through _____

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

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

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


 (Contractor Representative Signature)

MIDDLETON H. MCEWEN SUP.
 (Authorized Contractor Representative Name & Title)

CLAREMONT SCHOOL DISTRICT
 (Contractor Name)

(Date)

3/29/13

NH Department of Health and Human Services**STANDARD EXHIBIT F****CERTIFICATION REGARDING DEBARMENT, SUSPENSION
AND OTHER RESPONSIBILITY MATTERS**

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

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this proposal (contract) is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.
6. The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHHS.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by DHHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, DHHS may terminate this transaction for cause or default.

PRIMARY COVERED TRANSACTIONS

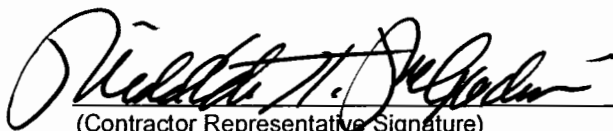
- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) have not within a three-year period preceding this proposal (contract) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or a contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal (contract).

LOWER TIER COVERED TRANSACTIONS

By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (b) where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).

The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

 MICHAEL K. MCGOWAN Supt.
 (Contractor Representative Signature) (Authorized Contractor Representative Name & Title)

CLAREMONT SCHOOL DISTRICT 3/29/13
 (Contractor Name) (Date)

Contractor Initials 
 Date: 3/29/13

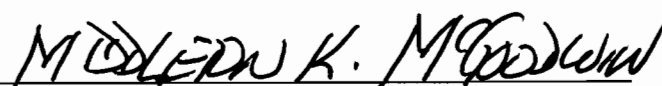
NH Department of Health and Human Services

STANDARD EXHIBIT G

CERTIFICATION REGARDING
THE AMERICANS WITH DISABILITIES ACT COMPLIANCE

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

1. By signing and submitting this proposal (contract) the Contractor agrees to make reasonable efforts to comply with all applicable provisions of the Americans with Disabilities Act of 1990.

  Supt.
(Contractor Representative Signature) (Authorized Contractor Representative Name & Title)

CLAREMONT SCHOOL DISTRICT 3/29/13
(Contractor Name) (Date)


Contractor Initials: _____
Date: 3/29/13

NH Department of Health and Human Services

STANDARD EXHIBIT H

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

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

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

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

 MIDDLETON K. MCGOWAN, Supt.
(Contractor Representative Signature) (Authorized Contractor Representative Name & Title)

CLAREMONT SCHOOL DISTRICT 3/29/13
(Contractor Name) (Date)

NH Department of Health and Human Services

STANDARD EXHIBIT I
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT
BUSINESS ASSOCIATE AGREEMENT

The Contractor identified in Section 1.3 of the General Provisions of the Agreement agrees to comply with the Health Insurance Portability and Accountability Act, Public Law 104-191 and with the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160 and 164 and those parts of the HITECH Act applicable to business associates. As defined herein, "Business Associate" shall mean the Contractor and subcontractors and agents of the Contractor that receive, use or have access to protected health information under this Agreement and "Covered Entity" shall mean the State of New Hampshire, Department of Health and Human Services.

BUSINESS ASSOCIATE AGREEMENT

(1) Definitions.

- a. "Breach" shall have the same meaning as the term "Breach" in Title XXX, Subtitle D. Sec. 13400.
- b. "Business Associate" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- c. "Covered Entity" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. "Designated Record Set" shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- e. "Data Aggregation" shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- f. "Health Care Operations" shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- g. "HITECH Act" means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164.
- i. "Individual" shall have the same meaning as the term "individual" in 45 CFR Section 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.

- k. "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR Section 164.501, limited to the information created or received by Business Associate from or on behalf of Covered Entity.
- l. "Required by Law" shall have the same meaning as the term "required by law" in 45 CFR Section 164.501.
- m. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- n. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C, and amendments thereto.
- o. "Unsecured Protected Health Information" means protected health information that is not secured by a technology standard that renders protected health information unusable, unreasonable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.
- p. Other Definitions - All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH Act.

(2) Use and Disclosure of Protected Health Information.

- a. Business Associate shall not use, disclose, maintain or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under Exhibit A of the Agreement. Further, the Business Associate shall not, and shall ensure that its directors, officers, employees and agents, do not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
- b. Business Associate may use or disclose PHI:
 - I. For the proper management and administration of the Business Associate;
 - II. As required by law, pursuant to the terms set forth in paragraph d. below; or
 - III. For data aggregation purposes for the health care operations of Covered Entity.
- c. To the extent Business Associate is permitted under the Agreement to disclose PHI to a third party, Business Associate must obtain, prior to making any such disclosure, (i) reasonable assurances from the third party that such PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party; and (ii) an agreement from such third party to notify Business Associate, in accordance with the HITECH Act, Subtitle D, Part 1, Sec. 13402 of any breaches of the confidentiality of the PHI, to the extent it has obtained knowledge of such breach.
- d. The Business Associate shall not, unless such disclosure is reasonably necessary to provide services under Exhibit A of the Agreement, disclose any PHI in response to a request for disclosure on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity has an opportunity to object to the disclosure and to seek appropriate relief. If Covered Entity objects to such disclosure, the Business Associate shall refrain from disclosing the PHI until Covered Entity has exhausted all remedies.

- e. If the Covered Entity notifies the Business Associate that Covered Entity has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Business Associate shall be bound by such additional restrictions and shall not disclose PHI in violation of such additional restrictions and shall abide by any additional security safeguards.

(3) **Obligations and Activities of Business Associate.**

- a. Business Associate shall report to the designated Privacy Officer of Covered Entity, in writing, any use or disclosure of PHI in violation of the Agreement, including any security incident involving Covered Entity data, in accordance with the HITECH Act, Subtitle D, Part 1, Sec. 13402.
- b. The Business Associate shall comply with all sections of the Privacy and Security Rule as set forth in, the HITECH Act, Subtitle D, Part 1, Sec. 13401 and Sec. 13404.
- c. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.
- d. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section (3)b and (3)k herein. The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI pursuant to this Agreement, with rights of enforcement and indemnification from such business associates who shall be governed by standard provision #13 of this Agreement for the purpose of use and disclosure of protected health information.
- e. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.
- f. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
- g. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.

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

(4) Obligations of Covered Entity

- a. Covered Entity shall notify Business Associate of any changes or limitation(s) in its Notice of Privacy Practices provided to individuals in accordance with 45 CFR Section 164.520, to the extent that such change or limitation may affect Business Associate's use or disclosure of PHI.
- b. Covered Entity shall promptly notify Business Associate of any changes in, or revocation of permission provided to Covered Entity by individuals whose PHI may be used or disclosed by Business Associate under this Agreement, pursuant to 45 CFR Section 164.506 or 45 CFR Section 164.508.
- c. Covered entity shall promptly notify Business Associate of any restrictions on the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

(5) Termination for Cause

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

(6) Miscellaneous

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

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

NH Dept of Health and Human Services
Division for Children, Youth and Families
The State Agency Name

CLAREMONT SCHOOL DISTRICT
Name of the Contractor

Maggie Bishop (LCSA)
Signature of Authorized Representative

Michael T. McNamee
Signature of Authorized Representative

Maggie Bishop
Name of Authorized Representative

MIDDLETON K. McNamee
Name of Authorized Representative

Director
Title of Authorized Representative

SUPR. OF SCHOOLS
Title of Authorized Representative

04/02/2013
Date

3/29/13
Date

Contractor Initials: 

Date: 3/29/13

NH Department of Health and Human Services

STANDARD EXHIBIT J

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

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

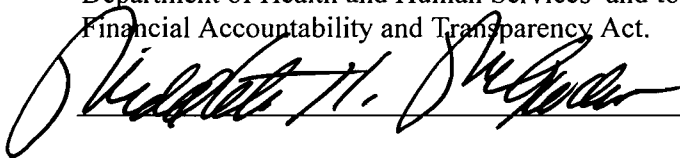
In accordance with 2 CFR Part 170 (*Reporting Subaward and Executive Compensation Information*), the Department of Health and Human Services (DHHS) must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

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

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

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

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

 MICHAEL H. ST. JOHN, SUPV.

(Contractor Representative Signature)

(Authorized Contractor Representative Name & Title)

CLAREMONT SCHOOL DISTRICT

3/29/12

(Contractor Name)

(Date)

Contractor initials: 

Date: 3/29/12

Page # of Page #

NH Department of Health and Human Services

STANDARD EXHIBIT J

FORM A

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

1. The DUNS number for your entity is:

968 131917

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

☒ NO

☐ YES

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

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

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

☐ NO

☐ YES

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

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

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

Name: _____

Amount: _____

Name: _____

Amount: _____

Name: _____

Amount: _____

Name: _____

Amount: _____

Name: _____

Amount: _____

Contractor initials: _____

Date: _____

Page # _____ of Page # _____

[Handwritten Signature]
3/29/13

CLAREMONT SCHOOL DISTRICT
ANNUAL FINANCIAL REPORT
AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2011

CLAREMONT SCHOOL DISTRICT
ANNUAL FINANCIAL REPORT
AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2011

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JUNE 30, 2011

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PLODZIK & SANDERSON

Professional Association/Accountants & Auditors

193 North Main Street • Concord • New Hampshire • 03301-5063 • 603-225-6996 • FAX- 603-224-1380

INDEPENDENT AUDITOR'S REPORT

To the Members of the School Board
Claremont School District
Claremont, New Hampshire

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Claremont School District as of and for the year ended June 30, 2011 which collectively comprise the School District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Claremont School District's management. Our responsibility is to express opinions 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 of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

As discussed in Note 13 to the financial statements, management has not recorded the long-term costs of retirement health care and obligations for other postemployment benefits in governmental activities. Accounting principles generally accepted in the United States of America require that those costs be recorded, which would increase the liabilities and expenses of the governmental activities. The amount by which this departure would affect the liabilities, net assets, and expenses of the governmental activities is not reasonably determinable.

In our opinion, because of the effects of the matter discussed in the preceding paragraph, the government-wide financial statements referred to above do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the governmental activities of the Claremont School District as of June 30, 2011, or the changes in financial position thereof for the year then ended.

In addition, in our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of each major fund and the aggregate remaining fund information of the Claremont School District as of June 30, 2011, and the respective changes in financial position for the year then ended and the respective budgetary comparison for the general fund and major grants fund in conformity with accounting principles generally accepted in the United States of America.

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis (pages 3 through 12) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Claremont School District's basic financial statements. The combining and individual fund financial schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. The Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is also not a required part of the basic financial

*Claremont School District
Independent Auditor's Report*

statements. The combining and individual fund financial schedules and the Schedule of Expenditures of Federal Awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the financial schedules 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 basic financial statements as a whole.

March 23, 2012

Gregory A. Collyer, CPA

PLODZIK & SANDERSON
Professional Association

Claremont School District
Management's Discussion and Analysis
For the Year Ended June 30, 2011

OVERVIEW

As administrators of the Claremont School District, we offer readers of the Claremont School District's financial statements this narrative overview and analysis of the Claremont School District for the fiscal year ended June 30, 2011. We are committed to assuring that the funds provided by the taxpayers are used to provide a sound education to each student enrolled in the Claremont School District. We encourage readers to consider the information presented here in conjunction with the additional information presented within the body of the audited financial report.

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the Claremont School District's basic financial statements. The Claremont School District's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements: The *government-wide financial statements* are designed to provide readers with a broad overview of the Claremont School District's finances, in a manner similar to a private-sector business.

The *statement of net assets* presents information on all of the Claremont School District's assets and liabilities, with the difference between the two reported as *net assets*. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Claremont School District is improving or deteriorating.

The *statement of activities* presents information showing how the government's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements can be found on pages 13 and 14 of this report.

Fund financial statements: A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Claremont School District, like other governmental units, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Claremont School District are divided into two categories: governmental funds and fiduciary funds.

Governmental funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Claremont School District maintains eight individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general and grants funds, which are considered to be major funds. Data from the other six governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of *combining statements* elsewhere in this report.

The Claremont School District adopts an annual appropriated budget for its major funds, the general and grants funds. A budgetary comparison statement has been provided for each of these funds to demonstrate compliance with the budget.

The basic governmental fund financial statements can be found on pages 15-20 of this report.

Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the school district. Fiduciary funds are *not* reflected in the government-wide financial statement because the resources of those funds are *not* available to support the Claremont School District's own programs. The accounting used for fiduciary funds is much like that used for private enterprises.

The basic fiduciary fund financial statements can be found on pages 21 and 22 of this report.

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government -wide and fund financial statements. The notes to the financial statements can be found on pages 23-35 of this report.

Other information. The combining statements referred to earlier in connection with nonmajor governmental funds are presented immediately following the notes to the financial statements. Combining and individual fund statements and schedules can be found on pages 36-41 of this report.

Government-wide Financial Analysis

Net assets may serve over time as a useful indicator of a government's financial position. For the Claremont School District, assets exceeded liabilities by \$11,793,461 as of June 30, 2011.

The largest portion of the assets (87%) reflects its investment in capital assets (e.g. land, buildings, machinery, equipment, and vehicles). The School District uses these assets to provide its services, and therefore, these assets are not available for future spending.

The following tables provide summaries of the School District's net assets and activities:

Table 1

	Total Governmental Activities		% Change 2010-11
	2010	2011	
Current and other assets	\$1,600.5	\$1,803.4	12.7%
Capital assets, net	\$13,035.3	\$12,577.6	-3.5%
Total assets	\$14,635.8	\$14,381.0	-1.7%
Long-term liabilities	\$2,019.3	\$1,706.2	-15.5%
Other liabilities	\$1,087.0	\$881.4	-18.9%
Total liabilities	\$3,106.3	\$2,587.6	-16.7%
Net assets	\$11,529.5	\$11,793.4	2.3%
Invested in capital assets, net of related debt	\$11,306.7	\$11,443.1	1.2%
Restricted	\$461.3	\$504.7	9.4%
Unrestricted	(\$238.5)	(\$154.4)	-35.3%
Total net assets	\$11,529.5	\$11,793.4	2.3%

Table 2 Statement of Activities

	2010	2011	Amount of Change	Change in %
Revenues:				
Program Revenues:				
Charges for Services	\$1,265,146	\$1,211,188	-\$53,958	-4.26%
Operating Grants	\$4,501,290	\$3,957,918	-\$543,372	-12.07%
Capital Grants	\$99,000	\$99,000	\$0	0.00%
General Revenues:				
School District Assessment	\$10,263,095	\$10,952,934	\$689,839	6.72%
Unrestricted Grants	\$14,351,240	\$14,648,929	\$297,689	2.07%
Miscellaneous	\$446,608	\$662,989	\$216,381	48.45%
Total Revenues	\$30,926,379	\$31,532,958	\$606,579	1.96%
Program Expenses:				
Instruction	\$21,172,183	\$22,420,927	\$1,248,744	5.90%
Support Services:				
Student	\$1,648,603	\$1,654,167	\$5,564	0.64%
Instructional Staff	\$869,898	\$352,860	-\$517,038	-193.65%
General Administration	\$266,993	\$167,361	-\$99,632	-8.16%
Executive Administration	\$1,220,838	\$1,099,192	-\$121,646	-7.61%
School Administration	\$1,597,602	\$1,590,716	-\$6,886	-0.32%
Operations & Maintenance	\$2,165,592	\$2,227,769	\$62,177	8.28%
Student Transportation	\$750,972	\$860,531	\$109,559	66.02%
Other	\$165,950	\$160,344	-\$5,606	-0.86%
Non-Instructional Services	\$648,325	\$657,354	\$9,029	7.61%
Facilities Acq. And Construction	\$320,774	\$0	-\$320,774	n/a
Interest on long-term debt	\$118,712	\$77,751	-\$40,961	-34.50%
Total Governmental Activities	\$30,946,442	\$31,268,972	\$322,530	1.04%
Change in net assets	-\$20,063	\$263,986	\$284,049	-1415.79%
Beginning net assets	\$11,549,538	\$11,529,475	-\$20,063	-0.17%
Ending net assets	\$11,529,475	\$11,793,461	\$263,986	2.29%

The School District's combined net assets increased by 2.17% to \$11,793,461. This increase in the financial position came primarily through decreased program expenditures. There were no new debt obligations issued by the District during the 2010-11 fiscal year.

The following table outlines the School District's position regarding its long term debt for the fiscal year ending June 30, 2011:

Length of Debt	20
Date of Issue	8/1/1995
Date of Final Payment	8/1/2015
Original Debt Amount	6,600,000.00
Interest Rate	0.0540
Principal at Begin of Yr	1,980,000.00
New Issues This Year	0.00
Retired Issues This Yr	330,000.00
Remaining Princ Bal Due	1,650,000.00
Remaining Int Bal Due	230,170.00
Remaining Debt (P&I)	1,880,170.00
Prin to be Paid Next FY	330,000.00
Interest to be Pd Next FY	82,500.00
Total Debt Next Fiscal Year	412,500.00

CLAREMONT SCHOOL DISTRICT
Statement of Revenues and Expenditures (Budgetary Basis)
General Fund
Fiscal Year 2010-11
(in thousands)

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Revenues:			
School district assessment	10,953.0	10,953.0	0.0
Other local	895.7	1,166.8	271.1
State	14,161.2	14,189.8	28.6
Federal	597.3	1,029.2	431.9
Total Revenues	26,607.2	27,338.8	731.6
Expenditures:			
Instruction	18,748.5	18,428.3	320.2
Support Services:			
Student	1,463.3	1,627.3	(164.0)
Instructional Staff	506.0	353.0	153.0
General Admin.	121.7	167.3	(45.6)
Executive Admin.	1,131.8	1,099.2	32.6
School Admin.	1,705.6	1,592.8	112.8
Maintenance	2,070.1	2,227.8	(157.7)
Transportation	661.5	872.3	(210.8)
Other	0.0	165.2	(165.2)
Debt Service:			
Principal	330.0	330.0	0.0
Interest	100.7	100.7	0.0
Total Expenditures	26,839.2	26,963.9	(124.7)
Excess (deficiency) of revenues over (under)			
Expenditures	(232.0)	374.9	606.9
Other Financing Uses:			
Transfers In	0.3		(0.3)
Transfers Out	0.0	(298.4)	(298.4)
Net Change in Fund Balance	(231.7)	76.5	308.2
Increase in nonspendable fund balance		-25.8	
Unassigned Fund Balance, Beginning		170.6	
Unassigned Fund Balance, End		221.3	

Of the total revenues above for the Claremont School District general fund in 2010-11, 40% came directly from the taxpayers of the School District, 51% came from the State of New Hampshire through a combination of Adequate Education Grants and the State-wide property tax, 4% from the federal government, and the other 5% came from such sources as high school tuition, interest income, and other local sources.

For the year ended June 30, 2011, the primary components of revenues received in excess of forecast for the category of "Other Local" above were \$125,433 more in tuition revenue and \$145,652 in other local sources. The District enrolled more students than was forecast during budget preparation. Increased other local sources was primarily due to receipt of insurance proceeds regarding repairs or other damages, continued receipt of reimbursements related to the Medicare Retiree Drug Subsidy program and reimbursements received from other sources for expenditures recorded within the Claremont School District. Interest earnings were significantly below budget due to the current economy and low interest rates. The District received \$122,411 more in Medicaid reimbursements than was forecast and an additional \$309,556 in Ed Jobs funds accounting for the additional revenue shown above for Federal. For expenditures, the category "Other" relates to information technology, whose budget is combined within the category "Instructional Staff". Maintenance reflects higher than budgeted costs for salaries because of long-term employee illnesses resulting in lengthy absences and the need for overtime or other coverage and for unanticipated repairs and maintenance not covered by insurance. School administration costs were lower than budgeted due to employee changes in insurance coverage, reduced rates, as well as salary savings. For "Instruction", lower costs due to reduced district-wide salary costs, staff turnover, health insurance costs, and lower teacher supplemental retirement costs offset by significant over budget costs concerning special education out of district and related services account for this favorable variance.

Of the total revenues for the Claremont School District general fund in 2009-10, 39% came directly from the taxpayers of the School District, 42% came from the State of New Hampshire through a combination of Adequate Education Grants and the State-wide property tax, 14% from the federal government, and the other 5% came from such sources as high school tuition, interest income, and other local sources.

For the year ended June 30, 2010, the primary components of revenues received in excess of forecast for the category of "Other Local" were \$207,159 more in tuition revenue and \$176,077 in other local sources. The District enrolled more students than was forecast during budget preparation. Increased other local sources was primarily due to receipt of insurance proceeds regarding repairs or other damages, receipt of \$83,842 in reimbursements related to the Medicare Retiree Drug Subsidy program and reimbursements received from other sources for expenditures recorded within the Claremont School District. Interest earnings were significantly below budget due to the current economy and low interest rates. The District received \$128,744 more in Medicaid reimbursements than was forecast, accounting for the additional revenue shown for Federal. For expenditures, the category "Other" relates to information technology, whose budget is combined within the category "Instructional Staff". Maintenance reflects higher than budgeted costs for salaries because of significant long-term employee illnesses resulting in lengthy absences and the need for overtime or other coverage and for unanticipated repairs and maintenance not covered by insurance, such as \$50,126 incurred for repairs at the middle school resulting from broken water pipes, both under the gym stage and within cinderblock walls. School administration costs were lower than budgeted due to employee changes in insurance coverage, reduced rates, as well as salary savings. For "Instruction", lower costs due to staff turnover, health insurance costs, and lower teacher supplemental retirement costs offset by significant over budget costs concerning special education out of district, transportation and related services account for this favorable variance.

Adopted Budget

The budget process starts each year in September. The administrators prepare a tentative budget, consistent with annual strategies and goals, to be reviewed by the School Board. The School Board and administrators modify the tentative budget as required to fit within School Board guidelines. A public Budget Hearing is scheduled for early January and then the budget as proposed by the School Board is presented to the City at an annual school meeting in early February, commonly referred to as the First Deliberative Session. Following this meeting, the proposed budget is presented to the City for approval by all day ballot voting on the second Tuesday in March.

The annual budget for the School District is adopted in March by ballot vote of the residents of the District. The adopted budgets over the last five years are:

<u>Year</u>	<u>General Fund</u>	<u>Food Service</u>	<u>Special Revenue</u>	<u>Total</u>
10/11	27,762,779	600,000	3,181,000	31,543,779
09/10	25,814,065	550,000	3,571,000	29,935,065
08/09	25,053,364	542,365	3,017,000	28,612,729
07/08	25,381,598	541,355	3,045,120	28,968,073
06/07	23,595,570	511,355	2,937,647	27,044,572

Fund Balance

The surplus from operations (fund balance) of the general fund is used each year to reduce the local property tax levy required to support the budget. In effect, the general fund is beginning each year with an unreserved fund balance of zero. As a result, the differences between general fund unreserved fund balances are really not a good indicator of how well the fund is doing year to year.

The unreserved, undesignated fund balances for the general fund over the last five years are:

<u>Year</u>	<u>General Fund</u>
10/11	221,321
09/10	170,577
08/09	254,491
07/08	494,401
06/07	711,259

Capital Assets

The carrying value of the Claremont School District capital assets for the fiscal year ending June 30, 2011 is shown below:

	Beginning Balance	2011 Additions	2011 Depreciation	Accumulated Depreciation As of 6/30/2011	Net Value
Land	124,552				124,552
Construction in Progress		424,111			424,111
Land Improvements	101,821		-615	89,772	12,049
Buildings	17,444,110		228,970	5,306,973	12,137,137
Equip. and Mach.	1,213,565		55,871	982,312	231,253
Vehicles	762,580		48,890	565,388	197,192
Total	19,646,628	424,111	333,116	6,944,445	13,126,294

The School District's net capital asset value increased by \$90,995 in 2011. The District added \$424,111 in assets during the year in "Construction in Progress", primarily installation of a sprinkler system at the Claremont Middle School, and recorded \$333,731 in depreciation expense for the year ending June 30, 2011. Additionally the District retired assets of \$615 in Land Improvements. Values shown include the historical cost of land and the depreciated cost of buildings and equipment so the net value does not accurately indicate fair value.

Trust Funds

As of June 30, 2011, the School District had the following balances in certain categories of trust funds:

Income from Expendable Trust Funds (Bequests)	\$ 92,226
Capital Reserve Funds	\$160,983
Total	\$253,209

The non-Capital Reserve Funds represent many individual bequests to the Claremont School District that have occurred over a long period of time. Trust Funds are held and administered by the City of Claremont's Trustees of Trust Funds. These funds are classified as special revenue funds and are reported as governmental funds in the financial statements.

Contact Information

Questions concerning the information presented in this report or requests for additional information should be addressed to:

Mr. Allen R. Damren
Assistant Superintendent
School Administrative Unit 6
165 Broad Street
Claremont, NH 03743

(603) 543-4200

EXHIBIT A
CLAREMONT SCHOOL DISTRICT
Statement of Net Assets
June 30, 2011

	Governmental Activities
ASSETS	
Cash and cash equivalents	\$ 60,740
Investments	98,164
Intergovernmental receivable	1,087,529
Prepaid items	8,300
Capital assets, not being depreciated:	
Land	124,552
Construction in progress	424,111
Capital assets, net of accumulated depreciation:	
Land improvements	12,049
Buildings and building improvements	12,137,137
Machinery and equipment	231,253
Vehicles	197,192
Total assets	<u>14,381,027</u>
LIABILITIES	
Accounts payable	448,370
Intergovernmental payable	7,062
Accrued interest payable	41,972
Accrued salaries and benefits	1,762
Unearned revenue	4,769
Noncurrent obligations:	
Due within one year:	
Bonds	330,000
Compensated absences	47,394
Due in more than one year:	
Bonds	1,320,000
Capital lease	33,126
Compensated absences	353,111
Total liabilities	<u>2,587,566</u>
NET ASSETS	
Invested in capital assets, net of related debt	11,443,168
Restricted for special purposes	504,757
Unrestricted	<u>(154,464)</u>
Total net assets	<u><u>\$ 11,793,461</u></u>

The notes to the basic financial statements are an integral part of this statement.

EXHIBIT B
CLAREMONT SCHOOL DISTRICT
Statement of Activities
For the Fiscal Year Ended June 30, 2011

		Program Revenues			Net (Expense)
		Charges	Operating	Capital	Revenue and
		for	Grants and	Grants and	Change In
	Expenses	Services	Contributions	Contributions	Net Assets
Governmental activities:					
Instruction	\$ 22,420,927	\$ 932,469	\$ 3,510,513	\$ -	\$ (17,977,945)
Support services:					
Student	1,654,167	-	-	-	(1,654,167)
Instructional staff	352,860	-	-	-	(352,860)
General administration	167,361	-	-	-	(167,361)
Executive administration	1,099,192	-	-	-	(1,099,192)
School administration	1,590,716	-	-	-	(1,590,716)
Operation and maintenance of plant	2,227,769	48,013	-	-	(2,179,756)
Student transportation	860,531	-	-	-	(860,531)
Other	160,344	-	-	-	(160,344)
Noninstructional services	657,354	230,706	447,405	-	20,757
Interest on long-term debt	77,751	-	-	99,000	21,249
Total governmental activities	<u>\$ 31,268,972</u>	<u>\$ 1,211,188</u>	<u>\$ 3,957,918</u>	<u>\$ 99,000</u>	<u>(26,000,866)</u>
General revenues:					
School district assessment					10,952,934
Grants and contributions not restricted to specific programs					14,648,929
Interest					8,872
Miscellaneous					654,117
Total general revenues					<u>26,264,852</u>
Change in net assets					263,986
Net assets, beginning					11,529,475
Net assets, ending					<u>\$ 11,793,461</u>

The notes to the basic financial statements are an integral part of this statement.

EXHIBIT C-1
CLAREMONT SCHOOL DISTRICT
Governmental Funds
Balance Sheet
June 30, 2011

	General	Grants	Other Governmental Funds	Total Governmental Funds
ASSETS				
Cash and cash equivalents	\$ -	\$ -	\$ 62,819	\$ 62,819
Investments	-	-	98,164	98,164
Intergovernmental - receivable	88,331	789,847	126,929	1,005,107
Intergovernmental receivable - restricted	82,422	-	-	82,422
Interfund receivable	910,890	-	1,030	911,920
Prepaid items	25,800	-	-	25,800
Total assets	<u>\$ 1,107,443</u>	<u>\$ 789,847</u>	<u>\$ 288,942</u>	<u>\$ 2,186,232</u>
LIABILITIES AND FUND BALANCES				
Liabilities:				
Cash overdraft	\$ 2,079	\$ -	\$ -	\$ 2,079
Accounts payable	445,665	-	2,705	448,370
Accrued salaries and benefits	1,762	-	-	1,762
Intergovernmental payable	-	-	7,062	7,062
Interfund payable	1,030	789,346	121,544	911,920
Deferred revenue	-	501	4,268	4,769
Total liabilities	<u>450,536</u>	<u>789,847</u>	<u>135,579</u>	<u>1,375,962</u>
Fund balances:				
Nonspendable:				
Prepaid items	25,800	-	-	25,800
Restricted:				
Food services	-	-	67,018	67,018
Trust income	-	-	160,983	160,983
Committed:				
Expendable trust	32,422	-	-	32,422
Dental initiative	-	-	1,030	1,030
Assigned:				
Adult education	18,742	-	-	18,742
Encumbrances	14,848	-	-	14,848
Donations	343,774	-	-	343,774
Unassigned	221,321	-	(75,668)	145,653
Total fund balances	<u>656,907</u>	<u>-</u>	<u>153,363</u>	<u>810,270</u>
Total liabilities and fund balances	<u>\$ 1,107,443</u>	<u>\$ 789,847</u>	<u>\$ 288,942</u>	<u>\$ 2,186,232</u>

The notes to the basic financial statements are an integral part of this statement.

EXHIBIT C-2
CLAREMONT SCHOOL DISTRICT
Reconciliation of Total Governmental Fund Balances to the Statement of Net Assets
June 30, 2011

Total fund balances of governmental funds (Exhibit C-1)		\$ 810,270
Amounts reported for governmental activities in the statement of net assets are different because:		
Capital assets used in governmental activities are not financial resources, therefore, are not reported in the funds.		
Cost	\$ 20,070,739	
Less accumulated depreciation	<u>(6,944,445)</u>	
		13,126,294
Interfund receivables and payables between governmental funds are eliminated on the statement of net assets.		
Receivables	\$ (911,920)	
Payables	<u>911,920</u>	
		-
Payments on long-term obligations that are not due until the subsequent year are recorded in the governmental funds as prepaid items.		
Prepaid capital lease payment (principal and interest)		(17,500)
Interest on long-term debt is not accrued in governmental funds.		
Accrued interest payable		(41,972)
Long-term liabilities are not due and payable in the current period, therefore, are not reported in the funds.		
Bonds	\$ (1,650,000)	
Capital lease	(33,126)	
Compensated absences	<u>(400,505)</u>	
		(2,083,631)
Net assets of governmental activities (Exhibit A)		<u><u>\$ 11,793,461</u></u>

The notes to the basic financial statements are an integral part of this statement.

EXHIBIT C-3
CLAREMONT SCHOOL DISTRICT
Governmental Funds
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Fiscal Year Ended June 30, 2011

	General	Grants	Other Governmental Funds	Total Governmental Funds
Revenues:				
School district assessment	\$ 10,952,934	\$ -	\$ -	\$ 10,952,934
Other local	1,353,392	7,213	505,284	1,865,889
State	14,460,866	171,403	10,290	14,642,559
Federal	1,029,231	2,524,641	517,704	4,071,576
Total revenues	<u>27,796,423</u>	<u>2,703,257</u>	<u>1,033,278</u>	<u>31,532,958</u>
Expenditures:				
Current:				
Instruction	18,872,941	2,703,257	515,151	22,091,349
Support services:				
Student	1,627,337	-	15,630	1,642,967
Instructional staff	352,860	-	-	352,860
General administration	167,361	-	-	167,361
Executive administration	1,099,192	-	-	1,099,192
School administration	1,601,750	-	-	1,601,750
Operation and maintenance of plant	2,227,769	-	424,111	2,651,880
Student transportation	872,268	-	-	872,268
Other	160,344	-	-	160,344
Noninstructional services	-	-	651,337	651,337
Debt service:				
Principal	330,000	-	-	330,000
Interest	100,650	-	-	100,650
Total expenditures	<u>27,412,472</u>	<u>2,703,257</u>	<u>1,606,229</u>	<u>31,721,958</u>
Excess (deficiency) of revenues over (under) expenditures	<u>383,951</u>	<u>-</u>	<u>(572,951)</u>	<u>(189,000)</u>
Other financing sources (uses):				
Transfers in	-	-	634,111	634,111
Transfers out	(634,111)	-	-	(634,111)
Total other financing sources and uses	<u>(634,111)</u>	<u>-</u>	<u>634,111</u>	<u>-</u>
Net change in fund balances	(250,160)	-	61,160	(189,000)
Fund balances, beginning, as restated (see Note 11)	907,067	-	92,203	999,270
Fund balances, ending	<u>\$ 656,907</u>	<u>\$ -</u>	<u>\$ 153,363</u>	<u>\$ 810,270</u>

The notes to the basic financial statements are an integral part of this statement.

EXHIBIT C-4
CLAREMONT SCHOOL DISTRICT
Reconciliation of the Statement of Revenues, Expenditures, and
Changes in Fund Balances of Governmental Funds to the Statement of Activities
For the Fiscal Year Ended June 30, 2011

Net change in fund balances of total governmental funds (Exhibit C-3)		\$ (189,000)
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures. In the statement of activities the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capitalized capital outlay exceeded depreciation expense in the current period.		
Capitalized capital outlay	\$ 424,111	
Depreciation expense	<u>(333,116)</u>	
		90,995
Transfers in and out between governmental funds are eliminated on the operating statement.		
Transfers in	\$ (634,111)	
Transfers out	<u>634,111</u>	
		-
Prepaid debt consumes current financial resources of governmental funds, but reduces net assets on the government-wide statements.		
Prepaid debt, prior year	\$ 393,938	
Prepaid debt, current year	<u>(17,500)</u>	
		376,438
The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net assets.		
Principal repayment of capital lease		45,517
Some expenses reported in the statement of activities do not require the use of current financial resources, therefore, are not reported as expenditures in governmental funds.		
Increase in accrued interest expense	\$ (41,039)	
Increase in compensated absences payable	<u>(18,925)</u>	
		<u>(59,964)</u>
Change in net assets of governmental activities (Exhibit B)		<u><u>\$ 263,986</u></u>

The notes to the basic financial statements are an integral part of this statement.

EXHIBIT D-1
CLAREMONT SCHOOL DISTRICT
Schedule of Revenues, Expenditures, and Change in Fund Balance
Budget and Actual (Non-GAAP Budgetary Basis)
General Fund
For the Fiscal Year Ended June 30, 2011

	Original and Final Budget	Actual	Variance Positive (Negative)
Revenues:			
School district assessment	\$ 10,952,934	\$ 10,952,934	\$ -
Other local	895,740	1,166,825	271,085
State	14,161,236	14,189,848	28,612
Federal	597,264	1,029,231	431,967
Total revenues	26,607,174	27,338,838	731,664
Expenditures:			
Current:			
Instruction	18,748,502	18,428,268	320,234
Support services:			
Student	1,463,333	1,627,337	(164,004)
Instructional staff	505,998	353,053	152,945
General administration	121,725	167,361	(45,636)
Executive administration	1,131,788	1,099,192	32,596
School administration	1,705,628	1,592,777	112,851
Operation and maintenance of plant	2,070,106	2,227,769	(157,663)
Student transportation	661,524	872,268	(210,744)
Other	-	165,256	(165,256)
Debt service:			
Principal	330,000	330,000	-
Interest	100,650	100,650	-
Total expenditures	26,839,254	26,963,931	(124,677)
Excess (deficiency) of revenues over (under) expenditures	(232,080)	374,907	606,987
Other financing sources (uses):			
Transfers in	385	-	(385)
Transfers out	-	(298,363)	(298,363)
Total other financing sources and uses	385	(298,363)	(298,748)
Net change in fund balance	\$ (231,695)	76,544	\$ 308,239
Increase in nonspendable fund balance		(25,800)	
Unassigned fund balance, beginning		170,577	
Unassigned fund balance, ending		\$ 221,321	

The notes to the basic financial statements are an integral part of this statement.

EXHIBIT D-2
CLAREMONT SCHOOL DISTRICT
Schedule of Revenues, Expenditures, and Change in Fund Balance
Budget and Actual (GAAP Basis)
Grants Fund
For the Fiscal Year Ended June 30, 2011

	Original and Final Budget	Actual	Variance Positive (Negative)
Revenues:			
Federal	\$ 3,604,000	\$ 2,703,257	\$ (900,743)
Expenditures:			
Current:			
Instruction	3,604,000	2,703,257	900,743
Net change in fund balance	\$ -	-	\$ -
Fund balance, beginning		-	
Fund balance, ending		\$ -	

The notes to the basic financial statements are an integral part of this statement.

EXHIBIT E-1
CLAREMONT SCHOOL DISTRICT
Fiduciary Funds
Statement of Fiduciary Net Assets
June 30, 2011

	Private Purpose Trust	Agency
ASSETS		
Cash and cash equivalents	\$ 9,019	\$ 98,860
Investments	83,207	-
Total assets	92,226	98,860
LIABILITIES		
Due to student groups	-	98,860
NET ASSETS		
Held in trust for specific purposes	<u>\$ 92,226</u>	<u>\$ -</u>

The notes to the basic financial statements are an integral part of this statement.

EXHIBIT E-2
CLAREMONT SCHOOL DISTRICT
Fiduciary Funds
Statement of Changes in Fiduciary Net Assets
For the Fiscal Year Ended June 30, 2011

	Private Purpose Trust
Additions:	
New funds	\$ 23,350
Interest	1,151
Total revenue	<u>24,501</u>
Deductions:	
Scholarships	<u>14,148</u>
Change in net assets	10,353
Net assets, beginning	<u>81,873</u>
Net assets, ending	<u><u>\$ 92,226</u></u>

The notes to the basic financial statements are an integral part of this statement.

CLAREMONT SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2011

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CLAREMONT SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2011

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

1-A Reporting Entity

The Claremont School District, in Claremont, New Hampshire (the School District) is a municipal corporation governed by an elected 8-member School Board. The accompanying financial statements of the Claremont School District are presented in conformity with accounting principles generally accepted in the United States of America for governmental units as prescribed by the Governmental Accounting Standards Board (GASB) and other authoritative sources. The reporting entity is comprised of the primary government and any other organizations (*component units*) that are included to ensure that the financial statements are not misleading.

Component units are legally separate organizations for which the School District is financially accountable. The School District is financially accountable for an organization if the School District appoints a voting majority of the organization's governing board, and (1) the School District is able to significantly influence the programs or services performed or provided by the organizations; or (2) the School District is legally entitled to or can otherwise access the organization's resources; (3) the School District is legally obligated or has otherwise assumed the responsibility to finance the deficits of, or provide financial support to, the organization; or (4) the School District is obligated for the debt of the organization. Based on the foregoing criteria, no other organizations are included in the School District's financial reporting entity.

The more significant of the School District's accounting policies are described below.

1-B Financial Statement Presentation

Government-wide Financial Statements – The government-wide financial statements display information about the School District as a whole. These statements are presented on an "economic resources" measurement focus and the accrual basis of accounting. The effect of interfund activity has been eliminated from these statements.

The Statement of Net Assets presents information on all of the entity's assets and liabilities, with the difference between the two presented as net assets. Net assets are reported as one of three categories; invested in capital assets, net of related debt; restricted; or unrestricted.

The Statement of Activities presents a comparison between direct expenses and program revenues for the different functions of the School District's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Vehicle maintenance; pension benefit; property and liability insurance; claims and judgments; and state assessments and charges have been allocated to major functions in order to present a more accurate and complete picture of the cost of School District services. Program revenues include (1) charges to customers or applicants for goods received, services rendered or privileges provided; and (2) grants and contributions that are restricted to meeting operational or capital requirements of a particular function. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements – The School District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. Financial statements of the School District are organized into funds, each of which is considered to be a separate accounting entity. Each fund has a separate set of self-balancing accounts that constitute its assets, liabilities, fund equity, revenues, and expenditures. Funds are organized as major funds or nonmajor funds within the governmental and fiduciary statements. An emphasis is placed on major funds within the governmental categories. A fund is considered major if it is the primary operating fund of the School District or meets the following criteria:

- (a) Total assets, liabilities, revenues or expenditures of that individual governmental fund are at least 10% of the corresponding total for all funds of that category or type;
- (b) Total assets, liabilities, revenues or expenditures of the individual governmental fund are at least 5% of the corresponding total for all governmental funds combined; and
- (c) In addition, any other governmental fund that the School District believes is particularly important to the financial statement users may be reported as a major fund.

CLAREMONT SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2011

Governmental Activities – Governmental funds are identified as general, special revenue, and capital projects funds, based upon the following guidelines:

General Fund – is the primary operating fund of the School District and is always classified as a major fund. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Funds – are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specified purposes.

Capital Projects Funds – are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

Fiduciary Fund Types – These funds account for resources held by the School District for the benefit of other parties and include the private purpose trust fund and agency fund. Fiduciary fund types are not part of the reporting entity in the government-wide financial statements, but are reported in a separate statement of fiduciary net assets and a statement of changes in fiduciary net assets. These funds are as follows:

Private Purpose Trust Funds – are held in the custody of the Claremont School District and accumulates resources to provide scholarship benefits to qualified graduating students.

Agency Funds – are used to account for resources held by the School District in a purely custodial capacity and include the assets held for and due to the student groups for their student activity funds.

Major Funds – The School District reports the following major governmental funds:

General Fund – all general revenues and other receipts that are not allocated by law or contracted agreement to another fund are accounted for in this fund. This fund accounts for general operating expenditures, fixed charges, and the capital improvement costs that are not reported in other funds.

Grants Fund – accounts for the resources received from various federal, state, and local agencies. The resources are restricted to accomplishing the various objectives of the grantor agencies.

Nonmajor Funds – The School District also reports five nonmajor governmental funds.

1-C Measurement Focus

Government-wide and Fiduciary Fund Financial Statements – The government-wide and fiduciary fund financial statements, except for agency funds which have no measurement focus, are reported using the economic resources measurement focus. Under this concept, revenues and expenses are matched using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. The district assessment is recognized as revenue in the year for which it is levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental Fund Financial Statements – Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are susceptible to accrual, that is, when they are both measurable and available. Revenues are considered to be available if they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the School District considers revenues to be available if they are collected within 60 days of the end of the current period. District assessment, grants and contracts, and interest associated with the current period are considered to be susceptible to accrual. All other revenue items are considered to be measurable and available only when cash is received by the School District. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and acquisitions under capital leases are reported as other financing sources.

When both restricted and unrestricted resources are available for use, it is the School District's policy to use restricted resources first, then unrestricted resources as they are needed.

CLAREMONT SCHOOL DISTRICT
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Revenues – Exchange Transactions – Revenue resulting from exchange transactions in which each party gives and receives essentially equal value is recorded on the accrual basis when the exchange takes place. On the modified accrual basis revenue is recorded when the exchange takes place in the fiscal year in which the resources are measurable and become available.

Revenues – Nonexchange Transactions – Nonexchange transactions, in which the School District receives value without directly giving equal value in return, include grants and donations. Revenue from grants and donations is recognized in the fiscal year in which all grantor imposed eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the year when use is first permitted; matching requirements, in which the School District must provide local resources to be used for a specified purpose; and expenditure requirements, in which the resources are provided to the School District on a reimbursement basis. On a modified accrual basis, revenue from nonexchange transactions also must be available (i.e., collected within 60 days) before it can be recognized.

1-D Cash and Cash Equivalents

The School District considers all highly liquid investments with an original maturity of three months or less to be cash equivalents. Deposits with financial institutions consist primarily of demand deposits, certificates of deposits, and savings accounts. A cash pool is maintained that is available for use by all funds. Each fund's portion of this pool is reflected on the combined financial statements under the caption "cash and cash equivalents."

New Hampshire statutes require that the School District treasurer have custody of all money belonging to the School District and pay out the same only upon orders of the School Board. The treasurer shall deposit all such monies in participation units in the public deposit investment pool established pursuant to NH RSA 383:22 or in solvent banks in the state. Funds may be deposited in banks outside the state if such banks pledge and deliver to a third party custodial bank or the Federal Reserve Bank, collateral security for such deposits, United States government or government agency obligations or obligations of the State of New Hampshire in value at least equal to the amount of the deposit in each case.

1-E Restricted Assets

Certain intergovernmental receivables are classified as restricted assets on the balance sheet because their use is legally restricted for specific purposes in accordance with state statutes.

1-F Investments

State statutes place certain limitations on the nature of deposits and investments available as follows:

New Hampshire law authorizes the School District to invest in the following type of obligations:

- Obligations of the United States government;
- The public deposit investment pool established pursuant to RSA 383:22;
- Savings bank deposits; and
- Certificates of deposit and repurchase agreements of banks incorporated under the laws of the State of New Hampshire or in banks recognized by the State treasurer.

Any person who directly or indirectly receives any such funds or monies for deposit or for investment in securities of any kind shall, prior to acceptance of such funds, make available at the time of such deposit or investment an option to have such funds secured by collateral having a value at least equal to the amount of such funds. Such collateral shall be segregated for the exclusive benefit of the School District. Only securities defined by the bank commissioner as provided by rules adopted pursuant to RSA 386:57 shall be eligible to be pledged as collateral.

Investments are stated at fair value based on quoted market prices.

1-G Receivables

Receivables in the government-wide financial statements represent amounts due to the School District at June 30, recorded as revenue, which will be collected in the future and consist primarily of accounts and intergovernmental receivables.

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1-H Interfund Balances

During the course of operations, numerous transactions occur between individual funds that may result in amounts owed between funds. Short-term interfund loans are reported as "interfund receivables and payables." Interfund receivables and payables between funds are eliminated in the statement of net assets.

1-I Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements and expensed as the items are used.

1-J Capital Assets

General capital assets are those assets of a capital nature which the School District owns. All capital assets are capitalized at cost (or estimated at historical cost) and updated for additions and retirements during the year. Donated capital assets are recorded at their fair market values as of the date received. The School District maintains a capitalization threshold of \$10,000 and more than one year of estimated useful life. Improvements to capital assets are capitalized; the costs of normal maintenance and repairs that do not add to the value of an asset or materially extend the asset's life are expensed.

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Assets. All reported capital assets are depreciated over their estimated useful lives. Depreciation is computed using the straight-line method over the following useful lives:

	<u>Years</u>
Land improvements	20
Buildings and building improvements	100
Machinery and equipment	5 - 20
Vehicles	5 - 8

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Capital assets are not capitalized and related depreciation is not reported in the fund financial statements.

1-K Allowance for Uncollectible Accounts

No allowances for uncollectible accounts have been recorded as all amounts are considered collectible.

1-L Deferred/Unearned Revenue

In the government-wide financial statements, deferred revenue is recognized when cash, receivables, or other assets are recorded prior to their being earned. In the governmental fund financial statements deferred revenue represents monies received or revenues accrued which have not been earned or do not meet the "available" criterion for revenue recognition under the modified accrual basis of accounting. On the government-wide Statement of Net Assets, deferred revenue is classified as unearned revenue.

1-M Compensated Absences

General leave for the School District includes benefit paid upon retirement if minimum eligibility requirements have been attained. Upon termination, employees are paid in full for any accrued general leave earned as set forth by personnel policy.

Vested or accumulated general leave that is expected to be liquidated with expendable available financial resources is reported as an expenditure and a fund liability of the governmental fund that will pay it. Amounts of vested or accumulated general leave that are not expected to be liquidated with expendable available resources are maintained separately and represents a reconciling item between the fund and government-wide presentations.

1-N Long-Term Obligations

Long-term debt and other long-term obligations are reported as liabilities in the government-wide statements.

CLAREMONT SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
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1-O Claims and Judgments

Claims and judgments are recorded as liabilities if all the conditions of Governmental Accounting Standards Board pronouncements are met. Claims and judgments that would normally be liquidated with expendable available financial resources are recorded during the year as expenditures in the governmental funds. Claims and judgments are recorded in the government-wide financial statements as expense when the related liabilities are incurred. There were no significant claims or judgments at year-end.

1-P Equity/Fund Balance Classifications

Government-wide Statements – Equity is classified as net assets and displayed in two components:

- a) ***Invested in capital assets, net of related debt*** – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent related debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds are not included in the calculation of invested capital assets, net of related debt.
- b) ***Unrestricted net assets*** – All other net assets that do not meet the definition of “restricted” or “invested in capital assets, net of related debt.”

Governmental Fund Balances Classification – The Claremont School District has implemented GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* for this fiscal year ending June 30, 2011. GASB Statement No. 54 establishes fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the School District is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

Nonspendable – This classification includes amounts that cannot be spent because they are either (a) not in spendable form; or (b) are legally or contractually required to be maintained intact. The School District has classified prepaid items as being nonspendable as these items are not expected to be converted to cash or are not expected to be converted to cash within the next year. These items were previously reported as reserved for special purposes.

Restricted – This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation. The School District has classified food service funds and trust fund income as being restricted because their use is restricted by Federal/State statutes for expenditures. These items were previously reported as reserved for special purposes or unreserved-undesignated or unreserved-designated for special purposes.

Committed – This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the legislative body (School District Meeting). These amounts cannot be used for any other purpose unless the legislative body (School District Meeting) removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. The School District has classified expendable trust funds, adult education funds, and dental initiative funds in this classification. These items were previously reported as reserved for special purposes or unreserved-designated for special purposes.

Assigned – This classification includes amounts that are constrained by the School District’s intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the School Board or through the Board delegating this responsibility to the Superintendent or Assistant Superintendent through the budgetary process. This classification also includes the remaining positive fund balance for all governmental funds except for the general fund. The School District also has assigned funds consisting of reserve for encumbrances in the general fund at year-end. This amount was previously reported as reserved for encumbrances.

Unassigned – This classification includes the residual fund balance for the general fund. The unassigned classification also includes negative residual fund balance of any other governmental fund that cannot be eliminated by offsetting of assigned fund balance amounts. This amount was previously reported as unreserved-undesignated.

CLAREMONT SCHOOL DISTRICT
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The details of the fund balances are included in the Governmental Funds Balance Sheet (page 15). As discussed in Note 1-C, restricted funds are used first as appropriate, followed by committed resources, and then assigned resources, as appropriate opportunities arise. In the event that unassigned fund balance becomes zero, then assigned and committed fund balances are used in that order.

1-Q Interfund Activities

Interfund activities are reported as follows:

Interfund Receivables and Payables – Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as “due to/from other funds” (i.e., the current portion of interfund loans). All other outstanding balances between funds are reported as “due to/from other funds.” Interfund receivables and payables between funds are eliminated in the statement of net assets.

Interfund Transfers – Interfund transfers represent flows of assets without equivalent flows of assets in return and without a requirement for repayment. In governmental funds, transfers are reported as other financing uses in the funds making the transfers and other financing sources in the funds receiving the transfers. In the government-wide financial statements, all interfund transfers between individual governmental funds have been eliminated.

1-R Use of Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts and disclosures in the financial statements. Actual results could differ from those estimates and the differences could be material.

NOTE 2 – STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

2-A Budgetary Information

General governmental revenues and expenditures accounted for in budgetary funds are controlled by a formal integrated budgetary accounting system in accordance with various legal requirements which govern the School District’s operations. At its annual meeting, the School District adopts a budget for the current year for the general and grants funds, as well as three nonmajor funds. Except as reconciled below, the budget was adopted on a basis consistent with US generally accepted accounting principles.

Management may transfer appropriations between operating categories as deemed necessary, but expenditures may not legally exceed budgeted appropriations in total. All annual appropriations lapse at year-end unless encumbered.

Encumbrance accounting, under which purchase orders, contracts, and continuing appropriations (certain projects and specific items not fully expended at year-end) are recognized, is employed in the governmental funds. Encumbrances are not the equivalent of expenditures, and are therefore, reported as part of the assigned fund balance at year-end, and are carried forward to supplement appropriations of the subsequent year.

State statutes require balanced budgets, but provide for the use of beginning unassigned fund balance to achieve that end. In the fiscal year 2011, \$231,695 of the beginning general fund unassigned fund balance was applied for this purpose.

CLAREMONT SCHOOL DISTRICT
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2-B Budgetary Reconciliation to GAAP Basis

The following reconciles the general fund budgetary basis to the GAAP basis:

Revenues:	
Per Exhibit D-1 (budgetary basis)	\$ 27,338,838
Adjustments:	
Basis difference:	
GASB Statement No. 54:	
Other local revenue from donations fund	171,434
Expendable trust fund interest earned	437
Adult education local revenue	14,696
On-behalf retirement contributions made by the State of New Hampshire	
recognized as revenue on the GAAP basis, but not on the budgetary basis	271,018
Per Exhibit C-3 (GAAP basis)	<u>\$ 27,796,423</u>
Expenditures and other financing uses:	
Per Exhibit D-1 (budgetary basis)	\$ 27,262,294
Adjustments:	
Basis difference:	
Encumbrances, beginning	9,308
Encumbrances, ending	(14,848)
GASB Statement No. 54:	
Regular program expenditures from donations fund	126,793
Transfer from expendable trust funds to capital project funds	376,748
Adult education expenditures	56,270
Transfer from general fund to adult education fund	(41,000)
On-behalf retirement contributions made by the State of New Hampshire	
recognized as an expenditure on the GAAP basis, but not on the budgetary basis	271,018
Per Exhibit C-3 (GAAP basis)	<u>\$ 28,046,583</u>

2-C Excess of Expenditures over Appropriations

The general fund had an excess of expenditures over appropriations for the year ended June 30, 2011 in the amount of \$142,177. Overexpenditures were due to the receipt and expenditure of unanticipated funds.

2-D Deficit Fund Balance

The 21st Century fund had a fund balance deficit of \$75,668 at June 30, 2011. The School District plans to transfer funds from the general fund to cover this deficit in 2011-12.

DETAILED NOTES ON ALL FUNDS

NOTE 3 – INVESTMENTS

The School District maintains a portfolio of short-term maturity investments in the amount of \$98,164, all held in the New Hampshire Public Deposit Investment Pool.

NOTE 4 – RECEIVABLES

Receivables at June 30, 2011, consisted of accounts and intergovernmental amounts arising from grants, trust funds in the custody of the Town of Claremont trustees of trust funds, school lunch program, and restricted grants.

Receivables are recorded on the School District's financial statements to the extent that the amounts are determined to be material and substantiated not only by supporting documentation, but also by a reasonable, systematic method of determining their existence, completeness, valuation, and collectability.

CLAREMONT SCHOOL DISTRICT
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NOTE 5 – CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2011 consisted of the following:

	Balance, beginning	Additions	Retirements	Balance, ending
At cost:				
Not being depreciated:				
Land	\$ 124,552	\$ -	\$ -	\$ 124,552
Construction in progress	-	424,111	-	424,111
Total capital assets not being depreciated	124,552	424,111	-	548,663
Being depreciated:				
Land improvements	101,821	-	-	101,821
Buildings and building improvements	17,444,110	-	-	17,444,110
Machinery and equipment	1,213,565	-	-	1,213,565
Vehicles	762,580	-	-	762,580
Total capital assets being depreciated	19,522,076	-	-	19,522,076
Total capital assets	19,646,628	424,111	-	20,070,739
Less accumulated depreciation:				
Land improvements	(90,387)	-	615	(89,772)
Buildings and building improvements	(5,078,003)	(228,970)	-	(5,306,973)
Machinery and equipment	(926,441)	(55,871)	-	(982,312)
Vehicles	(516,498)	(48,890)	-	(565,388)
Total accumulated depreciation	(6,611,329)	(333,731)	615	(6,944,445)
Net book value, capital assets being depreciated	12,910,747	(333,731)	615	12,577,631
Net book value, all capital assets	\$ 13,035,299	\$ 90,380	\$ 615	\$ 13,126,294

Depreciation expense was charged to functions of the School District based on their usage of the related assets. The amounts allocated to each function are as follows:

Instruction	\$ 311,434
Support services:	
Student transportation	16,280
Noninstructional services	6,017
Total depreciation expense	<u>\$ 333,731</u>

NOTE 6 – INTERFUND BALANCES AND TRANSFERS

Interfund receivable and payable balances consisting of overdrafts in pooled cash and budgetary transfers at June 30, 2011, are as follows:

Receivable Fund	Payable Fund	Amount
General	Grants	\$ 789,346
	Nonmajor	121,544
Nonmajor	General	1,030
		<u>\$ 911,920</u>

Interfund transfers during the year ended June 30, 2011 are as follows:

	Transfers In:
	Nonmajor
	Funds
Transfers out:	
General fund	<u>\$ 634,111</u>

CLAREMONT SCHOOL DISTRICT
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Transfers are used to: (1) move revenues from the fund that is required to collect them to the fund that is required or allowed to expend them; and (2) use unrestricted revenue collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

NOTE 7 – LONG-TERM LIABILITIES

Changes in the School District's long-term obligations consisted of the following for the year ended June 30, 2011:

	General Obligation Bonds Payable	Capital Lease Payable	Compensated Absences Payable	Total
Balance, beginning	\$ 1,650,000	\$ 78,643	\$ 381,580	\$ 2,110,223
Additions	-	-	18,925	18,925
Reductions	-	(45,517)	-	(45,517)
Balance, ending	<u>\$ 1,650,000</u>	<u>\$ 33,126</u>	<u>\$ 400,505</u>	<u>\$ 2,083,631</u>

Long-term liabilities payable are comprised of the following:

	Original Amount	Issue Date	Maturity Date	Interest Rate %	Outstanding at June 30, 2011	Current Portion
General obligation bonds payable:						
School renovation	\$ 6,600,000	1996	2016	5.250-6.625	\$ 1,650,000	\$ 330,000
Capital lease payable:						
Bus	\$ 81,400	2010	2014	3.75	33,126	-
Compensated absences payable:						
Vested sick leave					400,505	47,394
Total					<u>\$ 2,083,631</u>	<u>\$ 377,394</u>

The annual requirements to amortize all general obligation bonds outstanding as of June 30, 2011, including interest payments, are as follows:

Fiscal Year Ending June 30,	Principal	Interest	Total
2012	\$ 330,000	\$ 82,500	\$ 412,500
2013	330,000	64,350	394,350
2014	330,000	46,200	376,200
2015	330,000	27,844	357,844
2016	330,000	9,276	339,276
Totals	<u>\$ 1,650,000</u>	<u>\$ 230,170</u>	<u>\$ 1,880,170</u>

The annual requirements to amortize all general obligation bonds outstanding as of June 30, 2011, including interest payments, are as follows:

Fiscal Year Ending June 30,	Principal	Interest	Total
2012	\$ -	\$ -	\$ -
2013	16,258	1,242	17,500
2014	16,868	633	17,501
Totals	<u>\$ 33,126</u>	<u>\$ 1,875</u>	<u>\$ 35,001</u>

All debt is general obligation debt of the School District, which is backed by its full faith and credit, and will be repaid from general governmental revenues.

CLAREMONT SCHOOL DISTRICT
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NOTE 8 – ENCUMBRANCES

The School District has encumbrances outstanding of \$14,848 at year end relating to the following functions of the School District:

Instruction	
Regular programs	\$ 200
Special programs	9,208
Support services:	
Instructional staff	193
School administration	335
Other	4,912
Total encumbrances	<u>\$ 14,848</u>

NOTE 9 – GOVERNMENTAL ACTIVITIES NET ASSETS

Governmental activities net assets reported on the government-wide Statement of Net Assets at June 30, 2011 include the following:

Invested in capital assets, net of related debt:	
Net property, buildings, and equipment	\$ 13,126,294
Less:	
General obligation bonds payable	(1,650,000)
Capital lease payable	(33,126)
Total invested in capital assets, net of related debt	<u>11,443,168</u>
Restricted for special purposes	504,757
Unrestricted	(154,464)
Total net assets	<u>\$ 11,793,461</u>

NOTE 10 – GOVERNMENTAL FUND BALANCES

Governmental fund balance balances reported on the fund financial statements at June 30, 2011 include the following:

General Fund – The general fund has nonspendable fund balance of \$8,300, committed fund balance of \$32,422, assigned fund balance of \$377,364 and unassigned fund balance of \$ 221,321.

Other Major Funds – The grants fund had no fund balance.

Other Funds – The aggregate remaining funds have restricted funds of \$228,001, committed fund balance of \$1,030 and a deficit unassigned fund balance of \$75,668.

NOTE 11 – PRIOR PERIOD ADJUSTMENTS

Fund equity at July 1, 2010 was restated to record certain funds previously recorded as special revenue funds that under GASB Statement No. 54 are now considered part of the general fund, as follows.

	General Fund	Expendable Trust Fund	Donations Fund	Adult Education Fund
Adjustments:				
Expendable trust funds	\$ 408,733	\$ (408,733)	\$ -	\$ -
Donations fund	299,133	-	(299,133)	-
Adult education fund	19,316	-	-	(19,316)
Fund balance, as previously reported	179,885	408,733	299,133	19,316
Fund balance, as restated	<u>\$ 907,067</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CLAREMONT SCHOOL DISTRICT
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NOTE 12 – EMPLOYEE RETIREMENT PLAN

The School District participates in the New Hampshire Retirement System (the System) which is the administrator of a cost-sharing multiple-employer contributory pension plan and trust established in 1967 by RSA 100-A:2 and is qualified as a tax-exempt organization under Sections 401(a) and 501(a) of the Internal Revenue Code. The plan is a contributory, defined benefit plan providing service, disability, death, and vested retirement benefits to members and their beneficiaries. Provision for benefits and contributions are established and can be amended by the New Hampshire Legislature. The System issues a publicly available financial report that may be obtained by writing the New Hampshire Retirement System, 54 Regional Drive, Concord, NH 03301.

The System is financed by contributions from both the employees and the School District. Member contribution rates are established and may be amended by the State legislature while employer contribution rates are set by the System trustees based on an actuarial valuation. All employees are required to contribute 5% of earnable compensation. For fiscal year 2011, the School District contributed 8.02% for teachers and 9.16% for other employees. The contribution requirements for the fiscal years 2009, 2010, and 2011 were \$787,150, \$1,014,058, and \$1,013,808, respectively, which were paid in full in each year.

The State of New Hampshire funds 25% of the total employer normal contribution rate for teachers employed by the School District. This amount, \$271,018 is reported as an “on-behalf payment,” as an expenditure and revenue on the governmental funds statement of revenues, expenditures, and changes in fund balances, and as an expense and revenue on the statement of activities.

NOTE 13 – OTHER POSTEMPLOYMENT BENEFITS (OPEB)

In addition to pension benefits described in the preceding note, the School District provides postemployment benefit options for health care to eligible retirees, terminated employees, and their dependents. The benefits are provided in accordance with the School District’s agreements, collective bargaining agreements, and the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). The criteria to determine eligibility include: years of service, employee age, and whether the employee has vested in the respective retirement plan. The School District funds the benefits on a pay-as-you-go basis. Eligible employees are required to pay set premiums for a portion of the cost with the School District subsidizing the remaining costs. Expenses for the postretirement health care benefits are recognized as eligible employee claims are paid.

The Governmental Accounting Standards Board (GASB) issued Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. GASB Statement No. 45, which was effective for the School District on July 1, 2009, requires that the long-term cost of retirement health care and obligations for other postemployment benefits (OPEB) be determined on an actuarial basis and reported on the financial statements. The School District has not implemented GASB Statement No. 45 at June 30, 2011, or contracted with an actuarial firm to assist in evaluating the impact of this new standard on the Town. The amounts that should be recorded as the annual required contribution/OPEB cost and the net OPEB obligation is unknown.

NOTE 14 – RISK MANAGEMENT

The School District is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors or omissions; injuries to employees; or natural disasters. During fiscal year 2011, the School District was a member of the Local Government Center Property-Liability Trust, LLC, Workers’ Compensation and Property/Liability Programs. This entity is considered a public entity risk pool, currently operating as common risk management and insurance program for member School Districts and cities.

The Local Government Center Property-Liability Trust, LLC, is a Trust organized to provide certain property and liability insurance coverages to member School Districts, cities, and other qualified political subdivisions of New Hampshire. As a member of the Local Government Center Property-Liability Trust, LLC, the School District shares in contributing to the cost of, and receiving benefits from, a self-insured pooled risk management program. The membership and coverage run from July 1 to June 30. The program maintains a self-insured retention above which it purchases reinsurance and excess insurance. This policy covers property, auto physical damage, crime, general liability, and public officials’ liability subject to a \$1,000 deductible.

Contributions paid in fiscal year ending June 30, 2011, to be recorded as an insurance expenditure totaled \$81,598. There were no unpaid contributions for the year ended June 30, 2011. The School District also paid \$62,090 for workers’ compensation. The trust agreement permits the Trust to make additional assessments to members should there be a deficiency in Trust assets to meet its liabilities. At this time, the Trust foresees no likelihood of any additional assessments for past years.

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NOTE 15 – CONTINGENT LIABILITIES

There are various claims and suits pending against the School District which arose in the normal course of the School District's activities. In the opinion of management, the ultimate disposition of these various claims and suits will not have a material effect on the financial position of the School District.

The School District has received federal and state grants for specific purposes that are subject to review and audit by the grantor agencies or their designee. These audits could result in a request for reimbursement from the grantor agency for costs disallowed under terms of the grant. Based on prior experience, the School District believes such disallowances, if any, will be immaterial.

NOTE 16 – IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS

In March 2009 the GASB issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. The requirements of Statement No. 54 are mandatory for the School District for fiscal year ended June 30, 2011 and accordingly have been implemented, with the exception of adoption of a fund balance policy. GASB Statements No. 60 through No. 64, issued during this period, are not effective for financial statements until the subsequent years.

NOTE 17– SUBSEQUENT EVENTS

Subsequent events are events or transactions that occur after the balance sheet date, but before the financial statements are issued. Recognized subsequent events are events or transactions that provided additional evidence about conditions that existed at the balance sheet date, including the estimates inherent in the process of preparing the financial statements. Nonrecognized subsequent events are events that provide evidence about conditions that did not exist at the balance sheet date, but arose after the date. Management has evaluated subsequent events through March 23, 2012, the date the June 30, 2011 financial statements were issued, and no events occurred that require recognition or disclosure.

COMBINING AND INDIVIDUAL FUND SCHEDULES

SCHEDULE 1
CLAREMONT SCHOOL DISTRICT
Major General Fund
Schedule of Estimated and Actual Revenues (Non-GAAP Budgetary Basis)
For the Fiscal Year Ended June 30, 2011

	Estimated	Actual	Variance Positive (Negative)
School district assessment:			
Current appropriation	\$ 10,952,934	\$ 10,952,934	\$ -
Other local sources:			
Tuition	791,535	916,968	125,433
Transportation	6,000	-	(6,000)
Investment earnings	40,000	8,435	(31,565)
Rentals	54,705	48,013	(6,692)
Miscellaneous	3,500	193,409	189,909
Total from other local sources	895,740	1,166,825	271,085
State sources:			
Adequacy aid (grant)	1,846,210	1,846,210	-
Adequacy aid (tax)	12,055,899	12,055,899	-
School building aid	99,000	99,000	-
Catastrophic aid	130,127	173,238	43,111
Vocational aid	30,000	15,501	(14,499)
Total from state sources	14,161,236	14,189,848	28,612
Federal sources:			
Medicaid	160,000	282,411	122,411
Ed Jobs	437,264	746,820	309,556
Total from federal sources	597,264	1,029,231	431,967
Other financing sources:			
Transfers in	385	-	(385)
Total revenues and other financing sources	26,607,559	\$ 27,338,838	\$ 731,279
Use of fund balance to reduce school district assessment	231,695		
Total revenues, other financing sources, and use of fund balance	\$ 26,839,254		

SCHEDULE 2
CLAREMONT SCHOOL DISTRICT
Major General Fund
Schedule of Appropriations, Expenditures, and Encumbrances (Non-GAAP Budgetary Basis)
For the Fiscal Year Ended June 30, 2011

	Encumbered from Prior Year	Appropriations	Expenditures	Encumbered to Subsequent Year	Variance Positive (Negative)
Current:					
Instruction:					
Regular programs	\$ -	\$ 10,482,669	\$ 10,536,038	\$ 200	\$ (53,569)
Special programs	-	6,145,736	5,863,608	9,208	272,920
Vocational programs	-	1,483,625	1,579,609	-	(95,984)
Other	-	636,472	439,605	-	196,867
Total instruction	-	18,748,502	18,418,860	9,408	320,234
Support services:					
Student	-	1,463,333	1,627,337	-	(164,004)
Instructional staff	-	505,998	352,860	193	152,945
General administration	-	121,725	167,361	-	(45,636)
Executive administration	-	1,131,788	1,099,192	-	32,596
School administration	9,308	1,705,628	1,601,750	335	112,851
Operation and maintenance of plant	-	2,070,106	2,227,769	-	(157,663)
Student transportation	-	661,524	872,268	-	(210,744)
Other	-	-	160,344	4,912	(165,256)
Total support services	9,308	7,660,102	8,108,881	5,440	(444,911)
Debt service:					
Principal of long-term debt	-	330,000	330,000	-	-
Interest on long-term debt	-	100,650	100,650	-	-
Total debt service	-	430,650	430,650	-	-
Other financing uses:					
Transfers out	-	-	298,363	-	(298,363)
Total appropriations, expenditures, other financing uses, and encumbrances	\$ 9,308	\$ 26,839,254	\$ 27,256,754	\$ 14,848	\$ (423,040)

*SCHEDULE 3
CLAREMONT SCHOOL DISTRICT
Major General Fund
Schedule of Changes in Unassigned Fund Balance (Non-GAAP Budgetary Basis)
For the Fiscal Year Ended June 30, 2011*

Unassigned fund balance, beginning		\$ 170,577
Changes:		
Unassigned fund balance used to reduce school district assessment		(231,695)
2010-2011 Budget summary:		
Revenue surplus (Schedule 1)	\$ 731,279	
Overdraft of appropriations (Schedule 2)	(423,040)	
2010-2011 Budget surplus		308,239
Increase in nonspendable fund balance		(25,800)
Unassigned fund balance, ending		<u>\$ 221,321</u>

SCHEDULE 4
CLAREMONT SCHOOL DISTRICT
Nonmajor Governmental Funds
Combining Balance Sheet
June 30, 2011

	Special Revenue Funds				Capital Project Fund	
	Food Service	Dental Initiative	21st Century	Trust Income	Building Improvements	Total
ASSETS						
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ 62,819	\$ -	\$ 62,819
Investments	-	-	-	98,164	-	98,164
Intergovernmental receivables, net of allowance for uncollectable	93,866	-	33,063	-	-	126,929
Interfund receivable	-	1,030	-	-	-	1,030
Total assets	<u>\$ 93,866</u>	<u>\$ 1,030</u>	<u>\$ 33,063</u>	<u>\$ 160,983</u>	<u>\$ -</u>	<u>\$ 288,942</u>
LIABILITIES AND FUND BALANCES						
Liabilities:						
Accounts payable	\$ -	\$ -	\$ 2,705	\$ -	\$ -	\$ 2,705
Intergovernmental payable	7,062	-	-	-	-	7,062
Interfund payable	19,786	-	101,758	-	-	121,544
Deferred revenue	-	-	4,268	-	-	4,268
Total liabilities	<u>26,848</u>	<u>-</u>	<u>108,731</u>	<u>-</u>	<u>-</u>	<u>135,579</u>
Fund balances:						
Restricted	67,018	-	-	160,983	-	228,001
Committed	-	1,030	-	-	-	1,030
Unassigned	-	-	(75,668)	-	-	(75,668)
Total fund balances	<u>67,018</u>	<u>1,030</u>	<u>(75,668)</u>	<u>160,983</u>	<u>-</u>	<u>153,363</u>
Total liabilities and fund balances	<u>\$ 93,866</u>	<u>\$ 1,030</u>	<u>\$ 33,063</u>	<u>\$ 160,983</u>	<u>\$ -</u>	<u>\$ 288,942</u>

SCHEDULE 5
CLAREMONT SCHOOL DISTRICT
Nonmajor Governmental Funds
Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances
For the Fiscal Year Ended June 30, 2011

	Food Service	Special Revenue Funds Dental Initiative	21st Century	Trust Income	Capital Project Fund Building Improvements	Total
Revenues:						
Local	\$ 230,706	\$ 1,370	\$ 258,764	\$ 14,444	\$ -	\$ 505,284
State	10,290	-	-	-	-	10,290
Federal	437,115	-	80,589	-	-	517,704
Total revenues	<u>678,111</u>	<u>1,370</u>	<u>339,353</u>	<u>14,444</u>	<u>-</u>	<u>1,033,278</u>
Expenditures:						
Current:						
Instruction	-	340	514,811	-	-	515,151
Support services:						
Student	-	-	-	15,630	-	15,630
Operation and maintenance of plant	-	-	-	-	424,111	424,111
Noninstructional services	651,337	-	-	-	-	651,337
Total expenditures	<u>651,337</u>	<u>340</u>	<u>514,811</u>	<u>15,630</u>	<u>424,111</u>	<u>1,606,229</u>
Excess (deficiency) of revenues over (under) expenditures	26,774	1,030	(175,458)	(1,186)	(424,111)	(572,951)
Other financing sources:						
Transfers in	-	-	210,000	-	424,111	634,111
Net change in fund balances	26,774	1,030	34,542	(1,186)	-	61,160
Fund balances, beginning	40,244	-	(110,210)	162,169	-	92,203
Fund balances, ending	<u>\$ 67,018</u>	<u>\$ 1,030</u>	<u>\$ (75,668)</u>	<u>\$ 160,983</u>	<u>\$ -</u>	<u>\$ 153,363</u>

SCHEDULE 6
CLAREMONT SCHOOL DISTRICT
Student Activities Funds
Combining Schedule of Changes in Student Activities Funds
For the Fiscal Year Ended June 30, 2011

	Balance, beginning	Additions	Deductions	Balance, ending
Schools:				
Bluff School	\$ 1,375	\$ 7,950	\$ 6,457	\$ 2,868
Disnard Elementary School	460	4,892	4,688	664
Junior High Athletic	1,311	7,000	5,735	2,576
Maple Avenue Elementary School	3,180	14,630	13,652	4,158
Stevens High School	83,059	139,192	143,732	78,519
Stevens High Athletic	6,588	34,158	30,671	10,075
Totals	<u>\$ 95,973</u>	<u>\$ 207,822</u>	<u>\$ 204,935</u>	<u>\$ 98,860</u>



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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 Members of the School Board
Claremont School District
Claremont, New Hampshire

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Claremont School District, as of and for the year ended June 30, 2011, which collectively comprise the Claremont School District's basic financial statements and have issued our report thereon dated March 23, 2012. Our report on the financial statements of the governmental activities was adverse as indicated therein. 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.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the Claremont School District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Claremont School District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Claremont School District's internal control over financial reporting.

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 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.

Our consideration of internal control over financial reporting 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 financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above. However, we identified a certain deficiency in internal control over financial reporting, described in the accompanying schedule of findings and questioned costs that we consider to be a significant deficiency in internal control over financial reporting as item 11-01. 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.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Claremont School District's financial statements are free of 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 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*.

The Claremont School District's response to the finding identified in our audit is described in the accompanying schedule of findings and questioned costs. We did not audit Claremont School District's response and, accordingly, we express no opinion on it.

Claremont School District

*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*

This report is intended solely for the information and use of management, the school board, others within the entity, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

March 23, 2012

Gregory A. Colby, CPA

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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH REQUIREMENTS THAT COULD HAVE A DIRECT AND MATERIAL EFFECT ON EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

To the Members of the School Board
Claremont School District
Claremont, New Hampshire

Compliance

We have audited the Claremont School District'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 the Claremont School District's major federal programs for the year ended June 30, 2011. The Claremont School District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of the Claremont School District's management. Our responsibility is to express an opinion on the Claremont School District's compliance based on our audit.

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 the Claremont School District'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. Our audit does not provide a legal determination of the Claremont School District's compliance with those requirements.

In our opinion, the Claremont School District complied, in all material respects, with the 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, 2011.

Internal Control over Compliance

Management of the Claremont School District is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered the Claremont School District's internal control over compliance with the requirements that could have a direct and material effect on a major federal program to determine the auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB 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 the Claremont School District'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.

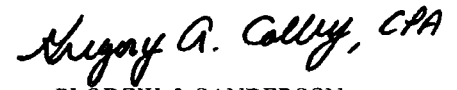
Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies, or material weaknesses. We did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

Claremont School District

*Independent Auditor's Report on Compliance With Requirements that Could Have a Direct and Material Effect
on Each Major Program and on Internal Control over Compliance in Accordance with OMB Circular A-133*

This report is intended solely for the information and use of management, the school board, others within the entity, federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

March 23, 2012


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SCHEDULE I
CLAREMONT SCHOOL DISTRICT
Summary Schedule of Prior Audit Findings
For the Year Ended June 30, 2011

**Auditor
Reference
Number**

**09-02 U.S. Department of Education passed through the State of New Hampshire Department of Education:
Special Education Cluster**

Criteria: According to 2 *CFR part 180*, Non-federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principles are suspended or debarred. Covered transactions include those procurement contracts for goods and services awarded under a non-procurement transaction (i.e. grant or cooperative agreement) that are expected to equal or exceed \$25,000 or meet certain other specified criteria. When a non-federal entity enters into a covered transaction with an entity at a lower tier, the non-federal entity must verify that the entity is not suspended or debarred or otherwise excluded. This verification may be accomplished by checking the *Excluded Parties List System* maintained by the General Services Administration, collecting a certification from the entity, or adding a clause or condition to the covered transaction with that entity.

Condition: During expenditure testing for the federal compliance audit, it was noted that the District contracted with a vendor for over \$25,000 where the District did not verify that the vendor wasn't suspended or debarred from doing business with the Federal Government.

Effect: The District is not in compliance with procurement and suspension and debarment requirements.

Recommendation: We recommend that any individuals or organizations that the District contracts with in the future for over \$25,000 that are paid with federal funds be verified by the District that they are not suspended or debarred.

Management Response: This requirement has been discussed and explained with District office personnel. The verification document for the vendor in question was furnished to auditors in March 2010. Corrective action through a review process and discussion has been taken.

Status: Corrective action has been taken.

**10-01 U.S. Department of Education passed through the State of New Hampshire Department of Education:
Title I, Part A Cluster; and Special Education Cluster**

Criteria: OMB Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments* states in Attachment B: *Selected Items of Cost*; Section 8 *Compensation for Personnel Services*; Subsection h: *Support of Salaries and Wages* that "where employees are expected to work solely on a single Federal aware or cost objective, charges for their salaries and wages will be supported by a periodic certifications that the employee worked solely on that program for the period covered by the certification. These certifications will be prepared at least semi-annually and will be signed by the employee or supervisory official having firsthand knowledge of the work performed by the employee."

This subsection goes on to say: "where employees work on multiple activities or cost objectives, a distribution of their salaries or wages will be supported by personnel activity reports or equivalent documentation which meets the standards in subsection (5)...."

Subsection (5) states "Personnel activity reports or equivalent documentation must meet the following standards:

- (a) They must reflect an after-the-fact distribution of the actual activity of each employee;
- (b) They must account for the total activity for which each employee is compensated;
- (c) They must be prepared at least monthly and must coincide with one or more pay periods;
- (d) They must be signed by the employee; and
- (e) Budget estimates or other distribution percentages determined before the services are performed do not qualify as support for charges to Federal programs.

SCHEDULE I (continued)
CLAREMONT SCHOOL DISTRICT
Summary Schedule of Prior Audit Findings
For the Year Ended June 30, 2011

The State of New Hampshire, Department of Education further requires that all support for salaries and wages be signed by the employee's supervisor as well as the employee.

Condition: While performing compliance testing over payroll expenditures it was noted that two employees who work under the Title I program were paid based on their annual employment contracts with the School District and did not complete timesheets or semi-annual certifications for the fiscal year. It was also noted that two out of twenty-six timesheets for one employee who works under the Special Education program were not signed by the employee's supervisor.

Cause: The School District appears to not be fully aware of Federal payroll requirements and have a weakness in oversight related to payroll processing.

Effect: The School District is not in compliance with allowable costs/cost principle requirements.

Recommendation: We recommend that the School District make sure that all employees who work under a Federal grant complete appropriate documentation in accordance with Federal payroll requirements as well as perform thorough reviews while processing payroll to make sure that all timesheets are properly approved.

Management Response: The school district has reviewed with payroll personnel and supervisory personnel the need for timesheets prepared accurately, noting the proper distribution of employee time to multiple federal or state grants. Additionally, supervisory personnel have again been informed of the need for their approval of employee timesheets and ancillary records.

Status: It was noted during testing of payroll expenditures for fiscal year 2011 that one teacher working under the Special Education Cluster did not complete timesheets or semi-annual certifications for the fiscal year. However, all completed timesheets reviewed in the test were properly approved.

10-02

**U.S. Department of Education passed through the State of New Hampshire Department of Education:
Title I, Part A Cluster**

Criteria: The State of New Hampshire, Department of Education (NH DOE) *Federal Funds Handbook* states that equipment is any tangible personal property having an acquisition cost of \$100 or more per unit and a useful life of more than one year. Any item meeting this criterion is required to be tagged with a NH DOE inventory sticker. It further states that individual property records must be accurately maintained for each item.

Condition: During testing of the equipment requirement, it was noted that two items of equipment were not properly tagged with NH DOE inventory stickers, and one equipment item was not included on the School District's Federal equipment inventory listing.

Cause: The School District appears to have a weakness in oversight related to equipment purchased with Federal funds.

Effect: The School District is not in compliance with equipment and real property management requirements.

Recommendation: We recommend that the School District ensure that all equipment items purchased with Federal funds be assigned inventory stickers and be included on the School District's Federal equipment inventory listing.

Management Response: The school district has spent much time over the past two years making improvements in its system of equipment inventory tagging and accountability and improved in both areas greatly. District requirements have been reviewed again with responsible personnel and the district will work to ensure 100% compliance with the rules and regulations.

Status: Corrective action has been taken.

SCHEDULE I (continued)
CLAREMONT SCHOOL DISTRICT
Summary Schedule of Prior Audit Findings
For the Year Ended June 30, 2011

10-03 U.S. Department of Education passed through the State of New Hampshire Department of Education: Title I, Part A Cluster; Special Education Cluster; and Education Technology State Grants Cluster

Criteria: The New Hampshire Department of Education (NH DOE) requires school districts to submit monthly online expenditure reports for ARRA projects in order to request draw downs of funding from the State. The monthly online expenditure reports are supposed to be on an accrual basis and be properly supported by School District records.

Condition: During ARRA report testing it was noted that five of the grants tested had monthly reported expenditures that did not agree to the School District's general ledger system. The issues found are as follows:

- Title I ARRA grant - eleven out of twelve months;
- McKinney-Vento ARRA grant – ten out of ten months;
- IDEA ARRA grant – seven out of seven months;
- Preschool ARRA grant – three out of five months; and
- Title II-D ARRA grant – one out of four months

Cause: The School District was unaware of the reporting requirements for the new monthly online reports.

Effect: The School District is not in compliance with reporting requirements.

Recommendation: We recommend that the monthly online ARRA reports be properly supported by the School District's general ledger system.

Management Response: It is indeed correct that personnel responsible for the data input did not understand fully the requirements and did not agree the reports with the district's general ledger system. During the 2009-10 year, this problem was noted by school district personnel and corrective action was begun. This problem has been corrected for the 2010-11 school year.

Status: Corrective action has not been taken; however, improvements were noted as compared to the prior year.

SCHEDULE II
CLAREMONT SCHOOL DISTRICT
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2011

SECTION I - SUMMARY OF AUDITOR'S RESULTS

A. Financial Statements

1. The auditor's report expresses an unqualified opinion on the financial statements of each major fund and the aggregate remaining fund information, and an adverse opinion on the financial statements of the governmental activities.
2. There were no material weaknesses identified relating to the internal control over financial reporting.
3. There was one significant deficiency identified that was not considered a material weakness relating to the internal control over financial reporting.
4. There were no instances of noncompliance material to the financial statements identified.

B. Federal Awards

1. There were no material weaknesses identified relating to the internal control over major programs.
2. There were no significant deficiencies identified that were not considered material weaknesses relating to the internal control over major programs.
3. The auditor's report on compliance for major programs expresses an unqualified opinion.
4. There are no audit findings required to be reported in accordance with section 510(a) of OMB Circular A-133.
5. The programs tested as major programs are the Title I, Part A Cluster; the Special Education Cluster; CFDA No. 84.367: Improving Teacher Quality State Grants; and CFDA No. 84.410: Education Jobs Fund.
6. The threshold for distinguishing between Types A and B programs was \$300,000.
7. The Claremont School District was determined not to be a low-risk auditee.

SECTION II - FINANCIAL STATEMENT FINDINGS

**Auditor
Reference
Number**

11-01 Fund Balance Policy

Criteria: In March 2009, the Governmental Accounting Standards Board issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. The statement became effective June 30, 2011. The requirements of Statement No. 54 require that the School District adopt a formal fund balance policy.

Condition: As of June 30, 2011 the School District had yet to adopt a formal fund balance policy.

Cause: The School District was actively engaged in the search process for a new Superintendent of Schools and as a consequence missed this requirement.

Effect: The School District is not in compliance with Governmental Accounting Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.

Recommendation: We recommend that the School Board develop and formally approve such a policy.

Management Response: The School Board will adopt a formal fund balance policy prior to June 30, 2012.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

NONE

SCHEDULE III
CLAREMONT SCHOOL DISTRICT
Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2011

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Federal Expenditures
U.S. DEPARTMENT OF AGRICULTURE			
Passed Through the State of New Hampshire Department of Education			
CHILD NUTRITION CLUSTER			
School Breakfast Program	10.553	N/A	\$ 41,923
National School Lunch Program (<i>note 3</i>)	10.555	N/A	372,988
<i>CLUSTER TOTAL</i>			<u>414,911</u>
Fresh Fruit and Vegetable Program	10.582	N/A	<u>26,527</u>
U.S. DEPARTMENT OF EDUCATION			
Passed Through the State of New Hampshire Department of Education			
Adult Education - Basic Grants to States:			
Claremont Adult Basic Education	84.002	07001	2,404
Adult Basic Education	84.002	17020	52,613
Adult Education High School	84.002	17324	49,546
<i>PROGRAM TOTAL</i>			<u>104,563</u>
TITLE I, PART A CLUSTER			
Title I Grants to Local Educational Agencies:			
Title I Tutoring	84.010	00022	64,784
Maple Ave SINI	84.010	00177	8,421
Disnard - 1003g	84.010	00257	4,288
Title I Tutoring	84.010	10022	690,259
Disnard SINI	84.010	10180	13,836
Maple Ave SINI	84.010	10181	9,789
Bluff Planning	84.010	10182	3,503
Title I Grants to Local Educational Agencies, Recovery Act:			
ARRA Title I (FY 10)	84.389	N/A	2,724
ARRA Disnard (FY 10)	84.389	N/A	8,069
ARRA Title I (FY 11)	84.389	N/A	286,632
<i>CLUSTER TOTAL</i>			<u>1,092,305</u>
SPECIAL EDUCATION CLUSTER			
Special Education - Grants to States	84.027	12576	531,300
Special Education - Preschool Grants	84.173	12576	16,783
Special Education - Grants to States, Recovery Act	84.391	N/A	250,391
Special Education - Preschool Grants, Recovery Act	84.392	N/A	14,358
<i>CLUSTER TOTAL</i>			<u>812,832</u>
Career and Technical Education - Basic Grants to States:			
Perkins Program	84.048	05012	11,107
Perkins Program	84.048	15012	72,146
<i>PROGRAM TOTAL</i>			<u>83,253</u>
Education of Homeless Children and Youth:			
McKinney-Vento	84.196	00700	1,304
McKinney-Vento	84.196	10700	22,222
<i>PROGRAM TOTAL</i>			<u>23,526</u>
Education Technology State Grants, Recovery Act	84.386	N/A	<u>66,974</u>

(continued)

SCHEDULE III (continued)
CLAREMONT SCHOOL DISTRICT
Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2011

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Federal Expenditures
Rural Education	84.358	16243	19,703
Twenty-First Century Community Learning Centers	84.387	11095	80,589
Improving Teacher Quality State Grants:			
Professional Development	84.367	04789	77,792
Differentiated Instruction	84.367	08815	45,333
Title II A	84.367	14808	192,802
<i>PROGRAM TOTAL</i>			315,927
Education Jobs Fund	84.410	N/A	746,820
Total Expenditures of Federal Awards			\$ 3,787,930

The accompanying notes are an integral part of this schedule.

CLAREMONT SCHOOL DISTRICT
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED
JUNE 30, 2011

Note 1. Basis of Presentation

The accompanying schedule of expenditures of federal awards (the "schedule") includes the federal grant activity of the Claremont School District under programs of the federal government for the year ended June 30, 2011. The information in this schedule is presented in accordance with the requirements of the Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Because the schedule presents only a selected portion of the operations of the Claremont School District, it is not intended to and does not present the financial position, changes in net assets or cash flows of the Claremont School District.

Note 2. Summary of Significant Accounting Policies

Expenditures reported on the schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in OMB Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments*, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. Pass-through entity identifying numbers are presented where available.

Note 3. Food Donation

Nonmonetary assistance is reported in the schedule at the fair market value of the commodities on the date received.

CATHY PARADIS

OBJECTIVE: To use my knowledge and years of experience working with children and families to support the development of healthy futures for all children.

EDUCATION: Associates in Science Degree in Early Childhood Education

Spring 2004

Bachelor's Degree-Behavioral Science-GSC

June 2010

RELATED EXPERIENCE:

DIRECTOR -FSC Childcare Resource and Referral, Family School Connections, Claremont School District, Claremont, NH. October 2002 till present. I provide childcare referrals to families in Sullivan and lower Grafton Counties. I work with childcare providers in both counties assisting them with training needs and technical assistance as needed. I work with potential childcare providers, helping them to achieve legal License/Exempt status and work towards licensing status. This is a grant funded program through the Department of Health and Human Services, Child Development Bureau and our agency has successfully held this contract for the past eleven years.

Lead Teacher- SCS Head Start, Claremont, NH. September 1993-September 2001. I began my position at Head Start as a Teacher's Assistant. I assisted with the daily operation of a preschool classroom of eighteen four and five year old children. I assisted the teacher in paperwork, classroom preparation and daily routines. In 1998, I completed the CDA program and became a lead teacher and assumed the responsibility of providing and planning a nine month program of high quality learning experiences to support, foster and develop a love of learning in preschool age children. I worked closely with parents and early childhood providers.

Parent Volunteer- Claremont Head Start, Claremont, NH. September 1990-May 1993-I volunteered for three years as a parent volunteer, policy council member, and Parent Committee President while my children were enrolled at the center.

Dispatcher- Special Information Services, Newport, NH. 1988-1989-My duties included monitoring alarm systems, answering service operator, typing, and filing.

Correctional Officer- Sullivan County House of Correction, Unity, NH-1979-1982-I began at Sullivan County HOC as a Control Center Operator and was promoted to Correctional Officer shortly after. My duties included the processing and guarding of both male and female inmates.

Additional Information:

I have three children and I am a proud grandmother of three beautiful grand daughters. I was a licensed foster parent for 8 years.

I am currently credentialed as an Early Childhood Master Professional/Workshop Trainer/Program Consultant through the NH Early Childhood Professional Development System.

I have co-taught Parenting Classes at the Sullivan County House of Correction in Unity, NH for the past three years with Jana Gillespie, the former Director of the Sullivan County Parents as Teachers Program. I have found my work with incarcerated parents to be perhaps some of the most important work I have done to date. This population has a huge need for education and support in all areas of their parenting of children. I hope to continue working with these families in the future.

I am a member of NAEYC , NACCRRA, and Child Care Aware ® of New Hampshire.

CLAREMONT SCHOOL BOARD

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>E-MAIL</u>	<u>SWORN IN</u>	<u>TERM</u>	<u>RE-ELECTION</u>
Gene Grumman				3/21/2012	3 Years	Mar-15
Heather Irish (Vice Chair 12-13)				3/14/2011	3 Years	Mar-14
Kristin Kenniston				3/21/2012	3 Years	Mar-15
John Napsey				3/20/2013	3 Years	Mar-16
David Putnam (SAU Chair 2012-13)				3/14/2011	3 Years	Mar-14
Brian Rapp				3/21/2012	3 Years	Mar-15
Richard Seaman (Climnt. Chair 2012-13)				3/20/2013	3 Years	Mar-16

CORNISH SCHOOL BOARD

Kathleen Maslan (SAU Treasurer 2012-13)				3/21/2011	3 Years	Mar-14
Troy Simino				3/19/2012	3 Years	Mar-15
Kristi Stevens (Cornish Chair 2012-13)				3/21/2011	3 Years	Mar-14
Sharon St. Martin				3/19/2012	3 Years	Mar-15
Glenn Thornton				3/11/2013	3 Year	Mar-16

UNITY SCHOOL BOARD

Prudence McCormick (Unity Vice-Chair 2012-13) (SAU Vice Chair 2012-13)				4/9/2012	3 Years	Mar-15
Shawn Randall (Unity Chair 2012-13)				4/4/2011	3 Years	Mar-14
Robert McDevit				3//2013	3 Years	Mar-16

CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

Participating Member: Claremont School District SAU #6 165 Broad Street Claremont, NH 03743	Member Number: 909	Company Affording Coverage: NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624

Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not:								
☒ General Liability (Occurrence Form) Professional Liability (describe) ☐ Claims Made ☐ Occurrence	7/1/2012	7/1/2013	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Each Occurrence</td> <td style="width: 40%;">\$ 5,000,000</td> </tr> <tr> <td>General Aggregate</td> <td>\$ 5,000,000</td> </tr> <tr> <td>Fire Damage (Any one fire)</td> <td></td> </tr> <tr> <td>Med Exp (Any one person)</td> <td></td> </tr> </table>	Each Occurrence	\$ 5,000,000	General Aggregate	\$ 5,000,000	Fire Damage (Any one fire)		Med Exp (Any one person)	
Each Occurrence	\$ 5,000,000										
General Aggregate	\$ 5,000,000										
Fire Damage (Any one fire)											
Med Exp (Any one person)											
☐ Automobile Liability Deductible Comp and Coll: Any auto			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Combined Single Limit (Each Accident)</td> <td style="width: 40%;"></td> </tr> <tr> <td>Aggregate</td> <td></td> </tr> </table>	Combined Single Limit (Each Accident)		Aggregate					
Combined Single Limit (Each Accident)											
Aggregate											
☐ Workers' Compensation & Employers' Liability			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Statutory</td> <td style="width: 40%;"></td> </tr> <tr> <td>Each Accident</td> <td></td> </tr> <tr> <td>Disease – Each Employee</td> <td></td> </tr> <tr> <td>Disease – Policy Limit</td> <td></td> </tr> </table>	Statutory		Each Accident		Disease – Each Employee		Disease – Policy Limit	
Statutory											
Each Accident											
Disease – Each Employee											
Disease – Policy Limit											
☐ Property (Special Risk includes Fire and Theft)			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Blanket Limit, Replacement Cost (unless otherwise stated)</td> <td style="width: 40%;"></td> </tr> </table>	Blanket Limit, Replacement Cost (unless otherwise stated)							
Blanket Limit, Replacement Cost (unless otherwise stated)											

Description: Proof of Primex Member coverage.

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ – NH Public Risk Management Exchange By: <i>Tammy Denver</i> Date: 3/1/2013 tdenver@nhprimex.org
State of NH Department of Health and Human Services Office of Improvement and Integrity 129 Pleasant St. Concord, NH 03301-3857			Please direct inquiries to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax



CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only, Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

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Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not:	
☒ General Liability (Occurrence Form) Professional Liability (describe) ☐ Claims Made ☐ Occurrence	7/1/2012	7/1/2013	Each Occurrence	\$ 5,000,000
			General Aggregate	\$ 5,000,000
			Fire Damage (Any one fire)	
			Med Exp (Any one person)	
☐ Automobile Liability Deductible Comp and Coll: ☐ Any auto			Combined Single Limit (Each Accident)	
			Aggregate	
☒ Workers' Compensation & Employers' Liability	7/1/2012	7/1/2013	☒ Statutory	
			Each Accident	\$2,000,000
			Disease - Each Employee	\$2,000,000
			Disease - Policy Limit	
☐ Property (Special Risk includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)	

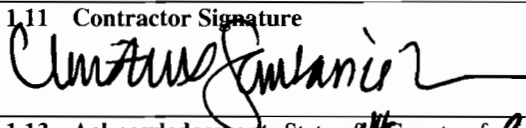
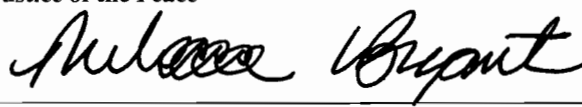
Description: Proof of Primex Member coverage.

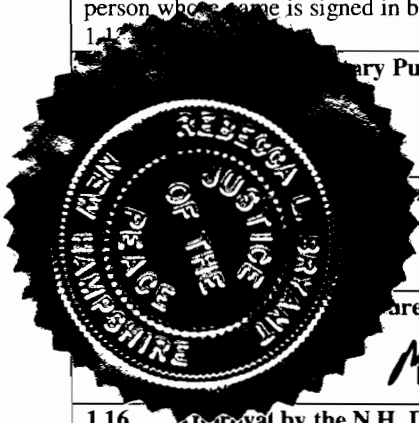
CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex ³ - NH Public Risk Management Exchange
State of NH Department of Health and Human Services Office of Improvement and Integrity 129 Pleasant St. Concord, NH 03301-3857			By: <i>Tammy Denver</i>
			Date: 3/22/2013 tdenver@nhprimex.org
			Please direct inquiries to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax

Subject: Child Care Resource and Referral**AGREEMENT**

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

GENERAL PROVISIONS**1. IDENTIFICATION.**

1.1 State Agency Name Department of Health and Human Services Division for Children, Youth and Families		1.2 State Agency Address 129 Pleasant Street Concord, NH 03301	
1.3 Contractor Name Lakes Region Community Services		1.4 Contractor Address 719 N. Main Street Laconia, NH 03246	
1.5 Contractor Phone Number 603-524-8811	1.6 Account Number 05-95-42-421110-29780000	1.7 Completion Date June 30, 2015	1.8 Price Limitation \$163,666.00
1.9 Contracting Officer for State Agency John H. Harrington		1.10 State Agency Telephone Number 603-271-9540	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Christine Santaniello, Executive Director	
1.13 Acknowledgement: State of ~~NH~~ County of <u>Belknap</u> On <u>4/24/13</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.			
Notary Public or Justice of the Peace  Notary or Justice of the Peace <u>Rebecca L. Bryant, Justice of the Peace</u>			
Notary 		1.15 Name and Title of State Agency Signatory Maggie Bishop, Director	
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: _____			
1.18 Approval by the Governor and Executive Council By: _____ On: _____			



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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

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

4. CONDITIONAL NATURE OF AGREEMENT.

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

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

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

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

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

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

7. PERSONNEL.

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

8. EVENT OF DEFAULT/REMEDIES.

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

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

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

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

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

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

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

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

14. INSURANCE.

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

LAKE REGION
**COMMUNITY
SERVICES**

Engage. Empower. Inspire.

CERTIFICATE OF VOTE
Without Seal

I, Debra Laliberte, do hereby certify that:

1. I am the duly elected Clerk of the Board of Directors of Lakes Region Community Services Council.
2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of the Corporation duly held on February 20, 2013:

RESOLVED: That this Corporation enter into a contract with the State of New Hampshire, acting through its Department of Health and Human Services, Bureau of Child Development, for the provision of childcare resource and referral;

RESOLVED: That the Executive Director is hereby authorized on behalf of Lakes Region Community Services Council to enter into the said contract with the State and to execute any and all documents, agreements, and other instruments, and any amendments, revisions, or modifications thereto, as she may deem necessary, desirable, or appropriate.

3. The foregoing resolutions have not been amended or revoked and remain in full force and effect as of the 30th day of April 2013.
4. Christine Santaniello is the duly elected Executive Director of the Corporation.


(Signature of Clerk of the Corporation)

State of New Hampshire
County of Belknap

The foregoing instrument was acknowledged before me this **30th** day of April, 2013, by **Debra Laliberte**.

(Name of Clerk of the Corporation)


(Signature)

Name (Print): Rebecca L. Bryant _____

Title: Justice of the Peace _____

(Notary Public or Justice of the Peace)

My Commission Expires: _____



REBECCA L. BRYANT, Justice of the Peace
My Commission Expires April 1, 2014

**EXHIBIT A
SCOPE OF SERVICES**

DATE: March 19, 2013

CONTRACT: CC Resource and Referral Programs for DCYF Laconia catchment area

CONTRACT PERIOD: July 1, 2013 to June 30, 2015

CONTRACTOR NAME: Lakes Region Community Services

ADDRESS: 719 N. Main Street

Laconia, NH 03246

TELEPHONE: 603-524-8811

REPRESENTATIVE: Christine Santaniello

TITLE: Executive Director

1. Provisions Applicable To All Services

The Contractor hereafter agrees:

- 1.1 That, to the extent future legislative action by the New Hampshire General Court or Federal or State court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Contract so as to achieve compliance therewith, in which event the price limitations for such Service(s) shall be renegotiated;
- 1.2 To use its best efforts to apply for any and all appropriate public and private sources of funds that are applicable to the funding of the Services described herein. Appropriate records shall be maintained by the Contractor to document actual funds received or denials of funding from such sources of funds;
- 1.3 To complete the full scope of services in Exhibit A; and
- 1.4 To serve families and providers in the Laconia District Office (DO) catchment area (hereinafter "catchment area") in need of child care resource, referral, recruitment, and/or educational training.

2. Services To Be Provided:

2.1 Perform the services of this contract in accordance with the following program goals:

- a. Ensure that high quality, culturally competent, Child Care Resource & Referral (CCR&R) services are known and accessible to the widest possible number of families, providers, businesses and community members within the catchment area, including services to limited English proficient families and providers, and in consideration of a variety of diversity issues;

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- b. Serve as a resource of data and information regarding early care and education (ECE);
- c. Provide high quality referrals and consumer education to families seeking child care including but not limited to families receiving NH child care scholarship funds or who are on a wait list to do so;
- d. Prioritize the accessibility of high quality care within the catchment area through targeted technical assistance to child care providers to improve quality for families receiving child care scholarship funds.
- e. Positively impact the quality of child care within the catchment area by providing professional development for child care providers, which is focused on the Early Childhood Core Knowledge Areas.
- f. Use technology as appropriate and feasible for purposes that may include, but not be limited to providing referrals and consumer information to families, training to child care providers, attending meetings, and information dissemination.

Outreach

2.2 Outreach to the catchment area by:

- a. Operating offices located within the catchment area. Office hours shall be 8:30-4:30, Monday through Friday and shall be publicized in all correspondence. Walk-ins shall be welcomed, as well as clients seeking services via phone calls;
- b. Providing a toll free number to allow families and providers access to services. This number shall have voicemail that gives the caller hours of operation, the address of the Child Care Aware of NH website, and the option to leave a message for a call back from the CCR&R Specialist. All calls shall be returned within 24 hours on normal business days, Monday-Friday;
- c. Being accessible by e-mail. CCR&R e-mail addresses are printed on all correspondence that is given out to families, providers, and community members;
- d. Utilizing the Internet and e-mails to provide clients with referrals, share important updates and information with providers. Families shall be able to access CCR&R information via the Child Care Aware® of NH website at: www.nh.childcareaware.org.
- e. Maintaining a strong, working relationship with the staff of the catchment area DCYF District Offices, the New Hampshire Employment Program (NHEP), Workplace Success Program, Family Resource Center and the Working Futures Program. CCR&R shall attend all NHEP Orientations for FANF clients and shall make regular visits to the catchment area's local District Office (DO). CCR&R shall be available via phone, e-mail or in-person to work closely with these afore mentioned entities to make sure that the needs of all families, including families receiving FANF, are being met;
- f. Attending all NHEP Orientations where participants attending have children under the age of thirteen (13) years old. At each orientation, the NHEP participants receive information that shall include, but not be limited to, information on quality indicators of child care, interviewing a child care provider and children's growth, and development. If an NHEP

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participant or DO client cannot access services of the CCR&R via phone or e-mail, CCR&R is able to provide an onsite referral at the NHEP office or the DO;

- g. Provide targeted technical assistance (TA) to child care programs to improve quality through consultation, coaching and mentoring. Required focus areas for TA are Early Learning Guidelines, Strengthening Families, Emergency Preparedness, and Teacher Competency. Areas of TA shall include but not be limited to health and safety, infant, toddler, and preschool care, inclusion, teaching dual language learners, understanding developmental screenings and/or observational tools for program improvement purposes, and business management purposes.
- h. Establishing within 90 days of this contract, a Memorandum of Agreement (MOA) with the catchment area's local Family Resource Center (FRC), which shall include referring clients to each other's programs and use of FRC space for provider trainings. The MOA shall also include an understanding that FRC staff are invited to all trainings provided by CCR&R and all staff from CCR&R can participate in trainings offered by the FRC that would be beneficial to the professional development of CCR&R staff;
- i. Establishing and maintaining a strong working relationship with the Child Development Bureau (CDB). Representative from the CCR&R catchment area shall attend monthly meetings of the CCR&R Network, Child Care Aware® of NH and the catchment area's CCR&R manager shall meet with the Child Care Program Improvement Specialist as scheduled during site visits. Catchment area CCR&R shall also contact the CDB when needed for technical assistance and is available to answer any questions or needs CDB staff may have;
- j. On Attachment C or a similar form provided by CDB, report on the following performance measures on a quarterly basis:
 - (1) The number of on-site targeted technical assistance visits to providers: center, licensed, licensed family, licensed exempt family child care, and potential providers;
- k. On Attachment C or a similar form provided by CDB, report the following other data on a quarterly basis:
 - (1) The number of visits made to the DOs and NHEP offices and the nature of those visits; and
 - (2) The number of NHEP Orientations attended and the number not attended along with the reason why the Orientation was not attended or held.

Resource

2.3 Serve as a resource to the catchment area by:

- a. Serving as a community resource for DHHS, local and national organizations, agencies, policy makers, public officials, businesses, and community members in the area of data and information regarding child care issues including, but not limited to, supply and demand. CCR&R shall be available to provide resource information at local events within the catchment area's;
- b. Collecting data and assisting the Program Improvement Specialist in maintaining an up to date National Association of Child Care Resource and Referral Agencies (NACCRRA)

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Suite of Data Services (SDS) statewide database. This database shall be updated no less than annually. The CCR&R Specialist shall complete at least 80%, in most cases more than 80%, of the standardized data fields in the provider, client and community profiles for the catchment area in the statewide database. The CCR&R profiles in the statewide database shall contain information on:

- (1) Child care programs in the CCR&R catchment area's shall include licensed child care centers, licensed family child care providers, and legally operating license-exempt providers, and shall include faith-based programs;
 - (2) Data from each family requesting a child care referral as to the type of care they are seeking, hours of care that is needed, locations of care needed, and any special needs with which the family needs assistance; and
 - (3) Business and community contacts that are recorded in the community section of the database. These contacts include other social service agencies, local officials and policy makers, and potential child care providers that the CCR&R works with towards becoming a legally operating child care provider;
- c. Publishing and distributing a quarterly newsletter that is sent to all child care providers in the NACCRRAware database, local community partners, and potential child care providers who are on the CCR&R mailing list. The newsletter shall:
- (1) Inform child care providers of updates from the CDB, the Child Care Licensing Unit and other CDB contractors, policy issues in child care (both state and national), upcoming local, statewide and national trainings, conferences, workshops, upcoming ECE classes, lists resources for providers, includes a copy of Child Care Aware's "Daily Parent" for providers to copy and share with families, and the quarterly training calendar of upcoming free trainings for counties in the catchment area's; and
 - (2) Be distributed via US mail and e-mail, to all child care providers in the CCR&R catchment area, the CDB and other state entities, and to potential child care providers in the community section of the database. CCR&R shall charge a fee for any for-profit entity to advertise in a hard copy of the CCR&R newsletter. All fees collected for advertisements shall be used to meet the goals of this contract. No more than one page or 10% of the entire newsletter can be devoted to for-profit advertising. The frequency of for-profit advertising shall be at the sole discrepancy of the contracted agency. All electronic or regular correspondence regarding for-profit entities shall include the following statement, "This advertisement does not necessarily represent the views of the NH Department of Health and Human Services, the Division for Children, Youth and Families, or the Child Development Bureau;"
- d. CCR&R shall list all trainings offered for providers on the Child Care Aware® of America website at www.nh.childcareaware.org. CCR&R shall update and/or edit trainings on the Child Care Aware® of NH website on a monthly basis. In addition to the website posting, training calendars shall be included in the CCR&R newsletter that specifically list trainings offered by CCR&R. The CCR&R newsletter reports other statewide and national trainings available to child care providers that meet Child Care Licensing and Credential criteria including. Training updates shall be shared with providers on a regular basis via e-mail, phone, and mail; and

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- e. On Attachment C or a similar form provided by CDB, report the following other data on a quarterly basis for the catchment area:
 - (1) The number of providers whose information was updated and whether or not it was a full or partial update;
 - (2) Responses to the request from DHHS or inform the CDB in its quarterly report when they have responded to such a request; and
 - (3) The date the quarterly newsletter was e-mailed or mailed.

Referral

2.41 Refer families to providers by:

- a. Maintaining a precise and up to date NACCRRRAware statewide database of providers and child care options in the CCR&R catchment area and by providing referrals to families via in-person, over the phone, by e-mail, or via the child Care Aware® of NH Network website at www.nh.childcareaware.org;
- b. Providing free consumer education materials on quality indicators, licensing information, child growth and development, types of child care, checklists, interviewing child care providers, tax credits for child care, other possible community resources, and subsidies available for child care assistance, in addition to the actual child care referral. All materials and the child care referral will be delivered following the Criteria for Best Practices set forth in NACCRRRA's Quality Assurance Program;
- c. Referring families to child care providers at no charge to the families. CCR&R shall provide the best match for each individual family's needs and preferences. Each family shall receive a minimum of three but no more than fifteen options for child care that will include both licensed and legally license-exempt options, including faith-based programs if applicable to that family's request. CCR&R shall also provide referral options outside the CCR&R catchment area, using the statewide database;
- d. Providing families seeking child care referrals a verbal consultation upon intake of referral and a written resource packet in person, via email, or via US Mail. This referral packet will include consumer education information on child care programs-quality indicators, licensing information, types of child care, checklists, interviewing child care providers, tax credits for child care, and subsidies available for child care assistance, as well as information about the CCR&R and free services available to families;
- e. Working closely with the NHEP Employment Counselor Specialists (ECS) at the NH WORKS office, the local DO staff, and the Child Care Program Improvement Specialist from the CDB to make sure that the child care needs of families being served by the NH DHHS are being met. This shall include regular site visits to both the DO and NHEP and attendance at all NHEP Orientations and visits with the CDB's Child Care Program Improvement Specialist as scheduled;

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f. Assisting NHEP clients:

- (1) In obtaining and securing child care services as soon as possible by providing child care referrals in a prompt and timely manner and giving each NHEP client consumer education information on choosing quality care;
- (2) By providing child care referral services at, or in the vicinity of, the NH WORKS office if necessary to do so or at the CCR&R office or via phone or e-mail; and
- (3) Answering and responding to requests from the NHEP participant or NHEP ECS to provide one-on-one counseling on conducting a child care search and by providing each client with a resource packet that will assist and educate them in the process of selecting quality child care;

g. On Attachment C or a similar form provided by CDB, report on the following performance measures on a quarterly basis:

- (1) The total number of families receiving referrals;
- (2) The number of families receiving referrals with CCR&R assistance; and
- (3) The number of FANF clients assisted by the CCR&R;

h. On Attachment C or a similar form provided by CDB, report the following other data on a quarterly basis:

- (1) The number of families receiving referrals via the web;
- (2) The number of new families served;
- (3) The number of previous families seeking new information that were served; and
- (4) The number of families served through the DO; and

i. Following all current Division of Family Assistance and Department of Health and Human Services confidentiality policies.

Wait List

- 2.42 Conduct wait list activities that assist families who are eligible to receive NH child care scholarship funds, but who are on or released from a wait list to secure child care services as soon as possible utilizing the following process:

Prioritize providing referrals to families going on the Wait List and/or coming off of the Wait List:

a. On Attachment C or a similar form provided by CDB, report the following other data on a quarterly basis:

- (1) The number of families going on the wait list receiving referrals;

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- (2) The number of families released from the wait list receiving referrals;

Follow-up

2.43 Follow-up surveys shall be completed via telephone, via email or US Mail to families receiving child care referrals in each quarter to achieve follow-up response from at least 20% of the clients served in each quarter. The survey will help the CCR&R Specialist to determine if families have found care that meets their needs and to establish if the program meets the needs of their family. Specific and direct emphasis shall be placed on determining whether families on FANF and the wait list have had their needs met.

- a. On Attachment C or a similar form provided by CDB, report on the following performance measures on a quarterly basis:
 - (1) The percent of families successfully surveyed;
 - (2) The percent of families surveyed who were successful in finding care;
 - (3) The percent of FANF families who were surveyed who were unsuccessful in finding care; and
 - (4) The percent of families who had all of their child care needs met by the care they chose;
- b. On Attachment C or a similar form provided by CDB, report the following other data on a quarterly basis:
 - (1) The total number of clients assisted by the CCR&R;
 - (2) The number of FANF clients assisted by the CCR&R;
 - (3) The number of follow-up attempts made;
 - (4) The number of families satisfied with the care they found;
 - (5) The number of families that chose not to use care;
 - (6) The number of families whose search was still in process;
 - (7) The number of families who were unable to locate care;
 - (8) Any child care needs of the family that were not met by their child care choice or options;
 - (9) The number of families who chose care from the referral list(s) they received from the CCR&R;
 - (10) The number of families who found the referrals they received helpful;

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- (11)The number of families who found the consumer education they received over the phone helpful;
- (12)The number of families who found the written or posted consumer education they received or accessed helpful;
- (13)The number of families who report they were able to identify indicators of quality in child care programs; and
- (14)The number of families who report that the CCR&R services were culturally competent.

Recruitment

2.5 Recruit child care providers through targeted technical assistance by:

Providing targeted technical assistance to providers to fill the unmet child care needs in the catchment area's including, but not limited to, infant care, specials needs care, and child care during non-traditional hours; as well as other specific types needed in the above listed catchment area as indicated by the CCR&R's follow up data. Providers should be responsive to a variety of diversity issues within the catchment area to be served.

- a. Reviewing follow-up sheets from families served each quarter to determine their unmet needs and use this information to continue to recruit providers to meet these needs;
- b. Contacting new license exempt providers as identified by the CDB;
- c. Informing and making licensed providers aware of the opportunity to provide Preventive and Protective care by becoming certified in such. CCR&R shall give all interested providers the contact information necessary to pursue this valuable certification;
- d. On Attachment C or a similar form provided by CDB, report on the following performance measures on a quarterly basis:
 - (1) The number of new providers added to the database, including licensed and license exempt providers; and
 - (2) The number of new child care opportunities created by new and existing providers;

The number of providers who receive targeted technical assistance to change or expand their programs to meet identified needs of infant/toddler care, special needs care and non-traditional hours care

- e. On Attachment C or a similar form provided by CDB, report the following other data on a quarterly basis:
 - (1) The number of child care providers who closed permanently;
 - (2) The number of child care opportunities lost by provider closings; and

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(3) The number of net child care opportunities gained or lost.

Training

2.61 Assure quality training options are available by:

Providing Child Care Basics, Preventing Child Abuse and Neglect (PCAN), Emergency Preparedness, and Strengthening Families trainings that are free of charge. Other trainings may incur a nominal charge. All training shall be accessible to all legally operating child care providers in their catchment area.

- a. Offering trainings that address the Core Knowledge Areas as defined in the publication, the *New Hampshire Early Childhood Professional Development System*. The Core Knowledge Areas that each training covers shall be identified in the training calendar listing the training that each provider receives, the Certificate of Attendance, and stated to the providers at the beginning of each training. CCR&R will offer trainings throughout the contract period that addresses all of the Core Knowledge Areas;
- b. Having the discretion to offer a light breakfast or lunch for trainings that extend more than 4 hours. For trainings that extend 6 hours or more CCR&R may offer both a light breakfast and lunch. A small fee to cover the cost of the meal(s) is appropriate as long as providers have the choice to not pay the fee and bring their own food;
- c. Utilizing a variety of credentialed presenters that are hired for the training workshops to avoid presenting a singular perspective or showing preference to a particular presenter;
- d. Not paying CCR&R staff a consultant fee to teach a workshop in the catchment area's, as providing workshops in their own area is a core service required by CCR&R;
- e. If extenuating circumstances arise, paying staff a consulting fee, for teaching a workshop in the catchment area upon receiving prior written approval from the CDB. An extenuating circumstance may include, but not be limited to: long travel distances, lack of available qualified presenters, or limited regular working hours;
- f. Working and collaborating with Child Care Aware® of NH to annually review the Child Care Basics trainings, which shall result in a standardized set of Child Care Basic trainings;
- g. Updating and keeping current the Child Care Basic training workshop kit assigned to the CCR&R;
- h. Providing the trainings listed in Attachment B within each of the catchment area's;
- i. Informing and educating child care providers on how to access college courses and funding opportunities for tuition assistance that is available through the CDB;
- j. Maintaining working relationships with the CDB and other contractors to maximize the use of training funds by collaborating with and co-sponsoring training events. CCR&R shall pool resources with partners and work to provide funding to child care providers to attend relevant trainings as needed;

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- k. Working with contractors, the CDB, and other community training resource partners to plan and implement trainings that will meet the needs of providers in the catchment area;
- l. On Attachment C or a similar form provided by CDB, report on the following performance measures on a quarterly basis for the catchment area:
 - (1) The number of Child Care Basics trainings offered;
 - (2) The number of attendees at Child Care Basics trainings;
 - (3) The number of other trainings offered; and
 - (4) The number of attendees at other trainings offered by the CCR&R; and
- m. On Attachment C or a similar form provided by CDB, report the following other data on a quarterly basis for the catchment area:
 - (1) The number of collaborative trainings;
 - (2) A list of the specific workshops offered including: the date, location (town), the presenter, their credential, and the number of attendees; and
 - (3) The dates that each of the required trainings are offered.

Technical Assistance

2.62 Provide targeted technical assistance by:

- a. Playing an instrumental role with child care providers in the catchment area's regarding support and technical assistance in identified area. CCR&R shall:

Assist child care providers in the development of their Emergency Preparedness plans, as well as provide suggestions for staff training and encourage practice opportunities such as emergency drills.

- (1) CCR&R shall record in the NACCRRAware database all providers who have completed these trainings and have Emergency Preparedness plans in place by conducting regular follow-up calls to providers to check on their progress in this important area;
- (2) Supporting new and currently operating license exempt providers in their efforts to become licensed providers that increase the number of child care opportunities available;
- (3) Supporting new and existing child care providers who are beginning to self-assess their program quality in hopes of achieving DHHS Licensed-Plus designation. CCR&R shall offer trainings and workshops needed for this certification, i.e. NH Early Learning Guidelines, as well as offer resources and other technical assistance as needed to support child care providers in this improvement process;
- (4) Utilize the Strengthening Families Program self-assessment tool with child care programs to assess program strengths and provide targeted TA to increase program strengths; and

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- (5) Utilize the NH Infant Toddler and Preschool Competencies to assess child care program staff teacher competency and provide targeted TA to improve teacher competency; and
- b. Supporting, encouraging, and assisting child care providers and other early childhood professionals to apply for the appropriate level Early Childhood Professional Credential.
- c. On Attachment C or a similar form provided by CDB, report on the following performance measures on a quarterly basis for the catchment area:
 - (1) The number of providers assisted in the licensing process;
 - (2) The number of new credentials awarded; and
 - (3) The number of credentials renewed; and
- d. On Attachment C or a similar form provided by CDB, report the following other data on a quarterly basis for the catchment area:
 - (1) The number of times targeted TA is provided to improve Strengthening Families program assessment results.
 - (2) The number of times targeted TA is provided to improve teacher competency.
 - (3) The number of providers who receive targeted TA to become licensed.
 - (4) The number of times targeted TA is provided for Licensed Plus.
 - (5) The number of times targeted TA is provided for accreditation.

Evaluation

2.63 Evaluate the performance of CCR&R services by:

- a. Ensuring that all participants attending CCR&R workshops or trainings complete an evaluation of said training that assesses the knowledge and skills of the trainer, any new information learned, how the participant will use that new information to increase the quality of care they provide to families and children, whether or not they (the participants) were satisfied with the trainer and the training, the usefulness of the training and suggestions for upcoming trainings that they (the participants) would like to see offered;
- b. Compiling feedback given via the workshop evaluations from participants to plan future trainings based on child care provider needs; and
- c. Surveying providers once a year to assess the delivery of CCR&R services. These surveys shall be delivered to child care providers via the newsletter, e-mail, and mail and will evaluate CCR&R services in the area of referrals given, data provided to parents/families, ease of updating data process, trainings offered, trainings needed, and the cultural competence of the CCR&R services. Data needed to evaluate CCR&R's training services shall also be obtained from workshop evaluations completed by participants in the trainings.

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Technology

2.7 Utilize technology and build technological capacity by:

- a. Maintaining Child Care Aware® of America membership(s) for the catchment area;
- b. Using Internet access to connect to the NACCRRA SDS. CCR&R shall use the NACCRRA SDS to enter information on clients, child care providers, and community partners, and resources. CCR&R has and will maintain a portion of the contractor's web server to host the NACCRRA SDS program and data. Full access to the statewide database is available at any time to the Administrator of the CDB and other CDB staff. The Child Care Program Improvement Specialist for the CDB will serve as the Administrator of the NACCRRA SDS. CCR&R is required to use NACCRRA SDS to maintain the database and access information;
- c. Advising all clients seeking child care referrals, all child care providers entered into the database, and all community partners and resources entered into the database of the Confidentiality Policy. All clients shall be advised verbally at the time of the actual referral and again in writing through the client letter they receive with their resource packet of CCR&R's Confidentiality Policy. This policy shall require the approval of NH DHHS and meet the standards of the Child Care Aware® of America Criteria for Best Practices.
- d. Regularly updating the e-mail lists of child care providers for the purpose of distributing materials and information;
- e. Using NH EASY to work with the CDB to have access to that program to better meet the needs of the families and providers; and
- f. Assisting in the maintenance, future development, and updating of information by contributing contract funds for the Child Care Aware® of NH website; and

3. Meet the following staffing qualifications for the catchment area listed above:

- a. Provide knowledgeable staff, who are credentialed (or have the credential waived) at the following levels according to the NH Early Childhood Professional Development System to perform the corresponding duties in the table below:

Duties	Credential Level
Take Calls & Meet With Families	Master Teacher Level 1
Hired to Provide Training	Trainer, Faculty, or Allied Master Professional
Consultant Staff	Program Consultant Master Professional to Provide Technical Assistance

- b. In those DO catchment areas where there are large numbers of non-English speaking persons, or persons of Limited English Proficiency (LEP), have a bilingual staff person or other translator/interpreter to be utilized when providing services or information to providers. Staff shall not rely on family members or friends of LEP persons to serve as interpreters unless the LEP person expressly requests such an arrangement. Children shall not be asked to translate or interpret. If no bilingual worker or in-house interpreter is available, the CCR&R shall make arrangements to obtain an outside interpreter. An LEP

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person shall not be required to pay for the services of an interpreter. If appropriate for the catchment area, written materials and training shall also be made available in languages other than English;

- c. Designate a staff person from the catchment area to liaison with the CDB to:
 - (1) Attend monthly meetings with the CDB;
 - (2) Coordinate activities, working with the Child Care Program Improvement Specialist, the Child Care Training Specialist, and the Credential Specialist;
 - (3) Maintain the statewide NACCRRA SDS;
 - (4) Obtain input and feedback from child care providers when policy, Child Care Scholarship Program, and quality enhancement initiatives are being revised; and
 - (5) Evaluate CCR&R services;
- d. Require current criminal background checks and central registry screenings of its staff. The results of such background checks and screenings shall be shared with the Department and the Department reserves the right to reject the Contractor's staff as a result of such background checks; and
- e. May set aside professional development funds to allow staff to attend at least one national conference or symposium per contract cycle to further their expertise in providing CCR&R services.

4. Performance Measures:

- a. CCR&R catchment area shall meet its goals of the performance measures in this contract as documented in Attachments A-1, A-2, A-3, A-4, and A-5. The Department reserves the right to amend each Attachment after consultation with Lakes Region Community Services.

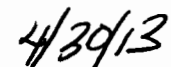
5. Provide records and reports for the catchment area's including:

- a. Quarterly and annual reports with outcome statistics for each of the performance measures and other data reports indicated on Attachments A-1 thru A-5 for the respective catchment area;
- b. Such reports described in (a) above shall be completed on Attachment C or a similar form provided by the CDB and e-mailed to the Child Care Program Improvement Specialist of the CDB, DCYF by the 15th of the month following the end of each quarter and the end of each contract year. Each report described in (a) above shall also include the cover sheet Attachment D, or a similar form provided by the CDB;
- c. All reports listed in Attachment E. The Department reserves the right to make adjustments to attachment E, after consultation with Child Care Aware® of NH;
- d. The *Detailed Work-Plan* described in Attachment E of this contract. Attachment B of this contract shall be the *Preliminary Work-Plan* described in Attachment E. The *Detailed*

Contractor Initials:



Date:



Work-Plan described in Attachment E shall become Attachment B of this contract, after the catchment area submit this document and it is approved by the CDB;

- e. A summary of the performance measures outcome statistics for the contract period shall be forwarded along with the final billing and shall be postmarked within 60 days of the conclusion of the contract period;
- f. Maintaining detailed supporting documentation to support these reports which shall be available for DCYF review upon request;
- g. Meeting with the Child Care Program Improvement Specialist for discussion and approvals; and
- h. Providing information on an NHEP client's child care search in a Department appropriate format at the request of the NHEP ECS. The NHEP staff and CCR&R shall ask NHEP clients to sign the "Release of Confidentiality" form at the NHEP orientation to make the exchange possible.

Contractor Initials: CS

Date: 4/30/13

Exhibit A – Attachment A – Performance Measures
Lakes Region Community Services

Bidders should complete their proposed minimum goals for each measure. Successful performance in this contract shall be evaluated based on the contractor meeting 100% of their proposed goals.

RFP Section	Performance Measure	Goal 7/1/13-6/30/14	Goal SFY 2015
3.B.1	(i.) The number of on-site targeted technical assistance visits made to providers: center, licensed family, Licensed Exempt, and potential providers	28	28
	The number of child care teachers whose demonstrated competencies increase by 15% as a result of targeted technical assistance.	42	42
3.B.3.1	(i.) The total number of families receiving referrals each quarter.	120/yr 30/quarter	120/year 30/quarter
3.B.3.1	(ii.) The number of families receiving referrals with CCR&R assistance.	80	80
3.B.3.1	(iii.) The number of FANF clients assisted by the CCR&R.	48	48
3.B.3.3	(i.) The percent of families contacted for follow up survey after referrals.	40%	40%
3.B.3.3	(ii.) The percent of families surveyed who were successful in finding care.	75%	75%
3.B.3.3	(iii.) The percent of FANF families who were surveyed who were unable to find care.	20%	20%
3.B.3.3	(v.) The percent of families who had all of their child care needs met by the care they chose.	70%	70%
3.B.4.	(i.) The number of new providers added to the database, including licensed and license exempt providers.	4	4
. B.4.	(ii.) The number of new child care opportunities created by new and existing providers.	12	12
3.B.4.	(iii.) The number of providers who receive targeted technical assistance to change/expand their programs to meet identified unmet needs including but not limited to infant/toddler care, special needs care and non-traditional hours care.	4	4
3.B.5.1	(i.) The number of Child Care Basics trainings offered.	5	5
3.B.5.1	(ii.) The number of attendees at Child Care Basics trainings.	75	75
3.B.5.1	The number of program directors trained in Early Learning Guidelines by program type: center-based (CCC); licensed family (FCC); license-exempt (LE)	CCC: 8 FCC: 4 LE: 2	CCC: 8 FCC: 4 LE: 2
3.B.5.1	The number of teachers/practioners trained in Early Learning Guidelines by program type.	CCC: 20 FCC: 5 LE: 2	CCC: 20 FCC: 5 LE: 2

3.B.5.1	The number of infants/toddlers served in programs implementing the Early Learning Guidelines, by program type.	CCC: 72 FCC: 8 LE: 2	CCC: 72 FCC: 8 LE: 2
3.B.5.1	The number of preschoolers served in programs implementing the Early Learning Guidelines, by program type.	CCC: 162 FCC: 10 LE: 2	CCC: 162 FCC: 10 LE: 2
3.B.5.1	The number of school age children served in programs implementing the Early Learning Guidelines	CCC: 20 FCC: 10 LE: 2	CCC: 20 FCC: 10 LE: 2
3.B.5.1	(iii.) The number of other trainings offered.	28	28
3.B.5.1	(iv.) The number of attendees at other trainings offered by the CCR&R.	560	560
3.B.5.2	(i.) The number of providers assisted in the licensing process.	2	2
3.B.5.2	(ii.) The number of new credentials awarded.	16	16
3.B.5.2	(iii.) The number of credentials awarded at a higher level.	8	8
3.B.5.2	The number of teachers/practitioners, by program type, with the following qualifications: CDA; state credential; Associate degree, Baccalaureate degree, Masters degree or Graduate degree.	CCC: 63 FC: 10	CCC: 63 FC: 10

Child Care Resource and Referral

The Contractor shall provide the following trainings:

1. Child Care Basics (as agreed upon with the Child Development Bureau);
2. Early Learning Guidelines;
3. At least one training focused on the New Hampshire Early Childhood Professional Development System at least once per contract year.
4. Additional non-credit training for child care providers, which addresses the Core Knowledge Areas and provides a continuum from the Child Care Basic training in (1) above, to advanced training for the experienced professional;
5. Recognizing and Reporting Child Abuse and Neglect, in collaboration with DCYF District Office staff at least once each SFY;
6. At least one training from Zero to Three's Preventing Child Abuse & Neglect curriculum every six months;
7. An annual training using the Strengthening Families through Early Care and Education (SFI) Guidebook;
8. Emergency Preparedness for child care providers at least once per contract year. The Contractor shall also provide written materials such as brochures and sample plans, as well as resources for emergency plan development such as web addresses and trainings sponsored by State and community agencies printed in the newsletter, to assist providers in preparing for emergencies.

Contractor Initials: CS

Date: 4-30-13

Agency Name: _____ Date: _____ Quarter 1 2 3
 Compiled by: _____ Vendor #: _____

Catchment Area:												
Performance Measure		Goal SFY 2013-2014-2015				Goal SFY 2013-2014-2015		Goal SFY 2013-2014-2015		Goal SFY 2013-2014-2015		
No.	Contract Section	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Goal SFY 2013-2014-2015	Ach'd SFY 2013-2014-2015	Goal SFY 2013-2014-2015	Ach'd SFY 2013-2014-2015	Goal SFY 2013-2014-2015	Ach'd SFY 2013-2014-2015	
1	2.2.i.(1)	The number of visits made to providers: center, licensed family, Licensed Exempt, and potential providers					0				0	
2	2.4.1.g.(1)	The total					0				0	
3	2.4.1.g.(2)	The number of families receiving referrals with CCR&R assistance.					0				0	
4	2.4.1.g.(3)	The number of FANF (NHEP/DO) clients assisted by the CCR&R.					0				0	

5	Exhibit A, Attachment C Ohio Care Resource and Referral	The percent of families surveyed who were successful in finding care.							0%		0%	0%	ity Services
6	2.4.3.a.(2)	The percent of FANF families who were surveyed who were unable to find care.							0%		0%	0%	
7	2.4.3.a.(3)	The percent of families on the wait list who were surveyed and were successful in finding care they can afford until they are released from the wait list.							0%		0%	0%	
8	2.4.3.a.(4)								0%		0%	0%	

Exhibit A, Attachment C Child Care Resource and Referral	The percent of families who had all of their child care needs met by the care they chose.		Reporting Form		0%	ity Services
9 2.4.3.a.(5)	The number of new providers added to the database, including licensed and license exempt providers.				0	
10 2.5.1.e.(1)					0	
11 2.5.1.e.(2)					0	

Exhibit A, Attachment C Child Care Resource and Referral	12 2.5.1.e.(3)	The number of providers who are recruited or expand their programs to meet the unmet needs of infant/toddler care, special needs care and non-traditional hours care.					0
							0
							0

ity Services

Contractor  Date 4/29/13

14	Exhibit A, Attachment C Child Care Resource and Referral	The number of providers specifically recruited to meet the needs of families on the wait list.	Reporting Form	0	0	0	0	0	ity Services

Contractor CS
Date 4/30/13

No.	Contract Section	Performance Measure	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Goal SFY 2013-2014	Achie'd SFY		Goal Achie'd	
								2013	2014	2014	2015
15	2.6.1.n.(1)	The number of Child Care Basics Trainings offered.						0		0	0
16	2.6.1.n.(2)	The number of attendees at Child Care Basics Trainings.						0		0	0
17	2.6.1.n.(3)	The number of attendees at other trainings offered by the CCR&R.						0		0	0
18	2.6.1.n.(4)	The number of providers assisted in the licensing process.						0		0	0
19	2.6.2.c.(1)										
20	2.6.2.c.(2)							0		0	0

21	Exhibit A, Attachment C Child Care Resource and Referral	The number of credentials renewed or awarded at a higher level.	Reporting Form	0	0	0	ity Services

Contractor 
Date 4/30/13

Annual Required Training Workshops

Please list the date(s) that you offer these required trainings throughout the year.

[illegible]

Annual Training Workshops

List trainings for entire SFY Please list CC Basics or Beyond in bold.

Right click in box and choose "Insert Comments" if appropriate

[illegible]

Contract A Reporting Requirements

Reporting Forms

Lakes Region Community Services

Contract Section	Reporting Requirement	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total Ach'ed	Notes
2.2.k.(1)	# of visits made to the District Office(s) and the nature of those visits (add in comments box)					0	
2.2.k.(1)	# of visits made to the NHEP office(s) and the nature of those visits (add in comments box)					0	
2.2.k.(2)	# of NHEP Orientations attended and the number not attended along with the reason why the Orientation was not attended (add in comments box)					0	
2.3.e.(1)a	# of providers whose information was fully updated					0	
2.3.e.(1)b	# of providers whose information was partially updated					0	
2.3.e.(2)	# of times information/data was provided to entities other than DHHS					0	
2.3.e.(3)	The date the quarterly newsletter was mailed					N/A	
2.4.h.(1)	# of families receiving referrals via the web					0	
2.4.h.(2)	# of new families served					0	
2.4.h.(3)	# of previous families seeking new information that were served					0	
2.4.h.(4)	# of families served through the DO					0	
	# of families released from WL receiving referrals					0	
	Consumer Referred by: Another CCR&R					0	
	Brochure					0	
	Display Event					0	
	District Office					0	
	Employer					0	
	Friend/Relative					0	
	NH EASY					0	
	NHEP					0	
	Newspaper Ad					0	
	Phone Book					0	
	Poster					0	
	Another Provider					0	
	Social Service Agency					0	
	Used Before					0	
	Website					0	
	Other					0	
2.43.b.(1)	# of clients assisted by the CCR&R					0	
2.43.b.(2)	# of FANF (NHEP/DO) clients assisted by the CCR&R					0	
2.43.b.(3)	# of follow-up attempts made					0	
2.43.b.(4)	# of follow-up surveys completed					0	
2.43.b.(5)	# of families satisfied with the care they found					0	
2.43.b.(6)	# of families that chose not to use care					0	
2.43.b.(7)	# of families whose search was still in process					0	
2.43.b.(8)	# of families who were unable to locate care					0	
2.43.b.(9)	Any child care needs of the family that were not met by their child care choices or options						
	Age of child					0	
	Type of care					0	
	Quality of Care					0	
	Affordability					0	
	Part time					0	
	Evening					0	

Contractor 
Date 4/30/13

Contractor CS
Date 4/30/13

2.42 b (4)	# of times TA is provided for Emerg. Preparedness					# of providers assisted with the Enrollment Process					Rep					0				
	Child Care Resource and Referral															0				

Lakes Region Community Services

Contractor *CLD*
 Date *4/24/13*

4 5 6 7 8

Status				

Contract # 682
Date 4/30/13

Exhibit A, Attachment C Child Care Resource and Referral			

Reporting Forms

Lakes Region Community Services

Contractor 
Date 4/30/13

Exhibit A, Attachment C Child Care Resource and Referral		

Lakes Region Community Services

Reporting Forms

Contractor 
Date 4/24/23

Contractor CLS
Date 4/30/13

Contractor 
Date 4/30/13

Status					

Contractor: 
Date: 4/28/23

Contractor
Date 8/25/2

CCR&R Quarterly Narrative Report

Agency Name:

Vendor #:

Date:

Quarter: 1 2 3 4 5 6 7 8

Contract Period: SFY

Reported prepared by:

Program Manager:

Catchment Area:

CCR&R Staff	Credential(s) held

Detailed Work Plan submitted (date): 10/21/2011

Approved: ☐ Yes

☐ No

Technology Policy updated (date):

Approved: ☐ Yes

☐ No

MOA with Family Resource Center Updated (date):

Approved: ☐ Yes ☐ No

Publicity materials submitted: Please provide a list of materials revised & submitted this quarter.

Quality Plan:

Date submitted:

Approved: ☐ Yes

☐ No

Successes during this quarter: Please highlight (you may use bullets) those areas where you have had particular success in meeting contract goals or work activities. If you bullet your successes, please provide a summarizing brief paragraph.

Challenges during this quarter: Please describe those areas where you have had challenges in meeting contract goals or completing work activities. Include your efforts made and barriers or challenges faced in meeting these goals. You may bullet your challenges, but please provide a brief summarizing paragraph if you use bullets.

Outreach: Please highlight your marketing activities and/or your community meetings/activities during this quarter.

Technical Assistance: Please list your TA episodes and time spent.

Other: Please highlight any activities, successes, challenges, etc., not captured elsewhere in the report.

Questions for the CDB: Please submit any questions you may have for the CDB regarding your work, CDB policy & procedure, and/or your contract.

Goals for the coming quarter: If meeting with the Child Care Program Improvement Specialist this quarter, we will set these goals together. If not, please list **2-5** goals (depending on how much is involved in accomplishing them) that you will work on in the coming quarter.

Comments from the CDB: The Child Care Program Improvement Specialist will return comments to each CCR&R regarding their work during the previous quarter. Comments will be inserted under the appropriate headings in your narrative.

Documentation required	Submission Deadline
Preliminary work plan – This plan shall include a time line with clearly identified dates/year, which addresses all aspects of the requirements of this contract. This should include a training plan, which details the number of trainings, locations (town) and target numbers of participants.	With Proposal
Detailed work plan – This plan shall be a revised work-plan for the entire contract period, subject to approval by the Administrator of the CDB.	August 31, 2013
Technology Policy described in Section B.3.6. of this RFP.	October 31, 2013
Outreach plan – This plan shall be made in order to make the CCR&R services known to the widest possible audience of families, providers and community members (including agencies, policy makers, public officials, and businesses) within the catchment area, including services to limited English proficient families and providers and in consideration of a variety of diversity issues. The outreach plan should include determining which populations are underserved by CCR&R and specifically targeting outreach to these populations.	January 31, 2014
All publicity that indicates office location, hours, availability to meet with families, phone #s, and email address.	As it is updated
Quality plan - The Contractor shall complete the NACCRRRA Quality Assurance Scoring Sheet of Best Practices Criteria for Core Competencies, Parent Services, and Provider Services as a self-assessment and needs assessment. Documentation for items that the Contractor meets or partially meets should be kept on file at the office location for review at the request of the Child Care Program Improvement Specialist. For those items that are partially met or not met, the Contractor shall submit a plan for meeting those criteria along with what additional support (training, TA or additional resources), if any, that would be needed to meet those criteria. The Scoring Sheet and plan are to be submitted to the Child Care Program Improvement Specialist by March 31, 2014. Implementation of the plan shall be agreed upon by the Contractor and the CDB.	March 31, 2014

Contractor CLB
Date 4/30/13

EXHIBIT B

METHOD, SCHEDULE, AND CONDITIONS PRECENT TO PAYMENT

Contract Agency: Lakes Region Community Services Council, INC.

Program Period: July 1, 2013 through June 30, 2015
Or Date of Governor & Executive Council approval, whichever is later

1. This Contract is funded with funds from the Catalog of Federal Domestic Assistance, CFDA #93.575, Federal Agency Health and Human Services, Child Care and Development Block Grant, in the amount of \$163,666.00. Subject to the availability of Federal funds, and in consideration for the satisfactory completion of the services to be performed under this Contract, the State agency agrees to purchase from the Contractor services in the amount not to exceed \$163,666.00 for services provided during the program period specified above.

2. Quarterly payments shall be made to the Contractor subject to the following conditions:

2.1 Payments shall be made on a quarterly cost reimbursement basis beginning October 15, 2013 for actual expenditures up to the total contract price incurred in the fulfillment of this agreement. The invoice, which shall be provided by DHHS after the approval of Governor & Executive Council, must be sent to:

John Harrington, Contract Specialist
Child Development Bureau
Division for Children, Youth and Families
Department of Health and Human Services
129 Pleasant St., Concord, New Hampshire 03301

2.2 In lieu of hard copies, invoices may be assigned an electronic signature and be e-mailed to: john.h.harrington@dhhs.state.nh.us

2.3 Expenditures shall be in accordance with the approved line item budget shown in Exhibits B-1 and B-2. If applicable, this will include drawing down match funds consistently throughout the contract period. Any adjustment to a line item in excess of 10% of the original budget lines will require the prior written approval of the State. The Contractor must include a detailed explanation and revised line item budget figures.

2.4 Payments may be withheld pending receipt of required reports as defined in Exhibit A.

2.5 A final payment request shall be submitted no later than sixty (60) days after the end of each fiscal year. Failure to submit the final invoice by that date may result in non-payment.

Contractor's Initials

CH

Date

4/30/13

**State of New Hampshire
Department of Health and Human Services**

Division for Children, Youth and Families

**RFP # DCYF-CDB-RR-05
EXHIBIT B-1
PERSONNEL DATA
State Fiscal Year 2014**

	Name	Title	Annual Salary	% of Time to Work on the Project	Project Amount Charged for SFY 2014 (7/1/13-6/30/14)
1	Julie Choiniere	CCR&R Manager	\$ 34,008.00	100%	\$ 34,008.00
2	Katerine Peringer	CCR&R Administrative Assistant	\$ 26,812.00	50%	\$ 13,406.00
3	Karen Welford	FRC Director	\$ 51,987.00	4%	\$ -
4			\$ -		\$ -
5			\$ -		\$ -
6			\$ -		\$ -
7			\$ -		\$ -
8					\$ -
9					
	Total:				\$ 47,414.00

State Fiscal Year 2015

	Name	Title	Annual Salary	% of Time to Work on the Project	Project Amount Charged for SFY 2015 (7/1/14-6/30/15)
1	Julie Choiniere	CCR&R Manager	\$ 34,008.00	100%	\$ 34,008.00
2	Katerine Peringer	CCR&R Administrative Assistant	\$ 26,812.00	50%	\$ 13,406.00
3	Karen Welford	FRC Director	\$ 51,987.00	4%	\$ -
4			\$ -		\$ -
5			\$ -		\$ -
6			\$ -		\$ -
7			\$ -		\$ -
8					\$ -
9					
	Total:				\$ 47,414.00

Lakes Region
 Bidder/Program Name: Community Servies

Child Care Resource and
 Budget Request for: Referral

Budget Period: FY14

Line Item	Direct Incremental	Indirect Fixed	Total State Costs	Bidder Match	Total Costs	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$47,414	\$13,406	\$47,414	\$13,406	\$60,820	
2. Employee Benefits	\$19,723	\$4,265	\$19,723	\$4,625	\$24,348	
3. Consultants	\$5,859	\$	\$5,859	\$	\$5,859	
4. Equipment:	\$	\$	\$	\$	\$	
Rental	\$	\$	\$	\$	\$	
Repair and Maintenance	\$	\$	\$	\$	\$	
Purchase/Depreciation	\$	\$	\$	\$	\$	
5. Supplies:	\$	\$	\$	\$	\$	
Educational	\$500	\$	\$500	\$	\$500	
Office	\$	\$	\$	\$	\$	
6. Travel	\$500	\$	\$500	\$	\$500	
7. Occupancy		\$4,590	\$	\$4,590	\$4,590	
8. Current Expenses	\$	\$	\$	\$	\$	
Telephone	\$	\$	\$	\$	\$	
Postage	\$500	\$	\$	\$500	\$500	
Subscriptions	\$	\$	\$	\$	\$	
Audit and Legal	\$	\$	\$	\$	\$	
Insurance	\$	\$	\$	\$	\$	
Board Expenses	\$	\$	\$	\$	\$	
9. Software	\$	\$	\$	\$	\$	
10. Marketing/Communications	\$500	\$	\$	\$500	\$500	
11. Staff Education and Training	\$600	\$	\$	\$600	\$600	
12. Subcontracts/Agreements	\$	\$	\$	\$	\$	
13. Other: dues	\$240	\$	\$240	\$	\$240	
14. Other: GM			\$7,597		\$7,597	
TOTAL	\$75,836	\$22,261	\$81,833	\$24,221	\$106,054	

Indirect As A Percent of Direct

28.90%

Initials

Date

CLD
 4/30/13

New Hampshire Department of Health and Human Services

Lakes Region

Bidder/Program Name: Community Servies

Child Care Resource

Budget Request for: and Referral

Budget Period: FY14

Line Item	Direct Increment	Indirect Fixed	Total State	Bidder Match	Total Costs	Allocation Method
1. Total Salary/Wages	\$47,414	\$13,406	\$47,414	\$13,406	\$60,820	
2. Employee Benefits	\$19,723	\$4,265	\$19,723	\$4,625	\$24,348	
3. Consultants	\$5,859	\$	\$5,859	\$	\$5,859	
4. Equipment:	\$	\$	\$	\$	\$	
Rental	\$	\$	\$	\$	\$	
Repair and Maintenance	\$	\$	\$	\$	\$	
Purchase/Depreciation		\$		\$	\$	
5. Supplies:	\$	\$	\$	\$	\$	
Educational	\$500	\$	\$500	\$	\$500	
Office	\$	\$	\$	\$	\$	
6. Travel	\$500	\$	\$500	\$	\$500	
7. Occupancy		\$4,590	\$	\$4,590	\$4,590	
8. Current Expenses	\$	\$	\$	\$	\$	
Telephone	\$	\$	\$	\$	\$	
Postage	\$500	\$	\$	\$500	\$500	
Subscriptions	\$	\$	\$	\$	\$	
Audit and Legal	\$	\$	\$	\$	\$	
Insurance	\$	\$	\$	\$	\$	
Board Expenses	\$	\$	\$	\$	\$	
9. Software	\$	\$	\$	\$	\$	
10. Marketing/Communications	\$500	\$	\$	\$500	\$500	
11. Staff Education and Training	\$600	\$	\$	\$600	\$600	
12. Subcontracts/Agreements	\$	\$	\$	\$	\$	
13. Other: dues	\$240	\$	\$240	\$	\$240	
14. Other: GM			\$7,597		\$7,597	
TOTAL	\$75,836	\$22,261	\$81,833	\$24,221	\$106,054	

Indirect As A Percent of Direct

28.90%

Initials

CS

Date

4/30/13

NH Department of Health and Human Services**STANDARD EXHIBIT C****SPECIAL PROVISIONS**

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

2. Compliance with Federal and State Laws: If the Contractor is permitted to determine the eligibility of individuals such eligibility determination shall be made in accordance with applicable federal and state laws, regulations, orders, guidelines, policies and procedures.

3. Time and Manner of Determination: Eligibility determinations shall be made on forms provided by the Department for that purpose and shall be made and remade at such times as are prescribed by the Department.

4. Documentation: In addition to the determination forms required by the Department, the Contractor shall maintain a data file on each recipient of services hereunder, which file shall include all information necessary to support an eligibility determination and such other information as the Department requests. The Contractor shall furnish the Department with all forms and documentation regarding eligibility determinations that the Department may request or require.

5. Fair Hearings: The Contractor understands that all applicants for services hereunder, as well as individuals declared ineligible have a right to a fair hearing regarding that determination. The Contractor hereby covenants and agrees that all applicants for services shall be permitted to fill out an application form and that each applicant or re-applicant shall be informed of his/her right to a fair hearing in accordance with Department regulations.

6. Gratuities or Kickbacks: The Contractor agrees that it is a breach of this Contract to accept or make a payment, gratuity or offer of employment on behalf of the Contractor, any Sub-Contractor or the State in order to influence the performance of the Scope of Work detailed in Exhibit A of this Contract. The State may terminate this Contract and any sub-contract or sub-agreement if it is determined that payments, gratuities or offers of employment of any kind were offered or received by any officials, officers, employees or agents of the Contractor or Sub-Contractor.

7. Retroactive Payments: Notwithstanding anything to the contrary contained in the Contract or in any other document, contract or understanding, it is expressly understood and agreed by the parties hereto, that no payments will be made hereunder to reimburse the Contractor for costs incurred for any purpose or for any services provided to any individual prior to the Effective Date of the Contract and no payments shall be made for expenses incurred by the Contractor for any services provided prior to the date on which the individual applies for services or (except as otherwise provided by the federal regulations) prior to a determination that the individual is eligible for such services.

8. Conditions of Purchase: Notwithstanding anything to the contrary contained in the Contract, nothing herein contained shall be deemed to obligate or require the Department to purchase services hereunder at a rate which reimburses the Contractor in excess of the Contractor's costs, at a rate which exceeds the amounts reasonable and necessary to assure the quality of such service, or at a rate which exceeds the rate charged by the Contractor to ineligible individuals or other third party funders for such service. If at any time during the term of this Contract or after receipt of the Final Expenditure Report hereunder, the Department shall determine that the Contractor has used payments hereunder to reimburse items of expense other than such costs, or has received payment in excess of such costs or in excess of such rates charged by the Contractor to ineligible individuals or other third party funders, the Department may elect to:

8.1 Renegotiate the rates for payment hereunder, in which event new rates shall be established;

8.2 Deduct from any future payment to the Contractor the amount of any prior reimbursement in excess of costs;

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

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

9. Maintenance of Records: In addition to the eligibility records specified above, the Contractor covenants and agrees to maintain the following records during the Contract Period:

9.1 Fiscal Records: books, records, documents and other data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor during the Contract Period, said records to be maintained in accordance with accounting procedures and practices which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.

9.2 Statistical Records: Statistical, enrollment, attendance or visit records for each recipient of services during the Contract Period, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.

9.3 Medical Records: Where appropriate and as prescribed by the Department regulations, the Contractor shall retain medical records on each patient/recipient of services.

10. Audit: Contractor shall submit an annual audit to the Department within 60 days after the close of the Contractor fiscal year. It is recommended that the report be prepared in accordance with the provision of Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Non Profit Organizations" and the provisions of Standards for Audit of Governmental Organizations, Programs, Activities and Functions, issued by the US General Accounting Office (GAO standards) as they pertain to financial compliance audits.

10.1 Audit and Review: During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts.

10.2 Audit Liabilities: In addition to and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department, all payments made under the Contract to which exception has been taken or which have been disallowed because of such an exception.

11. Confidentiality of Records: All information, reports, and records maintained hereunder or collected in connection with the performance of the services and the Contract shall be confidential and shall not be disclosed by the Contractor, provided however, that pursuant to state laws and the regulations of the Department regarding the use and disclosure of such information, disclosure may be made to public officials requiring such information in connection with their official duties and for purposes directly connected to the administration of the services and the Contract; and provided further, that the use or disclosure by any party of any information concerning a recipient for any purpose not directly connected with the administration of the Department or the Contractor's responsibilities with respect to purchased services hereunder is prohibited except on written consent of the recipient, his attorney or guardian.

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

12. Reports: Fiscal and Statistical: The Contractor agrees to submit the following reports at the following times if requested by the Department.

12.1 Interim Financial Reports: Written interim financial reports containing a detailed description of all costs and non-allowable expenses incurred by the Contractor to the date of the report and containing such other information as shall be deemed satisfactory by the Department to justify the rate of payment hereunder. Such Financial Reports shall be submitted on the form designated by the Department or deemed satisfactory by the Department.

12.2 Final Report: A final report shall be submitted within thirty (30) days after the end of the term of this Contract. The Final Report shall be in a form satisfactory to the Department and shall contain a summary statement of progress toward goals and objectives stated in the Proposal and other information required by the Department.

13. Completion of Services: Disallowance of Costs: Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

14. Credits: All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement:

14.1 The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services.

15. Prior Approval and Copyright Ownership:

All materials (written, video, audio) produced or purchased under the contract shall have prior approval from DHHS before printing, production, distribution or use. The DHHS will retain copyright ownership for any and all original materials produced, including, but not limited to, brochures, resource directories, protocols or guidelines, posters, or reports. Contractor shall not reproduce any materials produced under the contract without prior written approval from DHHS.

16. Operation of Facilities: Compliance with Laws and Regulations: In the operation of any facilities for providing services, the Contractor shall comply with all laws, orders and regulations of federal, state, county and municipal authorities and with any direction of any Public Officer or officers pursuant to laws which shall impose an order or duty upon the contractor with respect to the operation of the facility or the provision of the services at such facility. If any governmental license or permit shall be required for the operation of the said facility or the performance of the said services, the Contractor will procure said license or permit, and will at all times comply with the terms and conditions of each such license or permit. In connection with the foregoing requirements, the Contractor hereby covenants and agrees that, during the term of this Contract the facilities shall comply with all rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and shall be in conformance with local building and zoning codes, by-laws and regulations.

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

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

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

- Monitor the subcontractor's performance on an ongoing basis
- Provide to DHHS an annual schedule identifying all subcontractors, delegated functions and responsibilities, and when the subcontractor's performance will be reviewed
- DHHS shall review and approve all subcontracts.

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

SPECIAL PROVISIONS – DEFINITIONS

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

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

DEPARTMENT: NH Department of Health and Human Services.

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

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

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

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

NH Department of Health and Human Services

STANDARD EXHIBIT C-I

ADDITIONAL SPECIAL PROVISIONS

1. The Department reserves the right to renew this contract for up to four additional years subject to continued availability of funds, satisfactory performance of services, and approval of contract renewal by the Governor and Executive Council.

NH Department of Health and Human Services**STANDARD EXHIBIT D****CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

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

ALTERNATIVE I - FOR GRANTEEES OTHER THAN INDIVIDUALS**US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS
US DEPARTMENT OF EDUCATION - CONTRACTORS
US DEPARTMENT OF AGRICULTURE - CONTRACTORS**

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

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

- (A) The grantee certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an ongoing drug-free awareness program to inform employees about
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

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

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

Lakes Region Community Services From: 7/1/13 To: 6/30/15
 (Contractor Name) (Period Covered by this Certification)

Christine Santaniello, Executive Director
 (Name & Title of Authorized Contractor Representative)

Christine Santaniello 4/30/13
 (Contractor Representative Signature) (Date)

NH Department of Health and Human Services

STANDARD EXHIBIT E

CERTIFICATION REGARDING LOBBYING

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

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

Programs (indicate applicable program covered):

*Temporary Assistance to Needy Families under Title IV-A

*Child Support Enforcement Program under Title IV-D

*Social Services Block Grant Program under Title XX

*Medicaid Program under Title XIX

*Community Services Block Grant under Title VI

*Child Care Development Block Grant under Title IV

Contract Period: 7/1/13 through 6/30/15

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

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

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

Christine Santaniello
(Contractor Representative Signature)

Christine Santaniello, Executive Director
(Authorized Contractor Representative Name & Title)

Lakes Region Community Services
(Contractor Name)

4/30/13
(Date)

NH Department of Health and Human Services**STANDARD EXHIBIT F****CERTIFICATION REGARDING DEBARMENT, SUSPENSION
AND OTHER RESPONSIBILITY MATTERS**

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

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this proposal (contract) is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.
6. The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHHS.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by DHHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, DHHS may terminate this transaction for cause or default.

PRIMARY COVERED TRANSACTIONS

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) have not within a three-year period preceding this proposal (contract) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or a contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal (contract).

LOWER TIER COVERED TRANSACTIONS

By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (b) where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).

The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

 (Contractor Representative Signature)	Christine Santaniello, Executive (Authorized Contractor Representative Name & Title) <i>Director</i>
Lakes Region Community Services (Contractor Name)	4/30/13 (Date)

Contractor Initials: 
 Date: 4/30/13

NH Department of Health and Human Services

STANDARD EXHIBIT G

CERTIFICATION REGARDING
THE AMERICANS WITH DISABILITIES ACT COMPLIANCE

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

1. By signing and submitting this proposal (contract) the Contractor agrees to make reasonable efforts to comply with all applicable provisions of the Americans with Disabilities Act of 1990.

Christine Santanello Christine Santanello, Executive Director
(Contractor Representative Signature) (Authorized Contractor Representative Name & Title)

Lakes Region Community Services 4/30/13
(Contractor Name) (Date)

NH Department of Health and Human Services

STANDARD EXHIBIT H

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

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

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

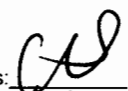
1. By signing and submitting this contract, the Contractor agrees to make reasonable efforts to comply with all applicable provisions of Public Law 103-227, Part C, known as the Pro-Children Act of 1994.


(Contractor Representative Signature)

Christine Santaniello, Executive Director
(Authorized Contractor Representative Name & Title)

LAKES Region Community Services
(Contractor Name)

4/30/13
(Date)

Contractor Initials: 
Date: 4/30/13

NH Department of Health and Human Services

STANDARD EXHIBIT I
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT
BUSINESS ASSOCIATE AGREEMENT

The Contractor identified in Section 1.3 of the General Provisions of the Agreement agrees to comply with the Health Insurance Portability and Accountability Act, Public Law 104-191 and with the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160 and 164 and those parts of the HITECH Act applicable to business associates. As defined herein, "Business Associate" shall mean the Contractor and subcontractors and agents of the Contractor that receive, use or have access to protected health information under this Agreement and "Covered Entity" shall mean the State of New Hampshire, Department of Health and Human Services.

BUSINESS ASSOCIATE AGREEMENT

(1) Definitions.

- a. "Breach" shall have the same meaning as the term "Breach" in Title XXX, Subtitle D. Sec. 13400.
- b. "Business Associate" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- c. "Covered Entity" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. "Designated Record Set" shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- e. "Data Aggregation" shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- f. "Health Care Operations" shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- g. "HITECH Act" means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164.
- i. "Individual" shall have the same meaning as the term "individual" in 45 CFR Section 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.

- k. "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR Section 164.501, limited to the information created or received by Business Associate from or on behalf of Covered Entity.
- l. "Required by Law" shall have the same meaning as the term "required by law" in 45 CFR Section 164.501.
- m. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- n. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C, and amendments thereto.
- o. "Unsecured Protected Health Information" means protected health information that is not secured by a technology standard that renders protected health information unusable, unreasonable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.
- p. Other Definitions - All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH Act.

(2) Use and Disclosure of Protected Health Information.

- a. Business Associate shall not use, disclose, maintain or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under Exhibit A of the Agreement. Further, the Business Associate shall not, and shall ensure that its directors, officers, employees and agents, do not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
- b. Business Associate may use or disclose PHI:
 - I. For the proper management and administration of the Business Associate;
 - II. As required by law, pursuant to the terms set forth in paragraph d. below; or
 - III. For data aggregation purposes for the health care operations of Covered Entity.
- c. To the extent Business Associate is permitted under the Agreement to disclose PHI to a third party, Business Associate must obtain, prior to making any such disclosure, (i) reasonable assurances from the third party that such PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party; and (ii) an agreement from such third party to notify Business Associate, in accordance with the HITECH Act, Subtitle D, Part 1, Sec. 13402 of any breaches of the confidentiality of the PHI, to the extent it has obtained knowledge of such breach.
- d. The Business Associate shall not, unless such disclosure is reasonably necessary to provide services under Exhibit A of the Agreement, disclose any PHI in response to a request for disclosure on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity has an opportunity to object to the disclosure and to seek appropriate relief. If Covered Entity objects to such disclosure, the Business Associate shall refrain from disclosing the PHI until Covered Entity has exhausted all remedies.

- e. If the Covered Entity notifies the Business Associate that Covered Entity has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Business Associate shall be bound by such additional restrictions and shall not disclose PHI in violation of such additional restrictions and shall abide by any additional security safeguards.

(3) Obligations and Activities of Business Associate.

- a. Business Associate shall report to the designated Privacy Officer of Covered Entity, in writing, any use or disclosure of PHI in violation of the Agreement, including any security incident involving Covered Entity data, in accordance with the HITECH Act, Subtitle D, Part 1, Sec. 13402.
- b. The Business Associate shall comply with all sections of the Privacy and Security Rule as set forth in, the HITECH Act, Subtitle D, Part 1, Sec. 13401 and Sec.13404.
- c. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.
- d. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section (3)b and (3)k herein. The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI pursuant to this Agreement, with rights of enforcement and indemnification from such business associates who shall be governed by standard provision #13 of this Agreement for the purpose of use and disclosure of protected health information.
- e. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.
- f. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
- g. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.

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

(4) Obligations of Covered Entity

- a. Covered Entity shall notify Business Associate of any changes or limitation(s) in its Notice of Privacy Practices provided to individuals in accordance with 45 CFR Section 164.520, to the extent that such change or limitation may affect Business Associate's use or disclosure of PHI.
- b. Covered Entity shall promptly notify Business Associate of any changes in, or revocation of permission provided to Covered Entity by individuals whose PHI may be used or disclosed by Business Associate under this Agreement, pursuant to 45 CFR Section 164.506 or 45 CFR Section 164.508.
- c. Covered entity shall promptly notify Business Associate of any restrictions on the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

(5) Termination for Cause

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

(6) Miscellaneous

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

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

NH Dept of Health and Human Services
Division for Children, Youth and Families

The State Agency Name

LAKES Region Community Services

Name of the Contractor

Maggie Bishop (AES)
Signature of Authorized Representative

Christine Santaniello
Signature of Authorized Representative

Maggie Bishop

Name of Authorized Representative

Christine Santaniello

Name of Authorized Representative

Director

Title of Authorized Representative

Executive Director

Title of Authorized Representative

Date

05/01/2013

Date

4/30/13

Contractor Initials:

Date:

CS
4/30/13

NH Department of Health and Human Services

STANDARD EXHIBIT J

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

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

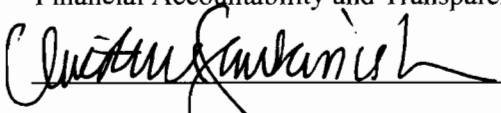
In accordance with 2 CFR Part 170 (*Reporting Subaward and Executive Compensation Information*), the Department of Health and Human Services (DHHS) must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

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

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

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

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

 Christine Santanelli, Executive Director
(Contractor Representative Signature) (Authorized Contractor Representative Name & Title)

Lakes Region Community Services 4-30-13
(Contractor Name) (Date)

Contractor initials: CS
Date: 4/30/13
Page # _____ of Page # _____

NH Department of Health and Human Services

STANDARD EXHIBIT J

FORM A

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

1. The DUNS number for your entity is: 122778277

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

☒ NO

☐ YES

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

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

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

☐ NO

☐ YES

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

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

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

Name: Christine Santaniello

Amount: 112,124

Name: Rebecca Bryant

Amount: 82,000

Name: Laurie Vachon

Amount: 65,000

Name: Shannon Kelly

Amount: 65,000

Name: Mary St. Jacques

Amount: 65,000

Contractor initials: CLB
Date: 4/30/13
Page # _____ of Page # _____

Financial Statements

LAKES REGION COMMUNITY SERVICES
COUNCIL, INC.

FOR THE YEARS ENDED
JUNE 30, 2012 AND 2011
AND
INDEPENDENT AUDITORS' REPORT

***Leone,
McDonnell
& Roberts***
PROFESSIONAL ASSOCIATION

CERTIFIED PUBLIC ACCOUNTANTS

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

JUNE 30, 2012

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Leone, McDonnell & Roberts

Professional Association
CERTIFIED PUBLIC ACCOUNTANTS
WOLFEBORO • NORTH CONWAY
DOVER • CONCORD
STRATHAM

To the Board of Directors of
Lakes Region Community Services Council, Inc.
Laconia, New Hampshire

INDEPENDENT AUDITORS' REPORT

We have audited the accompanying statements of financial position of Lakes Region Community Services Council, Inc. (a nonprofit organization) as of June 30, 2012 and 2011, and the related statements of cash flows for the years then ended, and the related statements of activities and functional expenses for the year ended June 30, 2012. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audits. The prior year summarized comparative information has been derived from the Organization's 2011 financial statements and, in our report dated September 7, 2011, we expressed an unqualified opinion on those financial statements.

We conducted our audit for the year ended June 30, 2012 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 of material misstatement. The financial statements of the Organization were not audited in accordance with *Government Auditing Standards* for the year ended June 30, 2011. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Lakes Region Community Services Council, Inc. as of June 30, 2012 and 2011, and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated October 1, 2012, on our consideration of Lakes Region Community Services Council, 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*, and should be considered in assessing the results of our audit.

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of functional revenues is presented for purposes of additional analysis and is not a required part of the basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The 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.

Leone, McDonnell & Roberts
Professional Association

Wolfeboro, New Hampshire
October 1, 2012

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

**STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2012 AND 2011**

	<u>2012</u>	<u>2011</u>
<u>ASSETS</u>		
CURRENT ASSETS		
Cash and equivalents:		
Cash in bank	\$ 41,768	\$ 1,546,947
Certificates of deposits	207,678	513,224
Federated managed funds	5,520	155,362
Accounts receivable:		
Medicaid	1,346,705	853,676
Other, net of allowance for doubtful accounts of \$50,000 at June 30, 2012 and 2011, respectively	731,517	192,490
Prepaid expenses	<u>235,896</u>	<u>579,516</u>
Total current assets	<u>2,569,084</u>	<u>3,841,215</u>
PROPERTY AND EQUIPMENT, NET	<u>4,225,517</u>	<u>198,940</u>
OTHER ASSETS		
Deposits	<u>53,354</u>	<u>53,354</u>
Total assets	<u>\$ 6,847,955</u>	<u>\$ 4,093,509</u>
<u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES		
Current portion of long term debt	\$ 45,853	\$ -
Accounts payable	527,345	592,845
Accrued salaries, wages, and related expenses	277,235	188,088
Accrued earned time	299,388	365,100
Refundable advances	82,679	30,262
Other accrued expenses	<u>78,140</u>	<u>45,335</u>
Total current liabilities	<u>1,310,640</u>	<u>1,221,630</u>
LONG TERM LIABILITIES		
Due to affiliates, net	239,609	97,935
Long term debt, less current portion shown above	<u>442,826</u>	<u>-</u>
Total long term liabilities	<u>682,435</u>	<u>97,935</u>
Total liabilities	<u>1,993,075</u>	<u>1,319,565</u>
NET ASSETS		
Unrestricted	3,197,780	2,773,944
Temporarily restricted	<u>1,657,100</u>	<u>-</u>
Total net assets	<u>4,854,880</u>	<u>2,773,944</u>
Total liabilities and net assets	<u>\$ 6,847,955</u>	<u>\$ 4,093,509</u>

See Notes to Financial Statements

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

**STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2012
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>2012 Total</u>	<u>2011 Total</u>
CHANGES IN NET ASSETS				
Revenues				
Program fees	\$ 1,179,361	\$ -	\$ 1,179,361	\$ 1,112,151
Medicaid	17,739,766	-	17,739,766	16,692,991
Client resources	72,667	-	72,667	70,280
Other third party payers	34,761	-	34,761	167,502
Public support	273,287	1,657,100	1,930,387	258,096
Private foundations	25,257	-	25,257	4,399
Production/service income	253,611	-	253,611	270,304
Investment	6,162	-	6,162	9,263
In-kind donations	65,000	-	65,000	65,000
State of New Hampshire - DDS	1,078,033	-	1,078,033	1,043,672
Management fees	20,568	-	20,568	21,206
Other	471,691	-	471,691	194,782
Total revenues	<u>21,220,164</u>	<u>1,657,100</u>	<u>22,877,264</u>	<u>19,909,646</u>
Expenses				
Program services				
Service coordination	966,460	-	966,460	1,006,851
Day programs	4,080,565	-	4,080,565	4,169,025
Early intervention	614,288	-	614,288	605,780
Enhanced family care	3,270,253	-	3,270,253	2,953,399
Community options	227,190	-	227,190	185,803
Community residences	6,105,485	-	6,105,485	6,130,839
Transportation	143,420	-	143,420	139,950
Family support	2,750,035	-	2,750,035	2,662,379
Other DDS	14,482	-	14,482	14,617
Other programs	478,570	-	478,570	448,935
Supporting activities				
General management	2,135,383	-	2,135,383	1,760,300
Fundraising	10,197	-	10,197	94,108
Total expenses	<u>20,796,328</u>	<u>-</u>	<u>20,796,328</u>	<u>20,171,986</u>
INCREASE (DECREASE) IN NET ASSETS	<u>423,836</u>	<u>1,657,100</u>	<u>2,080,936</u>	<u>(262,340)</u>
NET ASSETS, BEGINNING OF YEAR	<u>2,773,944</u>	<u>-</u>	<u>2,773,944</u>	<u>3,036,284</u>
NET ASSETS, END OF YEAR	<u>\$ 3,197,780</u>	<u>\$ 1,657,100</u>	<u>\$ 4,854,880</u>	<u>\$ 2,773,944</u>

See Notes to Financial Statements

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

**STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2012 AND 2011**

	<u>2012</u>	<u>2011</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 2,080,936	\$ (262,340)
Adjustments to reconcile change in net assets to net cash from operating activities:		
Depreciation	68,083	53,506
(Increase) decrease in assets:		
Accounts receivable	(1,032,056)	333,149
Prepaid expenses	343,620	(269,418)
Deposits	-	15,321
Increase (decrease) in liabilities:		
Accounts payable	(65,500)	70,859
Accrued salaries, wages, and related expenses	89,147	(348,399)
Accrued earned time	(65,712)	25,157
Refundable advances	52,417	(75,011)
Other accrued expenses	<u>32,805</u>	<u>5,150</u>
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES	<u>1,503,740</u>	<u>(452,026)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Additions to property and equipment	<u>(4,094,660)</u>	<u>(24,187)</u>
NET CASH USED IN INVESTING ACTIVITIES	<u>(4,094,660)</u>	<u>(24,187)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Proceeds from long term borrowings	500,000	-
Repayment of long term debt	(11,321)	-
Increase (decrease) in due to affiliates	<u>141,674</u>	<u>(507,324)</u>
NET CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES	<u>630,353</u>	<u>(507,324)</u>
NET DECREASE IN CASH AND EQUIVALENTS	(1,960,567)	(983,537)
CASH AND EQUIVALENTS, BEGINNING OF YEAR	<u>2,215,533</u>	<u>3,199,070</u>
CASH AND EQUIVALENTS, END OF YEAR	<u>\$ 254,966</u>	<u>\$ 2,215,533</u>
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION		
Cash paid during the year for interest	<u>\$ -</u>	<u>\$ -</u>

See Notes to Financial Statements

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

**STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2012
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	Service Coordination	Day Programs	Early Intervention	Enhanced Family Care	Community Options	Community Residences	Transportation	Family Support	Other DDS	General Management	Fundraising	Total DDS Funded	Total Non-DDS Funded	2012 Totals	2011 Totals
PERSONNEL COSTS															
Salaries and wages	\$ 592,226	\$ 2,347,261	\$ 399,145	\$ 139,950	\$ 142,193	\$ 3,013,692	\$ 16,360	\$ 1,076,087		\$ 912,980		\$ 8,641,904	\$ 288,531	\$ 8,930,435	\$ 8,946,997
Employee benefits	214,956	838,563	129,815	51,269	49,868	1,052,427	6,026	317,989		286,444		2,949,357	103,227	3,052,584	2,945,613
Payroll taxes	42,760	184,676	26,563	9,912	9,456	235,369	1,326	78,525		75,139		663,726	25,806	689,532	687,393
PROFESSIONAL FEES AND CONSULTATIONS															
Client treatment & therapies	41,274	316		2,948,001		231,276		846,081				4,067,948		4,067,948	3,677,025
Accounting/auditing										114,375		114,375		114,375	117,389
Legal	9,203	75								21,063		30,341		30,341	43,741
Subcontract services					8,330	897,191		147,679		72,391		1,194,729	9,395	1,204,124	1,030,644
Other professional fees	6,965	13,945	107	69,138		7,012		11,560	11,314	44,818	1,100	97,650	7,784	105,434	177,099
STAFF DEVELOPMENT AND TRAINING															
Journals and publications		36						28		1,295		1,359	37	1,396	2,780
Conference/conventions	320	2,935	240	330				3,041		10,144	150	17,160	979	18,139	34,135
Other staff development	287	5,845	6,119	1,839		17,664		1,321		15,502		46,387	136	48,723	56,159
OCCUPANCY COSTS															
Rent	8,700	53,347	12,685			194,413		22,700		(300)	450	291,995	7,715	299,710	330,183
Mortgage payments						9,889						9,889		9,889	9,417
Utilities	1,524	10,390	825			92,229		1,549		46,996		153,513		153,513	144,200
Repairs and maintenance	491	4,272				21,860		1,139		31,076		58,843		58,843	67,668
Other occupancy costs	80	486		396		4,947		404		22,284		28,597	372	28,969	4,756
CONSUMABLE SUPPLIES															
Office supplies and equipment															
under \$1,000	529	5,631	3,810			3,110		1,736		38,559	207	53,582	8,152	61,734	50,822
Building/household	227	1,022				21,330		214		618		23,411	95	23,506	29,819
Client	13,852	10,661	176	20,246		127,478		3,581		10,439	2,776	189,209	3,992	193,201	213,894
Medical supplies	657	10		574		2,875		3,981				6,097		6,097	16,424
ASSISTANCE TO INDIVIDUALS															
PRODUCT SALES	3,653	690				904		27,774				33,021	3,265	36,286	70,975
EQUIPMENT RENTAL	1,909	23,349						8,822		4,002		23,349		23,349	20,910
EQUIPMENT MAINTENANCE		6,695						150		83,675		21,428	1,754	23,182	43,431
DEPRECIATION		115	1,298	2,245		3,223				36,083		90,706		90,706	47,127
ADVERTISING		4,586	2,008			25,406		2,213		7,815	2,814	68,083	3,774	74,509	53,506
PRINTING	459	2,833	314	284		1,326		5,532		3,855	2,258	17,409	3,774	21,183	10,842
TELEPHONE		370	372	1,506		7,952				3,855		14,352	1,886	16,238	16,899
POSTAGE	3,893	8,115	1,241	42		31		832	21	25,057	10	50,296	1,684	51,980	57,773
TRANSPORTATION	162	174						122,299	3,147	16,914		17,944	93	18,037	20,047
INSURANCE	20,661	405,009	22,231	21,523	17,343	121,826	98,688			7,007		839,734	8,970	848,704	786,133
MEMBERSHIP DUES		80	300				2,1020	58,239		53,489		74,509		74,509	104,029
IN-KIND DONATIONS						1,547				35,319		95,485	615	96,100	78,101
CLIENT PAYMENTS	673	146,716	6,029	199		8,385		198		65,000		65,000		65,000	65,000
INTEREST										8,869		171,069	69	171,138	182,420
OTHER	989	2,362	1,010	955		2,023		565		80,184	432	88,520	239	88,759	-
TOTAL FUNCTIONAL EXPENSES	\$ 966,460	\$ 4,080,565	\$ 614,288	\$ 3,270,253	\$ 227,190	\$ 6,105,485	\$ 143,420	\$ 2,750,035	\$ 14,482	\$ 2,135,383	\$ 10,197	\$ 20,317,758	\$ 478,570	\$ 20,796,328	\$ 20,171,986

See Notes to Financial Statements

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2012 AND 2011

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

Lakes Region Community Services Council, Inc. (the Council) is a New Hampshire nonprofit corporation organized exclusively for charitable purposes to ensure there is a coordinated and efficient program of human services dealing effectively with the problems and needs of the developmentally impaired of Belknap County, lower Grafton County and the surrounding communities.

Basis of Accounting

The financial statements of Lakes Region Community Services Council, Inc. have been prepared on the accrual basis of accounting.

Basis of Presentation

The Council 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. The classes of net assets are determined by the presence or absence of donor restrictions.

Contributions

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are restricted by the donor for future periods or for specific purposes are reported as temporarily restricted or permanently restricted support, depending on the nature of the restrictions. However, if a restriction is fulfilled in the same period in which the contribution is received, the Council reports the support as unrestricted.

Property and Depreciation

Property and equipment are recorded at cost or, if contributed, at estimated fair value at the date of contribution. Material assets with a useful life in excess of one year are capitalized. Depreciation is provided for using the straight-line method in amounts designed to amortize the cost of the assets over their estimated useful lives as follows:

Buildings and improvements	5 - 40 Years
Furniture, fixtures and equipment	3 - 10 Years

Expenditures for repairs and maintenance are expensed when incurred and betterments are capitalized. Assets sold or otherwise disposed of are removed from the accounts, along with the related accumulated depreciation, and any gain or loss is recognized.

Refundable Advances

Grants received in advance are recorded as refundable advances and recognized as revenue in the period in which the related services or expenditures are incurred.

Summarized Financial Information

The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Council's financial statements for the year ended June 30, 2011, from which the summarized information was derived.

Accrued Earned Time

The Council has accrued a liability for future compensated leave time that its employees have earned and which is vested with the employee.

Income Taxes

The Council is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. The Internal Revenue Service has determined the Council to be other than a private foundation.

Management has evaluated the Council's tax positions and concluded that the Council has maintained its tax-exempt status and has taken no uncertain tax positions that would require adjustment to the financial statements. With few exceptions, the Council is no longer subject to income tax examinations by the United States Federal or State tax authorities prior to 2008.

Cash Equivalents

The Council considers all highly liquid financial instruments with original maturities of three months or less to be cash equivalents.

In-kind Donations

Donated facilities are reflected as revenue and expense in the accompanying financial statements. The donated facilities represent the estimated fair value of rent expense the Council would incur under a normal lease agreement. The Council occupied office facilities owned by the State of New Hampshire. The Council has estimated the fair market value of the annual rental to be \$65,000 for each of the years ended June 30, 2012 and 2011. Subsequent to the year ended June 30, 2012, the Council completed its move to a new office facility and therefore will no longer recognize rental income as an in-kind donation.

Advertising

The Council expenses advertising costs as incurred.

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis. Accordingly, costs have been allocated among the program services and supporting activities benefited.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Subsequent Events

Subsequent events have been evaluated through October 1, 2012, the date the financial statements were available to be issued.

2. PROPERTY AND EQUIPMENT

As of June 30, 2012 and 2011, property and equipment consisted of the following:

Buildings and improvements	\$ 3,811,811	\$ -
Leasehold improvements	450,907	445,960
Furniture, fixtures and equipment	581,987	467,593
Land	<u>152,200</u>	<u>-</u>
Total	4,996,905	913,553
Less accumulated depreciation	<u>(771,388)</u>	<u>(714,613)</u>
	<u>\$ 4,225,517</u>	<u>\$ 198,940</u>

Depreciation expense for the years ended June 30, 2012 and 2011 amounted to \$68,083 and \$53,506, respectively.

During the year ended June 30, 2012 the Council received donated property in the form of an office building, with fair market value of \$1,657,100, at the time of donation. Subsequent to receipt of the property it was necessary for the Council to make significant improvements in order for the facility to be suitable for the Council's needs and to be brought up to current building code requirements. Total improvements for the year ended June 30, 2012 related to the new office building totaled \$2,154,711. A portion of these improvements were financed with new debt (see Note 4).

3. DEMAND NOTE PAYABLE

The Council maintains a revolving line of credit with a bank. The revolving line of credit provides for maximum borrowings up to \$1,500,000 and is renewable annually. At June 30, 2012 and 2011 the interest was stated at the bank's prime rate of 3.25%. The note has a scheduled maturity date of October 31, 2012, and is collateralized by all of the business assets of the Council and guaranteed by related nonprofit organizations (see Note 9). At June 30, 2012 and 2011 there was no amount outstanding on this line of credit.

4. LONG TERM DEBT

During April, 2012, the Council entered into a note payable agreement with the Community Development Finance Authority. The principal amount of the note is \$500,000 and the interest rate is stated at 2.00%. Principal payments of \$4,601 are payable in equal monthly installments for a period of ten years. The loan is collateralized by various property of a related party (see Note 9). At June 30, 2012 \$488,679 was outstanding under the note payable.

The schedule of maturities of long term debt at June 30, 2012 is as follows:

Year Ending June 30	Amount
2013	\$ 45,853
2014	46,779
2015	47,723
2016	48,686
2017	49,669
Thereafter	<u>249,969</u>
Total	<u>\$ 488,679</u>

5. RESTRICTIONS ON NET ASSETS

In 2012 the Council received donated surplus property in the form of a building. The temporarily restricted net assets at June 30, 2012 consist of the value of the building. The use of this building is restricted by deed for thirty years from the date of donation.

6. RETIREMENT PLAN

The Council maintains a retirement plan for all eligible employees. During the years ended June 30, 2012 and 2011 the Council made matching contributions of 100% of a participant's salary reduction that was not in excess of 1.5% of the participant's compensation. The employees can make voluntary contributions to the plan of up to approximately 15% of gross wages. All employees who work one thousand hours per year are eligible to participate after one year of employment and attaining the age of twenty one. The Council's contribution to the retirement plan for the years ended June 30, 2012 and 2011 was \$46,308 and \$33,446, respectively.

7. CONCENTRATION OF RISK

For the years ended June 30, 2012 and 2011 approximately 78% and 84% of the total revenue was derived from Medicaid. The future existence of the Council is dependent upon continued support from Medicaid.

In order for the Council to receive Medicaid funding, they must be formally approved by the State of New Hampshire, Division of Mental Health and Developmental Services as the provider of services for developmentally disabled individuals for that region. The Council was scheduled for re-designation during September 2011, however they were notified by the State of New Hampshire that the current designation would be extended for one year.

8. LEASE COMMITMENTS

The Council has entered into various operating lease agreements to rent certain facilities and office equipment for their community residences and other programs. The terms of these leases range from one to ten years. The Council also leases various apartments on behalf of clients on a month-to-month basis. Rent expense under these agreements aggregated \$322,892 and \$373,614 for the years ended June 30, 2012 and 2011, respectively.

The future minimum lease payments on the above leases are as follows:

<u>Year Ending June 30</u>	<u>Amount</u>
2013	\$ 104,966
2014	65,006
2015	56,892
2016	16,320
2017	16,320
Thereafter	<u>12,240</u>
Total	<u>\$ 271,744</u>

Refer to Note 9 for information regarding a lease agreement with a related party.

9. RELATED PARTY TRANSACTIONS

Lakes Region Community Services Council, Inc. is related to the following nonprofit corporations as a result of common board membership:

<u>Related Party</u>	<u>Function</u>
Genera Corporation	Manages and leases property
Greater Laconia Transit Agency	Provided transportation services

Lakes Region Community Services Council, Inc. has contracts and transactions with the above related parties during its normal course of operations. The significant related party transactions are as follows:

<u>Corporation Received From:</u>	<u>Amount</u>		<u>Purpose</u>
	<u>2012</u>	<u>2011</u>	
Genera Corporation	\$ 14,400	\$ 14,400	Management, Accounting and Financial Services
Genera Corporation	14,988	14,988	Insurance Reimbursement
<u>Paid To:</u>	<u>2012</u>	<u>2011</u>	
Genera Corporation	\$ 112,200	\$ 106,473	Rental of Homes
Greater Laconia Transit Agency	58,278	88,370	Prepaid Expenses Related to Affiliated Organization (See Below)

<u>Due (To)/From:</u>	<u>2012</u>	<u>2011</u>
Genera Corporation	\$(248,466)	\$(109,884)
Greater Laconia Transit Agency	<u>8,857</u>	<u>11,949</u>
	<u>\$(239,609)</u>	<u>\$ (97,935)</u>

There are no specified terms of payment and no interest stated on the related party due (to) from accounts.

Demand Note Payable

The Council's demand notes payable are guaranteed by Genera Corporation (see Note 3).

Long Term Debt

During the year ended June 30, 2012 Lakes Region Community Services Council, Inc., obtained financing from the Community Development Finance Authority (CDFA) related to improvements necessary to the renovation of their new facility. The note to the CDFA is collateralized by certain real property of Genera Corporation (see Note 4).

Rent

The Council has a perpetual lease agreement with Genera Corporation which calls for annual rent payments. The future minimum lease payments under the lease are \$112,200 annually.

Insurance Reimbursement

Lakes Region Community Services Council, Inc. carries a joint liability policy with the related parties above. Lakes Region Community Services Council, Inc. pays for the coverage in full and then is reimbursed by the affiliates based on contracts between the agencies.

Prepaid Expenses Related to Affiliated Organization

The Council has recorded prepaid expenses related to advances paid to Greater Laconia Transit Agency for the purchase of vehicles to be used solely for the transportation services for the Council's consumers. Total advances for the years ended June 30, 2012 and 2011 amounted to \$58,278 and \$88,370, respectively.

The Council is expensing these advances over the useful lives of the vehicles (3 - 7 years). Accordingly, Greater Laconia Transit Agency has recorded the advances as deferred revenue and is recognizing income consistently over the useful lives of the vehicles. The total amount of the advances expensed by the Council and included as revenue by Greater Laconia Transit Agency was \$71,767 and \$80,238 for the years ended June 30, 2012 and 2011, respectively.

10. CONTINGENCIES

Grant Compliance

The Council receives funds under various state grants and from Federal sources. Under the terms of these agreements, the Council is required to use the funds within a certain period and for purposes specified by the governing laws and regulations. If expenditures were found not to have been made in compliance with the laws and regulations, the Council may be required to repay the funds.

No provisions have been made for this contingency because specific amounts, if any, have not been determined or assessed by government audits as of June 30, 2012.

11. CLIENT FUNDS

The Council administers funds for certain consumers. No asset or liability has been recorded for this amount. As of June 30, 2012 and 2011, client funds held by the Council aggregated \$222,872 and \$182,319, respectively.

12. GUARANTOR OF THIRD-PARTY INDEBTEDNESS

The Council guaranteed the revolving line of credit with a bank of an unrelated Laconia nonprofit organization. The maximum available credit was \$25,000. During the year ended June 30, 2011 the nonprofit organization no longer required the Council to guarantee the revolving line of credit. At June 30, 2011 there was no amount outstanding on the line of credit.

13. CONCENTRATION OF CREDIT RISK

The Council maintains several of their cash balances at one financial institution. The balances are insured by the Federal Deposit Insurance Corporation up to \$250,000 for interest bearing accounts, and non-interest bearing accounts are fully insured at June 30, 2012 and 2011. The Council also obtained supplemental deposit insurance from a financial institution. At June 30, 2012, there were no uninsured cash balances. At June 30, 2011 the uninsured cash balances aggregated \$50,704.

14. FINANCIAL INSTRUMENTS WITH OFF STATEMENT OF FINANCIAL POSITION RISK

The Council is a party to financial instruments with off Statement of Financial Position risk in the normal course of business. A portion of the Council's overnight deposit bank balances are swept into an uninsured repurchase agreement. Repurchase agreement balances were \$591,282 and \$1,515,310 as of June 30, 2012 and 2011, respectively. Management, however, does not feel exposed to significant credit risk due to the collateralized nature of these investments.

15. RECLASSIFICATION

Certain amounts and accounts from the prior year's financial statements were reclassified to enhance comparability with the current year's financial statements.

SUPPLEMENTARY INFORMATION

(See Independent Auditors' Report)

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

**SCHEDULE OF FUNCTIONAL REVENUES
FOR THE YEAR ENDED JUNE 30, 2012**

WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION

	Service Coordination	Day Programs	Early Intervention	Enhanced Family Care	Community Options	Community Residences	Family Support	Other DDS	General Management	Fundraising	Total DDS Funded	Total Non-DDS Funded	2012 Totals	2011 Totals
Program fees	\$ 570,029	\$ 588	\$ 35,203	\$ 765,976	\$ 2,208	\$ 302,749	\$ 3,000,194	\$ 18,086	\$ 19,410	\$	\$ 1,145,220	\$ 34,141	\$ 1,179,361	\$ 1,112,151
Medicaid	(2,170)	3,476,310	587,512	3,937,682	204,431	5,781,228	3,000,194		189,157		17,726,543	13,223	17,739,766	16,892,991
Client resources		1,319		44,283	5,188	18,552	5,515				72,667		72,667	70,290
Other third party payers		34,761									34,761		34,761	167,502
Public support		300				100	350		1,683,287	9,070	1,693,117	237,270	1,930,387	258,096
Private foundations						650					650	24,607	25,257	4,399
Production/service income	2,264	247,987									250,251	3,360	253,611	270,304
Investment									6,162		6,162		6,162	9,263
In-kind donations									65,000		65,000		65,000	65,000
State of New Hampshire - DDS									1,078,033		1,078,033		1,078,033	1,043,672
Management fees									14,400		14,400	6,188	20,588	21,206
Other		(5,513)	883						422,918	700	418,988	52,703	471,691	194,782
TOTAL FUNCTIONAL REVENUES	\$ 570,123	\$ 3,755,752	\$ 623,598	\$ 4,748,941	\$ 211,807	\$ 6,103,279	\$ 3,006,059	\$ 18,086	\$ 3,459,377	\$ 9,770	\$ 22,505,792	\$ 371,472	\$ 22,877,264	\$ 19,909,646

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2012**

<u>FEDERAL GRANTOR / PASS-THROUGH GRANTOR / PROGRAM TITLE</u>	<u>Federal CFDA Number</u>	<u>Federal Expenditures</u>
<u>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</u>		
<u>Direct Program:</u>		
Surplus Property Utilization	93.291	\$ 1,657,100
<u>Pass-through programs from:</u>		
<u>State of New Hampshire, Department of Health and Human Services</u>		
Medicaid Infrastructure Grants	93.768	<u>20,000</u>
TOTAL U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES		<u>\$ 1,677,100</u>
<u>U.S. DEPARTMENT OF ENERGY</u>		
<u>Pass-through programs from:</u>		
<u>New Hampshire Community Development Finance Authority</u>		
State Energy Program - ARRA	81.041	\$ 225,000
Energy Efficiency and Conservation Block Grant Program Loan - ARRA	81.128	<u>500,000</u>
TOTAL U.S. DEPARTMENT OF ENERGY		<u>\$ 725,000</u>
<u>U.S. DEPARTMENT OF AGRICULTURE</u>		
<u>Pass-through programs from:</u>		
<u>State of New Hampshire, Department of Agriculture - Rural Development:</u>		
Community Facilities Grant	10.766	\$ 57,080
Community Facilities Grant - ARRA	10.780	<u>84,412</u>
TOTAL U.S. DEPARTMENT OF AGRICULTURE		<u>\$ 141,492</u>
TOTAL EXPENDITURES OF FEDERAL AWARDS		<u>\$ 2,543,592</u>

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 1 BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) includes the federal award activity of Lakes Region Community Services Council, Inc. under programs of the federal government for the year ended June 30, 2012. 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*. Because the Schedule presents only a selected portion of the operation of Lakes Region Community Services Council, Inc., it is not intended to and does not present the financial position, change in net assets, or cash flows of the Council.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in OMB Circular A-122, *Cost Principles for Non-Profit Organizations*, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 3 SURPLUS PROPERTY UTILIZATION

Donated surplus property is reported in the Schedule of Expenditures of Federal Awards at the fair value at the date the property was received.

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

**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 of
Lakes Region Community Services Council, Inc.
Laconia, New Hampshire

We have audited the financial statements of Lakes Region Community Services Council, Inc. (a nonprofit organization) as of and for the year ended June 30, 2012, and have issued our report thereon dated October 1, 2012. 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.

Internal Control Over Financial Reporting

Management of Lakes Region Community Services Council, Inc. is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered Lakes Region Community Services Council, Inc.'s internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Lakes Region Community Services Council, Inc.'s internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over financial reporting.

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 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.

Our consideration of internal control over financial reporting 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 financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as previously defined.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Lakes Region Community Services Council, Inc.'s financial statements are free of 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 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*.

This report is intended solely for the information and use of management, Board of Directors, others within the Organization, federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Leone, McDonnell & Roberts
Professional Association

October 1, 2012
Wolfeboro, New Hampshire

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE
WITH REQUIREMENTS THAT COULD HAVE A DIRECT AND MATERIAL EFFECT
ON EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE
IN ACCORDANCE WITH OMB CIRCULAR A-133**

To the Board of Directors of
Lakes Region Community Services Council, Inc.
Laconia, New Hampshire

Compliance

We have audited Lakes Region Community Services Council, Inc.'s (a nonprofit organization) 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 Lakes Region Community Services Council, Inc.'s major federal programs for the year ended June 30, 2012. Lakes Region Community Services Council, Inc.'s major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of Lakes Region Community Services Council, Inc.'s management. Our responsibility is to express an opinion on Lakes Region Community Services Council, Inc.'s compliance based on our audit.

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 Lakes Region Community Services Council, 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. Our audit does not provide a legal determination on Lakes Region Community Services Council, Inc.'s compliance with those requirements.

In our opinion, Lakes Region Community Services Council, Inc. complied, in all material respects, with the 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, 2012.

Internal Control Over Compliance

Management of Lakes Region Community Services Council, Inc. is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered Lakes Region Community Services Council, Inc.'s internal control over compliance with the requirements that could have a direct and material effect on a major federal program to determine the auditing procedures for the purpose of expressing our opinion on compliance 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 Lakes Region Community Services Council, 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 compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

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 deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended for the information and use of management, Board of Directors, others within the Organization, federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Leone, McDonnell & Roberts
Professional Association

October 1, 2012
Wolfeboro, New Hampshire

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2012**

A. SUMMARY OF AUDITORS' RESULTS

1. The auditors' report expresses an unqualified opinion on the financial statements of Lakes Region Community Services Council, Inc.
2. There were no significant deficiencies reported in the *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*.
3. No instances of noncompliance material to the financial statements of Lakes Region Community Services Council, Inc., which would be required to be reported in accordance with Government Auditing Standards, were disclosed during the audit.
4. No significant deficiencies in internal control over the major federal award program are reported in the *Independent Auditors' Report on Compliance with Requirements That Could Have a Direct and Material Effect on Each Major Program and on Internal Control Over Compliance in Accordance with OMB Circular A-133*.
5. The auditors' report on compliance for the major federal awards program for Lakes Region Community Services Council, Inc. expresses an unqualified opinion on the major federal program.
6. Audit findings that are required to be reported in accordance with Section 510(a) of OMB Circular A-133 are reported in part C of this schedule.
7. The program tested as a major program was: CFDA # 93.291 Surplus Property Utilization.
8. The threshold for distinguishing between Type A and B programs was \$300,000.
9. Lakes Region Community Services Council, Inc. was not determined to be a low-risk auditee.

B. FINDINGS – FINANCIAL STATEMENTS AUDIT

NONE

C. FINDINGS AND QUESTIONED COSTS–MAJOR FEDERAL AWARD PROGRAM AUDIT

NONE



Engage. Empower. Inspire.

Mission Statement

Dedicated to serving the community by promoting independence, dignity and opportunity.

Value Statements

As individuals and as a community agency, we:

- Value all people;
- Value a team approach in all we do;
- Value and respect one another;
- Value our relationships in the communities in which we live and work;
- Value our role as facilitators of relationships; and
- Value and recognize that our relationships evolve, grow, and change over time.

**Lakes Region Community Services
Board of Directors ~ 2012- 2013**

√*Gary Lemay, President

[REDACTED]

***Benjamin Phillips**

[REDACTED]

√*Susan Gunther, Vice President

[REDACTED]

J. Allan Gauthier

[REDACTED]

√*R. Stuart Wallace, Treasurer

[REDACTED]

***Cynthia Mathews**

[REDACTED]

√Debra Laliberte, Secretary

[REDACTED]

***Virginia Donaldson**

[REDACTED]

√ Margaret Plumer

[REDACTED]

**√ Margaret Selig
Director of Laconia Adult Ed
Laconia High School
345 Union Avenue
Laconia, NH 03246
(H): 524-0109 (W): 524-5712 (C): 455-4727
Email: pselig@laconia.k12.nh.us**

√ Denotes Executive Board Member * Denotes a Board Member Consumer (6/13/12)

√*Carrie Chase

[REDACTED]

√*Randy Perkins

[REDACTED]

KEY ADMINISTRATIVE PERSONNEL

NH Department of Health and Human Services
Division for Children, Youth and Families

Agency Name: Lakes Region Community Services

Name of Bureau/Section: _____

BUDGET PERIOD:	SFY14-15		
Name & Title Key Administrative Personnel	Annual Salary Of Key Administrative Personnel	Percentage of Salary Paid By Contract	Total Salary Amount Paid By Contract
Christine Santaniello, Executive Director	\$112,124	0.00%	\$0.00
Rebecca Bryant, Director of Finance	\$82,000	0.00%	\$0.00
Karen Welford, Director, Family Resource Center	\$52,000	0.00%	\$0.00
Julie Choiniere	\$34,008	100.00%	\$34,008.00
Katherine Peringer .5FTE	\$13,520	100.00%	\$13,520.00
		0.00%	\$0.00
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)			\$47,528.00

Key Administrative Personnel are top-level agency leadership (President, Executive Director, CEO, CFO, etc), and individuals directly involved in operating and managing the program (project director, program manager, etc.). These personnel MUST be listed, even if no salary is paid from the contract. Provide their name, title, annual salary and percentage of annual salary paid from agreement.

Julie Choiniere

EDUCATION:

1998-2001: *University System of New Hampshire, Granite State College*
Bachelor of Science (Summa cum Laude), Early Childhood Education

EXPERIENCE:

January 2011 to Present: *Lakes Region Community Services, Laconia, NH*
Child Care Resource and Referral Manager

Provide quality consumer education, resources, and referrals to families seeking child care. Assist child care providers by providing support, education, and resources to improve the quality of child care. Maintain database of child care programs, track information regarding services and technical assistance provided to families, providers and the community. Publish quarterly newsletter and professional development opportunities and disseminate to providers and early childhood educators in the Laconia District Office catchment area.

February 2010 to December 2010: *The Children's Learning Center at St. Paul's School, Concord, NH and The Learning Center at Concord Hospital, Concord, NH*
Per Diem Teacher Assistant

September 2006 to May 2008: *State of NH, DHH S, DCYF, Child Development Bureau, Concord, NH*
Program Specialist III

Enrolled licensed child care providers in the Child Care and Development Fund Child Care Scholarship Program. Created and maintained database for all enrolled child care providers and monitored programs using the billing and payment system. Established system to track improper payments, made referrals to the Office of Special Investigations, and adjusted over payments due to provider error. Developed the Child Care Billing and Payment System Workshop and presented it to child care program directors throughout New Hampshire.

January 2005 to September 2006: *Staff Development Partnership, NFI North, Concord, NH*
Child Care Training Specialist

Worked with the Division for Children, Youth and Families, Child Development Bureau to provide training opportunities for licensed and license exempt child care providers caring for children and families receiving child care scholarship funds as part of the quality initiative. Responsibilities included recruiting trainers, securing training sites, disseminate training information, and registering participants. In addition, ordered approximately two hundred thousand dollars of early learning materials and equipment annually, worked with logistics and facilities departments to coordinate delivery and storage of all shipments, and responsible for the distribution of these materials through training and education statewide. Scheduled and maintained the QUEST Center (a training facility) on the State Office Complex. Assisted with the revisions of the *NH Early Childhood Professional Development System: Guide to Early Childhood Careers*.

July 1998 to October 2004: *The Children's Learning Center at St. Paul's School, Concord, NH*
Preschool Head Teacher

Responsibilities included coordinating all aspects of managing a multi-age preschool classroom. Duties included, but not limited to, supervising and training classroom teaching team, volunteers, and student teachers, communicating with and supporting parents, planning and implementing preschool curriculum, and maintaining a safe and developmentally appropriate environment.

CREDENTIALS AND PROFESSIONAL MEMBERSHIPS:

NH Early Childhood Credential: Early Childhood Master Professional: Program Consultant and Workshop Trainer
Comprehensive Member of the National Association for the Education of Young Children
Certified American Red Cross Standard First Aid and CPR/AED-Adult, Child and Infant

REFERENCES: Available upon request

New Hampshire Department of Health and Human Services Child Development Bureau

Certificate of Achievement



This is to certify that

Julie Choiniere

has met the requirements of

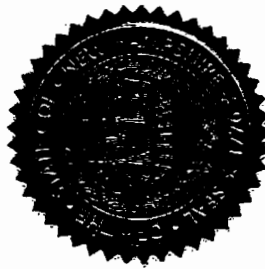
Early Childhood Master Professional

with the following endorsements:

Program Consultant



Workshop Trainer



Expires: March 21, 2014

Ellen C. Wheatley, PhD

Ellen C. Wheatley, Ph.D., Administrator
Child Development Bureau

Nicholas A. Toumpas

Nicholas A. Toumpas, Commissioner

KATHERINE M. PERINGER

EDUCATOR

Trained and guided staff to meet a wide variety of challenges presented by children and parents including those of an economic, physical, mental, and emotional nature. Strong background in budgeting, management, human resources, teaching, and public speaking. Involved and dedicated member of the community with numerous resources and contacts.

SUMMARY OF QUALIFICATIONS

- ☑ Staff Supervision & Empowerment
- ☑ Program Development & Implementation
- ☑ Professional & Volunteer Relationships
- ☑ Community Outreach
- ☑ Governmental Licensing & Regulatory Compliance
- ☑ Staff Development & Training
- ☑ BA in Elementary Education

PROFESSIONAL HISTORY

October 2010
- Present

*Lakes Region Community Services
Family Resource Center*

Children's Groups Facilitator

- Help parents network for area resources
- Model acceptable practices
- Help children socialize with peers
- Review developmental milestones with parents and caregivers
- Refer parents to Early Educational Intervention Services if needed
- Refer parents to the Step Ahead Program as needed

Childcare Resource and Referral Office

Administrative Assistant Laconia, NH

- Support the submission of CCR&R contract reports to the State of NH Child Development Bureau timely
- Track and monitor data requirements of program, provider program changes, client federal statistics
- Review statistical and fiscal reports to ensure compliance and provide data for program planning
- Follow up with clients to ensure satisfaction of child referral services
- Take registration for offered workshops and track participant data for quarterly reports
- To assist the Child Care Resource and Referral Program Manager and the Family Resource Director as needed

August 2007
- October 2010

The Ark, Christian Nursery & Learning Center
Tilton, NH

Director and Preschool Lead Teacher

- Maintained NH Childcare Program Licensing Rules
- Supervised operations and personnel
- Recruited, hired, evaluated and trained employees
- Responsible for all administrative tasks
- Created training manuals for staff
- Handled accounts payable and receivable
- Responsible for purchasing and inventory control
- Planned professional activities and workshops for staff
- Developed website content for public access
- Maintained a strong collaboration with staff/community
- Developed rules/policies to streamline routine work activities
- Coordinated educational, recreational and social programs
- Developed continual curriculum for children birth to twelve years
- Developed Multiaged Infant and Toddler Wing
- Responsible for teaching educational and recreational activities for children of birth to twelve years
- Developed a community organization "The Ark Kids Care" to provide the children an outlet for community outreach

August 2006
- October 2007

Bristol Shop 'N Save

Bristol, NH

Evening Office Manager

- Created and managed nightly office work
- Customer relations
- Responsible for handling Human Resource issues and employee problem resolutions
- Managed and oversaw administrative functions to ensure all paperwork was processed efficiently and in a timely manner
- Reviewed clerical records to ensure accuracy

August 2003
- June 2004

Newfound Area School District

Bristol, NH

Paraprofessional, Danbury Elementary

- Worked within the school structure to meet the needs of student with diverse learning backgrounds and those requiring special education services
- Collaborated with teachers to insure an integrated curriculum and a student centered environment
- Worked in teams to collaborate and support school wide initiatives to support student engagement and learning

February 1997
- July 2002

Andosca Family Daycare

Nashua, NH

Owner/Operator

- Maintained all business, accounting, payroll and financial records
- Kept records on individual children
- Read to children, and taught them painting, drawing, crafts, and songs using developmentally appropriate practices
- Supported emotional/social development of families
- Identified signs of emotional or developmental problems in children and brought them to parents' or guardians' attention
- Provided out reach of local services to parents
- Developed and executed advertising program for enrollment
- Provided transportation to local preschool and from local elementary school Kindergarten program

MEMBERSHIPS

The Order of Eastern Star - Officer
Bristol, NH

International Order of Rainbow for Girls
Girls' Pledge Leader/Advisory Board Member
Plymouth, NH Assembly #10

EDUCATION, CERTIFICATIONS & TRAINING

1985-1989	Rivier College BA in Elementary Education	Nashua, NH
August 2008	Infant-Toddler Seminar, NH Child Development Bureau, Granite State College	
Current	CPR Certified in Pediatric and Adult	
Current	NH Afterschool Master Professional; Program Consultant Credential	

SKILLS, ACCOMPLISHMENTS & ACHIEVEMENTS

- Created an Emergency Response Plan using the Incident Command Structure
- Created and maintained data base structures for information management
- Created an Infant Portfolio system for assessment
- Restructured an Infant/Toddler program from age groupings to developmentally appropriately multiage family modeled groupings
- Developed a continual Preschool curriculum
- Developed an after school program of interest areas
- Proficient with PC, MS WORD, and Print Shop
- Basic knowledge of MS Excel, MS PowerPoint, and Mac

REFERENCES AVAILABLE UPON REQUEST

Karen Welford

Professional Experience

Lakes Region Community Service, Laconia NH

Director, Family Support

Aug 2006 – Oct 2010

Director, Family Resource Center of Central NH

Mar 2009 – Present

Plymouth State University

Jan 2007 - present

Adjunct Professor, Department of Education

Region 1 Head Start Quality Initiative

Nov 2003 - Aug 2006

Donahue Institute – University of Massachusetts

Technical Assistance Specialist

Lakes Region Community Services Council

Oct 2002 - Nov 2003

Coordinator, *Quality Matters: A Lakes Region Early Childhood Initiative*

NH Department Health and Human Services, Concord NH

2000 - 2002

Director – Professional Development and Quality

Family-Centered Early Supports and Services (NH Early Intervention System)

MA Department of Public Health, Boston MA

1993-2000

Director, Early Intervention Field Services.

New England Memorial Hospital, Stoneham MA

1985-1993

Director, Early Intervention Program

Education

Fitchburg State College, Fitchburg MA

Bachelor of Science in Nursing

McCormack Institute of Public Policy - University of Massachusetts

Master of Science in Public Affairs (Salutatorian)

Recipient of *Outstanding Achievement Award* as voted by program's faculty

Additional Relevant Professional Experiences

New Hampshire Interagency Coordinating Council

2009-present

Member

New Hampshire Child Care Advisory Council

2008-present

Non-voting member

New Hampshire Early Education and Intervention Network

2006-2009

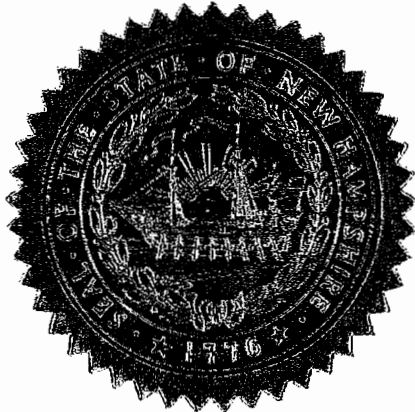
President, 2007-2009

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 Lakes Region Community Services Council is a New Hampshire nonprofit corporation formed July 29, 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 11th day of June A.D. 2012

A handwritten signature in cursive script, reading "William M. Gardner".

William M. Gardner
Secretary of State



CERTIFICATE OF LIABILITY INSURANCE

LAKES65

OP ID: AL

DATE (MM/DD/YYYY)

12/04/12

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 Melcher&Prescott-Moultonboro PO Box 1125 Moultonboro, NH 03254-1125 Laura A. DiFonzo		603-476-8000 603-476-5785	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:
INSURED LR Community Services Council Rebecca L. Bryant 67 Communications Drive Laconia, NH 03246		INSURER(S) AFFORDING COVERAGE INSURER A: Citizen Insurance Company INSURER B: Hanover Insurance Company INSURER C: Granite State Work Comp Manuf INSURER D: INSURER E: INSURER F:	
		NAIC # 31534 22292	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR Y/Y/D	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ GENERAL LIABILITY ☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Professional Liab GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC		ZBV8974270-02	12/01/12	12/01/13	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Emp Ben. \$ 1,000,000
A	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS		ABV8928387	12/01/12	12/01/13	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0		UHV8929075-02	12/01/12	12/01/13	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
C	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 ☒ N/A	N/A	WC01121119	12/31/12	12/31/13	☒ WC STATU-TORY LIMITS ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER

STATE32

State of New Hampshire
Bureau of Developmental Serv.
105 Pleasant Street
Concord, NH 03301

CANCELLATION

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

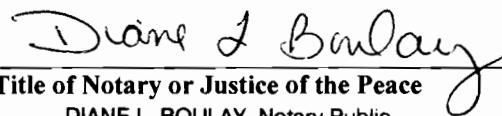
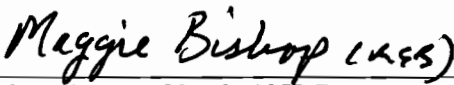
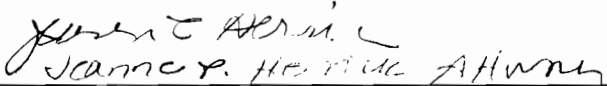
AUTHORIZED REPRESENTATIVE

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Subject: Child Care Resource & Referral Program**AGREEMENT**

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

GENERAL PROVISIONS**1. IDENTIFICATION.**

1.1 State Agency Name Department of Health and Human Services Division for Children, Youth and Families		1.2 State Agency Address 129 Pleasant Street Concord, NH 03301	
1.3 Contractor Name Easter Seals New Hampshire, Inc.		1.4 Contractor Address 555 Auburn Street Manchester, NH 03103	
1.5 Contractor Phone Number 603-621-3463	1.6 Account Number 05-95-42-421110-29780000- 102-500731-40035201	1.7 Completion Date 6/30/2015	1.8 Price Limitation \$742,078.00
1.9 Contracting Officer for State Agency John Harrington		1.10 State Agency Telephone Number 603-271-9540	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Elin Treanor, Chief Financial Officer	
1.13 Acknowledgement: State of <u>NH</u> , County of <u>Hillsborough</u> On <u>3/29/13</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace [Seal] 			
1.13.2 Name and Title of Notary or Justice of the Peace DIANE L. BOULAY, Notary Public My Commission Expires September 3, 2013			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Maggie Bishop, Director	
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>2 Apr. 2013</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.

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 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.

CERTIFICATE OF VOTE

(Corporation without Seal)

I, BETTY BURKE, do hereby certify that:
(Name of Clerk of the Corporation; cannot be contract signatory)

1. I am a duly elected Clerk of EASTER SEALS NH, INC.
(Corporation Name)
2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of the Corporation duly held on MARCH 28, 2012:
(Date)

RESOLVED: That this Corporation enter into a contract with the State of New Hampshire, acting through its Department of Health and Human Services, , for the provision of

CHILD CARE RESOURCE & REFERRAL services.

RESOLVED: That the CHIEF FINANCIAL OFFICER
(Title of Contract Signatory)

is hereby authorized on behalf of this Corporation to enter into the said contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

3. The forgoing resolutions have not been amended or revoked, and remain in full force and effect as of the 30th day of MARCH, 2013.
(Date Contract Signed)

4. ELIN TREANDR is the duly elected CHIEF FINANCIAL OFFICER
(Name of Contract Signatory) (Title of Contract Signatory)

of the Corporation.

Betty Burke
(Signature of Clerk of the Corporation)

STATE OF NEW HAMPSHIRE

County of Hillsborough

The forgoing instrument was acknowledged before me this 20th day of March, 2013.

By Betty Burke
(Name of Clerk of the Corporation)

Diane L. Boulay
(Notary Public/Justice of the Peace)

(NOTARY SEAL)

Commission Expires: _____

DIANE L. BOULAY, Notary Public
My Commission Expires September 3, 2013

**EXHIBIT A
SCOPE OF SERVICES**

DATE: March 18, 2013

CONTRACT: CC Resource and Referral Programs for DCYF Manchester, Concord and Keene catchment areas

CONTRACT PERIOD: July 1, 2013 to June 30, 2015

CONTRACTOR NAME: Easter Seals New Hampshire, Inc.

ADDRESS: 555 Auburn Street
Manchester, NH 03103

TELEPHONE: 603-623-8863

REPRESENTATIVE: Elin Treanor
TITLE: Chief Financial Officer

1. Provisions Applicable To All Services

The Contractor hereafter agrees:

- 1.1 That, to the extent future legislative action by the New Hampshire General Court or Federal or State court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Contract so as to achieve compliance therewith, in which event the price limitations for such Service(s) shall be renegotiated;
- 1.2 To use its best efforts to apply for any and all appropriate public and private sources of funds that are applicable to the funding of the Services described herein. Appropriate records shall be maintained by the Contractor to document actual funds received or denials of funding from such sources of funds;
- 1.3 To complete the full scope of services in Exhibit A; and
- 1.4 To serve families and providers in the Manchester, Concord and Keene District Office (DO) catchment areas (hereinafter "catchment areas") in need of child care resource, referral, recruitment, and/or educational training.

2. Services To Be Provided:

2.1 Perform the services of this contract in accordance with the following program goals:

- a. Ensure that high quality, culturally competent, Child Care Resource & Referral (CCR&R) services are known and accessible to the widest possible number of families, providers, businesses and community members within the catchment areas, including services to limited English proficient families and providers, and in consideration of a variety of diversity issues;

- b. Serve as a resource of data and information regarding early care and education (ECE);
- c. Provide high quality referrals and consumer education to families seeking child care including but not limited to families receiving NH child care scholarship funds or who are on a wait list to do so;
- d. Prioritize the accessibility of high quality care within the catchment areas through targeted technical assistance to child care providers to improve quality for families receiving child care scholarship funds.
- e. Positively impact the quality of child care within the catchment areas by providing professional development for child care providers, which is focused on the Early Childhood Core Knowledge Areas.
- f. Use technology as appropriate and feasible for purposes that may include, but not be limited to providing referrals and consumer information to families, training to child care providers, attending meetings, and information dissemination.

Outreach

2.2 Outreach to the catchment areas by:

- a. Operating offices located within each of the catchment areas. Office hours shall be 8:30-4:30, Monday through Friday and shall be publicized in all correspondence. Walk-ins shall be welcomed as well as clients seeking services via phone calls;
- b. Providing a toll free number to allow families and providers access to services. This number shall have voicemail that gives the caller hours of operation, the address of the Child Care Aware of NH website, and the option to leave a message for a call back from the CCR&R Specialist. All calls shall be returned within 24 hours on normal business days, Monday-Friday;
- c. Being accessible by e-mail. CCR&R e-mail addresses are printed on all correspondence that is given out to families, providers, and community members;
- d. Utilizing the Internet and e-mails to provide clients with referrals, share important updates and information with providers. Families shall be able to access CCR&R information via the Child Care Aware® of NH website at: www.nh.childcareaware.org.
- e. Maintaining a strong, working relationship with the staff of the catchment areas DCYF District Offices, the New Hampshire Employment Program (NHEP), Workplace Success Program, Family Resource Center and the Working Futures Program. CCR&R shall attend all NHEP Orientations for FANF clients and shall make regular visits to the catchment areas local District Office (DO). CCR&R shall be available via phone, e-mail or in-person to work closely with these afore mentioned entities to make sure that the needs of all families, including families receiving FANF, are being met;
- f. Attending all NHEP Orientations where participants attending have children under the age of thirteen (13) years old. At each orientation, the NHEP participants receive information that shall include, but not be limited to, information on quality indicators of child care,

interviewing a child care provider and children's growth, and development. If an NHEP participant or DO client cannot access services of the CCR&R via phone or e-mail, CCR&R is able to provide an onsite referral at the NHEP office or the DO;

- g. Provide targeted technical assistance (TA) to child care programs to improve quality through consultation, coaching and mentoring. Required focus areas for TA are Early Learning Guidelines, Strengthening Families, Emergency Preparedness, and Teacher Competency. Areas of TA shall include but not be limited to health and safety, infant, toddler, and preschool care, inclusion, teaching dual language learners, understanding developmental screenings and/or observational tools for program improvement purposes, and business management purposes.
- h. Establishing within 90 days of this contract, a Memorandum of Agreement (MOA) with the catchment areas local Family Resource Center (FRC), which shall include referring clients to each other's programs and use of FRC space for provider trainings. The MOA shall also include an understanding that FRC staff are invited to all trainings provided by CCR&R and all staff from CCR&R can participate in trainings offered by the FRC that would be beneficial to the professional development of CCR&R staff;
- i. Establishing and maintaining a strong working relationship with the Child Development Bureau (CDB). Representative from each CCR&R catchment area shall attend monthly meetings of the CCR&R Network, Child Care Aware® of NH and the catchment areas CCR&R manager shall meet with the Child Care Program Improvement Specialist as scheduled during site visits. Catchment areas CCR&R shall also contact the CDB when needed for technical assistance and is available to answer any questions or needs CDB staff may have;
- j. On Attachment C or a similar form provided by CDB, report on the following performance measures, by catchment areas, on a quarterly basis:
 - (1) The number of on-site targeted technical assistance visits to providers: center, licensed, licensed family, licensed exempt family child care, and potential providers
- k. On Attachment C or a similar form provided by CDB, report the following other data, by catchment area, on a quarterly basis:
 - (1) The number of visits made to the DOs and NHEP offices and the nature of those visits; and
 - (2) The number of NHEP Orientations attended and the number not attended along with the reason why the Orientation was not attended or held.

Resource

2.3 Serve as a resource to the catchment areas by:

- a. Serving as a community resource for DHHS, local and national organizations, agencies, policy makers, public officials, businesses, and community members in the area of data and information regarding child care issues including, but not limited to supply and demand. CCR&R shall be available to provide resource information at local events within the catchment areas;

- b. Collecting data and assisting the Program Improvement Specialist in maintaining an up to date National Association of Child Care Resource and Referral Agencies (NACCRRA) Suite of Data Services (SDS) statewide database. This database shall be updated no less than annually. The CCR&R Specialist shall complete at least 80%, in most cases more than 80%, of the standardized data fields in the provider, client and community profiles for the catchment areas in the statewide database. The CCR&R profiles in the statewide database shall contain information on:
- (1) Child care programs in the CCR&R catchment areas shall include licensed child care centers, licensed family child care providers, and legally operating license-exempt providers, and shall include faith-based programs;
 - (2) Data from each family requesting a child care referral as to the type of care they are seeking, hours of care that is needed, locations of care needed, and any special needs with which the family needs assistance; and
 - (3) Business and community contacts that are recorded in the community section of the database. These contacts include other social service agencies, local officials and policy makers, and potential child care providers that the CCR&R works with towards becoming a legally operating child care provider;
- c. Publishing and distributing a quarterly newsletter that is sent to all child care providers in the NACCRRAware database, local community partners, and potential child care providers who are on the CCR&R mailing list. The newsletter shall:
- (1) Inform child care providers of updates from the CDB, the Child Care Licensing Unit and other CDB contractors, policy issues in child care (both state and national), upcoming local, statewide and national trainings, conferences, workshops, upcoming ECE classes, lists resources for providers, includes a copy of Child Care Aware's "Daily Parent" for providers to copy and share with families, and the quarterly training calendar of upcoming free trainings for counties in the catchment areas; and
 - (2) Be distributed via US mail and e-mail, to all child care providers in each of the CCR&R catchment areas, the CDB and other state entities, and to potential child care providers in the community section of the database. CCR&R shall charge a fee for any for-profit entity to advertise in a hard copy of the CCR&R newsletter. All fees collected for advertisements shall be used to meet the goals of this contract. No more than one page or 10% of the entire newsletter can be devoted to for-profit advertising. The frequency of for-profit advertising shall be at the sole discrepancy of the contracted agency. All electronic or regular correspondence regarding for-profit entities shall include the following statement, "This advertisement does not necessarily represent the views of the NH Department of Health and Human Services, the Division for Children, Youth and Families, or the Child Development Bureau;"
- d. CCR&R shall list all trainings offered for providers on the Child Care Aware® of America website at www.nh.childcareaware.org. CCR&R shall update and/or edit trainings on the Child Care Aware® of NH website on a monthly basis. In addition to the website posting, training calendars shall be included in the CCR&R newsletter that specifically list trainings offered by CCR&R. The CCR&R newsletter reports other statewide and national trainings available to child care providers that meet Child Care Licensing and Credential criteria including. Training updates shall be shared with providers on a regular basis via e-mail, phone, and mail; and

- e. On Attachment C or a similar form provided by CDB, report the following other data on a quarterly basis for each of the catchment areas:
 - (1) The number of providers whose information was updated and whether or not it was a full or partial update;
 - (2) Responses to the request from DHHS or inform the CDB in its quarterly report when they have responded to such a request; and
 - (3) The date the quarterly newsletter was e-mailed or mailed.

Referral

2.41 Refer families to providers by:

- a. Maintaining a precise and up to date NACCRRAware statewide database of providers and child care options in the CCR&R catchment area and by providing referrals to families via in-person, over the phone, by e-mail, or via the child Care Aware® of NH Network website at www.nh.childcareaware.org;
- b. Providing free consumer education materials on quality indicators, licensing information, child growth and development, types of child care, checklists, interviewing child care providers, tax credits for child care, other possible community resources, and subsidies available for child care assistance, in addition to the actual child care referral. All materials and the child care referral will be delivered following the Criteria for Best Practices set forth in NACCRRRA's Quality Assurance Program;
- c. Referring families to child care providers at no charge to the families. CCR&R shall provide the best match for each individual family's needs and preferences. Each family shall receive a minimum of three but no more than fifteen options for child care that will include both licensed and legally license-exempt options, including faith-based programs if applicable to that family's request. CCR&R shall also provide referral options outside the CCR&R catchment areas, using the statewide database.
- d. Providing families seeking child care referrals a verbal consultation upon intake of referral and a written resource packet in person, via email, or via US Mail. This referral packet will include consumer education information on child care programs-quality indicators, licensing information, types of child care, checklists, interviewing child care providers, tax credits for child care, and subsidies available for child care assistance, as well as information about the CCR&R and free services available to families.
- e. Working closely with the NHEP Employment Counselor Specialists (ECS) at the NH WORKS office, the local DO staff, and the Child Care Program Improvement Specialist from the CDB to make sure that the child care needs of families being served by the NH DHHS are being met. This shall include regular site visits to both the DO and NHEP and attendance at all NHEP Orientations and visits with the CDB's Child Care Program Improvement Specialist as scheduled;

f. Assisting NHEP clients:

- (1) In obtaining and securing child care services as soon as possible by providing child care referrals in a prompt and timely manner and giving each NHEP client consumer education information on choosing quality care;
- (2) By providing child care referral services at, or in the vicinity of, the NH WORKS office if necessary to do so or at the CCR&R office or via phone or e-mail; and
- (3) Answering and responding to requests from the NHEP participant or NHEP ECS to provide one-on-one counseling on conducting a child care search and by providing each client with a resource packet that will assist and educate them in the process of selecting quality child care;

g. On Attachment C or a similar form provided by CDB, report on the following performance measures, by catchment areas, on a quarterly basis:

- (1) The total number of families receiving referrals;
- (2) The number of families receiving referrals with CCR&R assistance; and
- (3) The number of FANF clients assisted by the CCR&R;

h. On Attachment C or a similar form provided by CDB, report the following other data, by catchment areas, on a quarterly basis:

- (1) The number of families receiving referrals via the web;
- (2) The number of new families served;
- (3) The number of previous families seeking new information that were served; and
- (4) The number of families served through the DO; and

i. Following all current Division of Family Assistance and Department of Health and Human Services confidentiality policies.

Wait List

- 2.42 Conduct wait list activities that assist families who are eligible to receive NH child care scholarship funds, but who are on or released from a wait list to secure child care services as soon as possible utilizing the following process:

Prioritize providing referrals to families going on the Wait List and/or coming off of the Wait List:

- a. On Attachment C or a similar form provided by CDB, report the following other data, by catchment areas, on a quarterly basis:

- (1) The number of families going on the wait list receiving referrals; and
- (2) The number of families released from the wait list receiving referrals;

Follow-up

2.43 Follow-up surveys shall be completed via telephone, via email or US Mail to families receiving child care referrals in each quarter to achieve follow-up response from at least 20% of the clients served in each quarter. The survey will help the CCR&R Specialist to determine if families have found care that meets their needs and to establish if the program meets the needs of their family. Specific and direct emphasis shall be placed on determining whether families on FANF and the wait list have had their needs met.

- a. On Attachment C or a similar form provided by CDB, report on the following performance measures, by catchment areas, on a quarterly basis:

- (1) The percent of families successfully surveyed;
- (2) The percent of families surveyed who were successful in finding care;
- (3) The percent of FANF families who were surveyed who were unsuccessful in finding care; and
- (4) The percent of families who had all of their child care needs met by the care they chose;

- b. On Attachment C or a similar form provided by CDB, report the following other data, by catchment areas, on a quarterly basis:

- (1) The total number of clients assisted by the CCR&R;
- (2) The number of FANF clients assisted by the CCR&R;
- (3) The number of follow-up attempts made;
- (4) The number of families satisfied with the care they found;
- (5) The number of families that chose not to use care;
- (6) The number of families whose search was still in process;
- (7) The number of families who were unable to locate care;
- (8) Any child care needs of the family that were not met by their child care choice or options;
- (9) The number of families who chose care from the referral list(s) they received from the CCR&R;
- (10) The number of families who found the referrals they received helpful;

- (11)The number of families who found the consumer education they received over the phone helpful;
- (12)The number of families who found the written or posted consumer education they received or accessed helpful;
- (13)The number of families who report they were able to identify indicators of quality in child care programs; and
- (14)The number of families who report that the CCR&R services were culturally competent.

Recruitment

2.5 Recruit child care providers through targeted technical assistance by:

Providing targeted technical assistance to providers to fill the unmet child care needs in the catchment areas including, but not limited to, infant care, specials needs care, and child care during non-traditional hours; as well as other specific types needed in the above listed catchment areas as indicated by the CCR&R's follow up data. Providers should be responsive to a variety of diversity issues within the catchment areas to be served.

- a. Reviewing follow-up sheets from families served each quarter to determine their unmet needs and use this information to continue to recruit providers to meet these needs.
- b. Contacting new license exempt providers as identified by the CDB;
- c. Informing and making licensed providers aware of the opportunity to provide Preventive and Protective care by becoming certified in such. CCR&R shall give all interested providers the contact information necessary to pursue this valuable certification;
- d. On Attachment C or a similar form provided by CDB, report on the following performance measures, by catchment areas, on a quarterly basis:
 - (1) The number of new providers added to the database, including licensed and license exempt providers;
 - (2) The number of new child care opportunities created by new and existing providers;

The number of providers who receive targeted technical assistance to change or expand their programs to meet identified needs of infant/toddler care, special needs care and non-traditional hours care

- e. On Attachment C or a similar form provided by CDB, report the following other data, by catchment areas, on a quarterly basis:
 - (1) The number of child care providers who closed permanently;
 - (2) The number of child care opportunities lost by provider closings; and

(3) The number of net child care opportunities gained or lost.

Training

2.61 Assure quality training options are available by:

Providing Child Care Basics, Preventing Child Abuse and Neglect (PCAN), Emergency Preparedness, and Strengthening Families trainings that are free of charge. Other trainings may incur a nominal charge. All training shall be accessible to all legally operating child care providers in their catchment area.

- a. Offering trainings that address the Core Knowledge Areas as defined in the publication, the *New Hampshire Early Childhood Professional Development System*. The Core Knowledge Areas that each training covers shall be identified in the training calendar listing the training that each provider receives, the Certificate of Attendance, and stated to the providers at the beginning of each training. CCR&R will offer trainings throughout the contract period that addresses all of the Core Knowledge Areas;
- b. Having the discretion to offer a light breakfast or lunch for trainings that extend more than 4 hours. For trainings that extend 6 hours or more CCR&R may offer both a light breakfast and lunch. A small fee to cover the cost of the meal(s) is appropriate as long as providers have the choice to not pay the fee and bring their own food;
- c. Utilizing a variety of credentialed presenters that are hired for the training workshops to avoid presenting a singular perspective or showing preference to a particular presenter;
- d. Not paying CCR&R staff a consultant fee to teach a workshop in the catchment areas, as providing workshops in their own area is a core service required by CCR&R;
- e. If extenuating circumstances arise, paying staff a consulting fee, for teaching a workshop in the catchment areas upon receiving prior written approval from the CDB. An extenuating circumstance may include, but not be limited to: long travel distances, lack of available qualified presenters, or limited regular working hours;
- f. Working and collaborating with Child Care Aware® of NH to annually review the Child Care Basics trainings, which shall result in a standardized set of Child Care Basic trainings;
- g. Updating and keeping current the Child Care Basic training workshop kit assigned to the CCR&R;
- h. Providing the trainings listed in Attachment B within each of the catchment areas;
- i. Informing and educating child care providers on how to access college courses and funding opportunities for tuition assistance that is available through the CDB;
- j. Maintaining working relationships with the CDB and other contractors to maximize the use of training funds by collaborating with and co-sponsoring training events. CCR&R shall pool resources with partners and work to provide funding to child care providers to attend relevant trainings as needed;

- k. Working with contractors, the CDB, and other community training resource partners to plan and implement trainings that will meet the needs of providers in the catchment areas;
- l. On Attachment C or a similar form provided by CDB, report on the following performance measures on a quarterly basis for each of the catchment areas:
 - (1) The number of Child Care Basics trainings offered;
 - (2) The number of attendees at Child Care Basics trainings;
 - (3) The number of other trainings offered; and
 - (4) The number of attendees at other trainings offered by the CCR&R; and
- m. On Attachment C or a similar form provided by CDB, report the following other data on a quarterly basis for each of the catchment areas:
 - (1) The number of collaborative trainings;
 - (2) A list of the specific workshops offered including: the date, location (town), the presenter, their credential, and the number of attendees; and
 - (3) The dates that each of the required trainings are offered.

Technical Assistance

2.62 Provide targeted technical assistance by:

- a. Playing an instrumental role with child care providers in the catchment areas regarding support and technical assistance in identified areas. CCR&R shall:

Assist child care providers in the development of their Emergency Preparedness plans, as well as provide suggestions for staff training and encourage practice opportunities such as emergency drills.

- (1) CCR&R shall record in the NACCRRAware database all providers who have completed these trainings and have Emergency Preparedness plans in place by conducting regular follow-up calls to providers to check on their progress in this important area;
- (2) Supporting new and currently operating license exempt providers in their efforts to become licensed providers that increase the number of child care opportunities available;
- (3) Supporting new and existing child care providers who are beginning to self-assess their program quality in hopes of achieving DHHS Licensed-Plus designation. CCR&R shall offer trainings and workshops needed for this certification, i.e. NH Early Learning Guidelines, as well as offer resources and other technical assistance as needed to support child care providers in this improvement process;

- (4) Utilize the Strengthening Families Program self-assessment tool with child care programs to assess program strengths and provide targeted TA to increase program strengths; and
- (5) Utilize the NH Infant Toddler and Preschool Competencies to assess child care program staff teacher competency and provide targeted TA to improve teacher competency.
- b. Supporting, encouraging, and assisting child care providers and other early childhood professionals to apply for the appropriate level Early Childhood Professional Credential.
- c. On Attachment C or a similar form provided by CDB, report on the following performance measures on a quarterly basis for each of the catchment areas:
 - (1) The number of providers assisted in the licensing process;
 - (2) The number of new credentials awarded; and
 - (3) The number of credentials renewed.
- d. On Attachment C or a similar form provided by CDB, report the following other data on a quarterly basis for each of the catchment areas:
 - (1) The number of times targeted TA is provided to improve Strengthening Families program assessment results.
 - (2) The number of times targeted TA is provided to improve teacher competency.
 - (3) The number of providers who receive targeted TA to become licensed.
 - (4) The number of times targeted TA is provided for Licensed Plus.
 - (5) The number of times targeted TA is provided for accreditation.

Evaluation

2.63 Evaluate the performance of CCR&R services by:

- a. Ensuring that all participants attending CCR&R workshops or trainings complete an evaluation of said training that assesses the knowledge and skills of the trainer, any new information learned, how the participant will use that new information to increase the quality of care they provide to families and children, whether or not they (the participants) were satisfied with the trainer and the training, the usefulness of the training and suggestions for upcoming trainings that they (the participants) would like to see offered;
- b. Compiling feedback given via the workshop evaluations from participants to plan future trainings based on child care provider needs; and
- c. Surveying providers once a year to assess the delivery of CCR&R services. These surveys shall be delivered to child care providers via the newsletter, e-mail, and mail and will evaluate CCR&R services in the areas of referrals given, data provided to parents/families, ease of updating data process, trainings offered, trainings needed, and the cultural competence of the CCR&R services. Data needed to evaluate CCR&R's training services shall also be obtained from workshop evaluations completed by participants in the trainings.

Technology

2.7 Utilize technology and build technological capacity by:

- a. Maintaining Child Care Aware® of America membership(s) for the catchment areas;
- b. Using Internet access to connect to the NACCRRRA SDS. CCR&R shall use the NACCRRRA SDS to enter information on clients, child care providers, and community partners, and resources. CCR&R has and will maintain a portion of the contractor's web server to host the NACCRRRA SDS program and data. Full access to the statewide database is available at any time to the Administrator of the CDB and other CDB staff. The Child Care Program Improvement Specialist for the CDB will serve as the Administrator of the NACCRRRA SDS. CCR&R is required to use NACCRRRA SDS to maintain the database and access information;
- c. Advising all clients seeking child care referrals, all child care providers entered into the database, and all community partners and resources entered into the database of the Confidentiality Policy. All clients shall be advised verbally at the time of the actual referral and again in writing through the client letter they receive with their resource packet of CCR&R's Confidentiality Policy. This policy shall require the approval of NH DHHS and meet the standards of the Child Care Aware® of America Criteria for Best Practices.
- d. Regularly updating the e-mail lists of child care providers for the purpose of distributing materials and information;
- e. Using NH EASY to work with the CDB to have access to that program to better meet the needs of the families and providers; and
- f. Assisting in the maintenance, future development, and updating of information by contributing contract funds for the Child Care Aware® of NH website.

3. Meet the following staffing qualifications for each of the catchment areas listed above:

- a. Provide knowledgeable staff, who are credentialed (or have the credential waived) at the following levels according to the NH Early Childhood Professional Development System to perform the corresponding duties in the table below:

Duties	Credential Level
Take Calls & Meet With Families	Master Teacher Level 1
Hired to Provide Training	Trainer, Faculty, or Allied Master Professional
Consultant Staff	Program Consultant Master Professional to Provide Technical Assistance

- b. In those DO catchments areas where there are large numbers of non-English speaking persons, or persons of Limited English Proficiency (LEP), have a bilingual staff person or other translator/interpreter to be utilized when providing services or information to providers. Staff shall not rely on family members or friends of LEP persons to serve as interpreters unless the LEP person expressly requests such an arrangement. Children

shall not be asked to translate or interpret. If no bilingual worker or in-house interpreter is available, the CCR&R shall make arrangements to obtain an outside interpreter. An LEP person shall not be required to pay for the services of an interpreter. If appropriate for the catchment area, written materials and training shall also be made available in languages other than English;

- c. Designate a staff person from the catchment areas to liaison with the CDB to:
 - (1) Attend monthly meetings with the CDB;
 - (2) Coordinate activities, working with the Child Care Program Improvement Specialist, the Child Care Training Specialist, and the Credential Specialist;
 - (3) Maintain the statewide NACCRRA SDS;
 - (4) Obtain input and feedback from child care providers when policy, Child Care Scholarship Program, and quality enhancement initiatives are being revised; and
 - (5) Evaluate CCR&R services;
- d. Require current criminal background checks and central registry screenings of its staff. The results of such background checks and screenings shall be shared with the Department and the Department reserves the right to reject the Contractor's staff as a result of such background checks; and
- e. May set aside professional development funds to allow staff to attend at least one national conference or symposium per contract cycle to further their expertise in providing CCR&R services.

4. Performance Measures:

- a. CCR&R catchment areas shall meet their goals of the performance measures in this contract as documented in Attachments A-1, A-2, A-3, A-4, and A-5. The Department reserves the right to amend each Attachment after consultation with -Easter Seals, Inc.

5. Provide records and reports for the catchment areas including:

- a. Quarterly and annual reports with outcome statistics for each of the performance measures and other data reports indicated on Attachments A-1 thru A-5 for the respective catchment areas;
- b. Such reports described in (a) above shall be completed on Attachment C or a similar form provided by the CDB and e-mailed to the Child Care Program Improvement Specialist of the CDB, DCYF by the 15th of the month following the end of each quarter and the end of each contract year. Each report described in (a) above shall also include the cover sheet Attachment D, or a similar form provided by the CDB;
- c. All reports listed in Attachment E. The Department reserves the right to make adjustments to attachment E, after consultation with Child Care Aware® of NH;
- d. The *Detailed Work-Plan* described in Attachment E of this contract. Attachment B of this contract shall be the *Preliminary Work-Plan* described in Attachment E. The *Detailed*

Work-Plan described in Attachment E shall become Attachment B of this contract, after the catchment areas submit this document and it is approved by the CDB;

- e. A summary of the performance measures outcome statistics for the contract period shall be forwarded along with the final billing and shall be postmarked within 60 days of the conclusion of the contract period;
- f. Maintaining detailed supporting documentation to support these reports which shall be available for DCYF review upon request;
- g. Meeting with the Child Care Program Improvement Specialist for discussion and approvals; and
- h. Providing information on an NHEP client's child care search in a Department appropriate format at the request of the NHEP ECS. The NHEP staff and CCR&R shall ask NHEP clients to sign the "Release of Confidentiality" form at the NHEP orientation to make the exchange possible.

Exhibit A – 1, Manchester Performance Measures

Easter Seals NH CCR&R shall meet 100 percent of the goals.

RFP Section	Performance Measure	Goal 7/1/13-6/30/15	Goal SFY 2015
3.B.1	(i.) The number of on-site targeted technical assistance visits made to providers: center, licensed family, Licensed Exempt, and potential providers	24	24
	The number of child care teachers whose demonstrated competencies increase by 15% as a result of targeted technical assistance.	150	150
3.B.3.1	(i.) The total number of families receiving referrals each quarter.	190	190
3.B.3.1	(ii.) The number of families receiving referrals with CCR&R assistance.	450	450
3.B.3.1	(iii.) The number of FANF clients assisted by the CCR&R.	300	300
3.B.3.3	(i.) The percent of families contacted for follow up survey after referrals.	20%	20%
3.B.3.3	(ii.) The percent of families surveyed who were successful in finding care.	60%	60%
3.B.3.3	(iii.) The percent of FANF families who were surveyed who were unable to find care.	20%	20%
3.B.3.3	(v.) The percent of families who had all of their child care needs met by the care they chose.	60%	60%
3.B.4.	(i.) The number of new providers added to the database, including licensed and license exempt providers.	6	6
. B.4.	(ii.) The number of new child care opportunities created by new and existing providers.	90	90
3.B.4.	(iii.) The number of providers who receive targeted technical assistance to change/expand their programs to meet identified unmet needs including but not limited to infant/toddler care, special needs care and non-traditional hours care.	4	4
3.B.5.1	(i.) The number of Child Care Basics trainings offered.	6	6
3.B.5.1	(ii.) The number of attendees at Child Care Basics trainings.	180	180
3.B.5.1	The number of program directors trained in Early Learning Guidelines by program type: center-based (CCC); licensed family (FCC); license-exempt (LE)	CCC:10 FCC:1 LE:1	CCC:10 FCC:1 LE:1
3.B.5.1	The number of teachers/practioners trained in Early Learning Guidelines by program type.	CCC:30 FCC:2 LE:1	CCC:30 FCC:2 LE:1
3.B.5.1	The number of infants/toddlers served in programs implementing the Early Learning Guidelines, by program type.	CCC:120 FCC:12 LE:2	CCC:120 FCC:12 LE:2

3.B.5.1	The number of preschoolers served in programs implementing the Early Learning Guidelines, by program type.	CCC:320 FCC:12 LE:2	CCC:320 FCC:12 LE:2
3.B.5.1	The number of school age children served in programs implementing the Early Learning Guidelines	CCC:150 FCC:10 LE:1	CCC:150 FCC:10 LE:1
3.B.5.1	(iii.) The number of other trainings offered.	13	13
3.B.5.1	(iv.) The number of attendees at other trainings offered by the CCR&R.	390	390
3.B.5.2	(i.) The number of providers assisted in the licensing process.	4	4
3.B.5.2	(ii.) The number of new credentials awarded.	25	25
3.B.5.2	(iii.) The number of credentials awarded at a higher level.	25	25
3.B.5.2	The number of teachers/practitioners, by program type, with the following qualifications: CDA; state credential; Associate degree, Baccalaureate degree, Masters degree or Graduate degree.	CCC: 400 FC:9	CCC: 400 FC:9

Exhibit A – 2, Concord – Performance Measures

Easter Seals NH Child Care Resource and Referral Concord Catchment Care shall meet 100% of the proposed goals.

RFP Section	Performance Measure	Goal 7/1/13- 6/30/14	Goal SFY 2015
3.B.1	(i.) The number of on-site targeted technical assistance visits made to providers: center, licensed family, Licensed Exempt, and potential providers	12	12
	The number of child care teachers whose demonstrated competencies increase by 15% as a result of targeted technical assistance.	100	100
3.B.3.1	(i.) The total number of families receiving referrals each quarter.	95	95
3.B.3.1	(ii.) The number of families receiving referrals with CCR&R assistance.	240	240
3.B.3.1	(iii.) The number of FANF clients assisted by the CCR&R.	120	120
3.B.3.3	(i.) The percent of families contacted for follow up survey after referrals.	20%	20%
3.B.3.3	(ii.) The percent of families surveyed who were successful in finding care.	60%	60%
3.B.3.3	(iii.) The percent of FANF families who were surveyed who were unable to find care.	20%	20%
3.B.3.3	(v.) The percent of families who had all of their child care needs met by the care they chose.	60%	60%
3.B.4.	(i.) The number of new providers added to the database, including licensed and license exempt providers.	4	4
3.B.4.	(ii.) The number of new child care opportunities created by new and existing providers.	40	40
3.B.4.	(iii.) The number of providers who receive targeted technical assistance to change/expand their programs to meet identified unmet needs including but not limited to infant/toddler care, special needs care and non-traditional hours care.	3	3
3.B.5.1	(i.) The number of Child Care Basics trainings offered.	5	5
3.B.5.1	(ii.) The number of attendees at Child Care Basics trainings.	100	100
3.B.5.1	The number of program directors trained in Early Learning Guidelines by program type: center-based (CCC); licensed family (FCC); license-exempt (LE)	CCC: 6 FCC: 1 LE: 1	CCC: 6 FCC: 1 LE: 1
3.B.5.1	The number of teachers/practioners trained in Early Learning Guidelines by program type.	CCC: 16 FCC: 3 LE: 1	CCC: 16 FCC: 3 LE: 1

3.B.5.1	The number of infants/toddlers served in programs implementing the Early Learning Guidelines, by program type.	CCC: 96 FCC: 12 LE: 2	CCC: 96 FCC: 12 LE: 2
3.B.5.1	The number of preschoolers served in programs implementing the Early Learning Guidelines, by program type.	CCC: 192 FCC: 15 LE: 1	CCC:192 FCC: 15 LE: 1
3.B.5.1	The number of school age children served in programs implementing the Early Learning Guidelines	CCC: 100 FCC: 9 LE: 1	CCC:100 FCC: 9 LE: 1
3.B.5.1	(iii.) The number of other trainings offered.	11	11
3.B.5.1	(iv.) The number of attendees at other trainings offered by the CCR&R.	220	220
3.B.5.2	(i.) The number of providers assisted in the licensing process.	2	2
3.B.5.2	(ii.) The number of new credentials awarded.	24	24
3.B.5.2	(iii.) The number of credentials awarded at a higher level.	24	24
3.B.5.2	The number of teachers/practitioners, by program type, with the following qualifications: CDA; state credential; Associate degree, Baccalaureate degree, Masters degree or Graduate degree.	CCC: 350 FC: 10	CCC: 350 FC: 10

Exhibit A – 3, Keene – Performance Measures

Easter Seals NH Child Care Resource and Referral Keene Catchment Area shall meet 100% of the proposed goals.

RFP Section	Performance Measure	Goal 7/1/13- 6/30/15	Goal SFY 2015
3.B.1	(i.) The number of on-site targeted technical assistance visits made to providers: center, licensed family, Licensed Exempt, and potential providers	12	12
	The number of child care teachers whose demonstrated competencies increase by 15% as a result of targeted technical assistance.	75	75
3.B.3.1	(i.) The total number of families receiving referrals each quarter.	45	45
3.B.3.1	(ii.) The number of families receiving referrals with CCR&R assistance.	125	125
3.B.3.1	(iii.) The number of FANF clients assisted by the CCR&R.	50	50
3.B.3.3	(i.) The percent of families contacted for follow up survey after referrals.	20%	20%
3.B.3.3	(ii.) The percent of families surveyed who were successful in finding care.	60%	60%
3.B.3.3	(iii.) The percent of FANF families who were surveyed who were unable to find care.	20%	20%
3.B.3.3	(v.) The percent of families who had all of their child care needs met by the care they chose.	60%	60%
3.B.4.	(i.) The number of new providers added to the database, including licensed and license exempt providers.	2	2
. B.4.	(ii.) The number of new child care opportunities created by new and existing providers.	20	20
3.B.4.	(iii.) The number of providers who receive targeted technical assistance to change/expand their programs to meet identified unmet needs including but not limited to infant/toddler care, special needs care and non-traditional hours care.	2	2
3.B.5.1	(i.) The number of Child Care Basics trainings offered.	5	5
3.B.5.1	(ii.) The number of attendees at Child Care Basics trainings.	75	75
3.B.5.1	The number of program directors trained in Early Learning Guidelines by program type: center-based (CCC); licensed family (FCC); license-exempt (LE)	CCC:6 FCC:1 LE:1	CCC:6 FCC:1 LE:1
3.B.5.1	The number of teachers/practioners trained in Early Learning Guidelines by program type.	CCC:12 FCC:2 LE:1	CCC:12 FCC:2 LE:1
3.B.5.1	The number of infants/toddlers served in programs implementing the Early Learning Guidelines, by program type.	CCC:64 FCC:3 LE:2	CCC:64 FCC:3 LE:2

3.B.5.1	The number of preschoolers served in programs implementing the Early Learning Guidelines, by program type.	CCC:120 FCC:4 LE:1	CCC:120 FCC:4 LE:1
3.B.5.1	The number of school age children served in programs implementing the Early Learning Guidelines	CCC:75 FCC:5 LE:1	CCC:75 FCC:5 LE:1
3.B.5.1	(iii.) The number of other trainings offered.	9	9
3.B.5.1	(iv.) The number of attendees at other trainings offered by the CCR&R.	135	135
3.B.5.2	(i.) The number of providers assisted in the licensing process.	2	2
3.B.5.2	(ii.) The number of new credentials awarded.	15	15
3.B.5.2	(iii.) The number of credentials awarded at a higher level.	15	15
3.B.5.2	The number of teachers/practitioners, by program type, with the following qualifications: CDA; state credential; Associate degree, Baccalaureate degree, Masters degree or Graduate degree.	CCC: 100 FC:6	CCC: 100 FC:6

Child Care Resource and Referral

The Contractor shall provide the following trainings:

1. Child Care Basics (as agreed upon with the Child Development Bureau);
2. Early Learning Guidelines;
3. At least one training focused on the New Hampshire Early Childhood Professional Development System at least once per contract year.
4. Additional non-credit training for child care providers, which addresses the Core Knowledge Areas and provides a continuum from the Child Care Basic training in (1) above, to advanced training for the experienced professional;
5. Recognizing and Reporting Child Abuse and Neglect, in collaboration with DCYF District Office staff at least once each SFY;
6. At least one training from Zero to Three's Preventing Child Abuse & Neglect curriculum every six months;
7. An annual training using the Strengthening Families through Early Care and Education (SFI) Guidebook;
8. Emergency Preparedness for child care providers at least once per contract year. The Contractor shall also provide written materials such as brochures and sample plans, as well as resources for emergency plan development such as web addresses and trainings sponsored by State and community agencies printed in the newsletter, to assist providers in preparing for emergencies; and

Contractor Initials: ET

Date: 5/10/2015

Agency Name:

Compiled by:

Date:

Contract Period:

Quarter

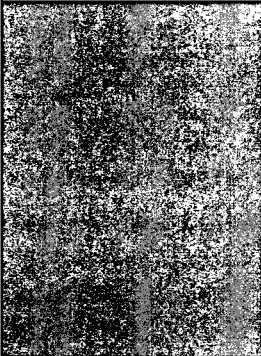
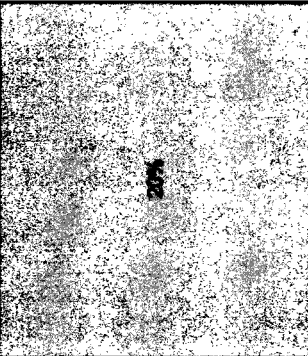
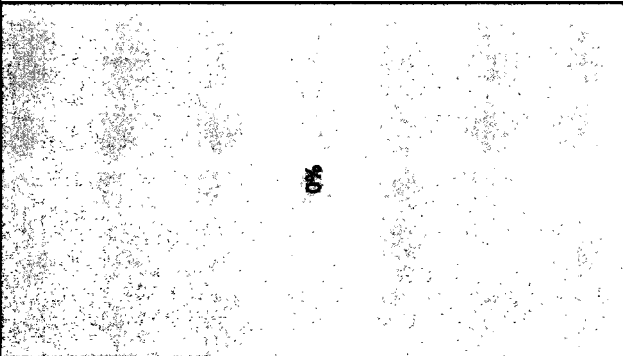
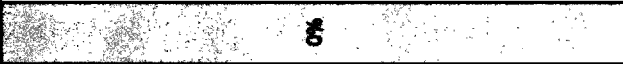
1 2 3 4 5 6 7 8

Vendor #:

Catchment Area:

No.	Contract Section	Performance Measure	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Goal SFY 2013-2014	Ach'vd SFY		Goal SFY		Total Goal		Status
								2013-2014	2014-2015	2014-2015	2015-2016	Ach'vd	Total	
1	2.2.j.(1)	The number of visits made to providers: center, licensed family, Licensed Exempt, and potential providers						0				0	0	
2	2.4.1.g.(1)	The total						0				0	0	
3	2.4.1.g.(2)	The number of families receiving referrals with CCR&R assistance.						0				0	0	
4	2.4.1.g.(3)	The number of FANF (NHEP/DO) clients assisted by the CCR&R						0				0	0	
5	2.4.3.a.(1)	The percent						0%				0%	0%	

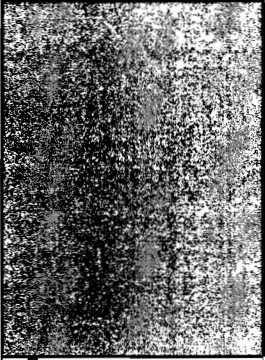
Contractor: Easter Seals
Date: 5/14/17

6	Exhibit A, Attachment C Child Care Resource and Referral 2.4.3.a.(2)	The percent of families surveyed who were successful in finding care.				Reporting For		0%		0%	ampshire, Inc.
7	2.4.3.a.(3)	The percent of FANF families who were surveyed who were unable to find care.						0%		0%	
8	2.4.3.a.(4)	The percent of families on the wait list who were surveyed and were successful in finding care they can afford until they are released from the wait list.						0%		0%	

Contractor ES Date 5/7/14

14 Exhibit A, Attachment C Child Care Resource and Referral	The number of providers specifically recruited to meet the needs of families on the wait list. 2.5.1 e (5)	Reporting For							ampshire, Inc.

No.	Contract Section	Performance Measure	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Goal SFY 2013-2014	Ach'vd SFY		Goal SFY		Total Goal	Total Ach'vd	Status
								2013-2014	2014-2015	2014-2015	2015			
15	2.6.1.n.(1)	The number of Child Care Basics trainings offered.						0				0		
16	2.6.1.n.(2)	The number of attendees at Child Care Basics training s.						0				0		
17	2.6.1.n.(3)	The number of attendees at other trainings offered by the CCR&R						0				0		
18	2.6.1.n.(4)	The number of providers assisted in the licensing process.						0				0		
19	2.6.2.c.(1)													
20	2.6.2.c.(2)							0				0		

21	Exhibit A, Attachment C Child Care Resource and Referral	The number of credentials renewed or awarded at a higher level.			Reporting For		0			0	ampshire, Inc.

Contractor ET
Date 3/10/2013

Early					
Recognizi					
Strengthe					
Emergenc					

List trainings for entire SFY Please list CC Basics or Beyond in bold.

[illegible]

Exhibit A - Reporting Requirements

Reporting Forms

Easter Seals New Hampshire, Inc.

Contract Section	Reporting Requirement	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total Ach'ed	Notes
2.2.k.(1)	# of visits made to the District Office(s) and the nature of those visits (add in comments box)					0	
2.2.k.(1)	# of visits made to the NHEP office(s) and the nature of those visits (add in comments box)					0	
2.2.k.(2)	# of NHEP Orientations attended and the number not attended along with the reason why the Orientation was not attended (add in comments box)					0	
2.3.e.(1)a	# of providers whose information was fully updated					0	
2.3.e.(1)b	# of providers whose information was partially updated					0	
2.3.e.(2)	# of times information/data was provided to entities other than DHHS					0	
2.3.e.(3)	The date the quarterly newsletter was mailed					N/A	
2.4.h.(1)	# of families receiving referrals via the web					0	
2.4.h.(2)	# of new families served					0	
2.4.h.(3)	# of previous families seeking new information that were served					0	
2.4.h.(4)	# of families served through the DO					0	
	# of families released from WL receiving referrals					0	
	Consumer Referred by: Another CCR&R					0	
	Brochure					0	
	Display Event					0	
	District Office					0	
	Employer					0	
	Friend/Relative					0	
	NH EASY					0	
	NHEP					0	
	Newspaper Ad					0	
	Phone Book					0	
	Poster					0	
	Another Provider					0	
	Social Service Agency					0	
	Used Before					0	
	Website					0	
	Other					0	
Contract Section	Reporting Requirement	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total Ach'ed	Notes
2.43.b.(1)	# of clients assisted by the CCR&R					0	
2.43.b.(2)	# of FANF (NHEP/DO) clients assisted by the CCR&R					0	
2.43.b.(3)	# of follow-up attempts made					0	
2.43.b.(4)	# of follow-up surveys completed					0	
2.43.b.(5)	# of families satisfied with the care they found					0	
2.43.b.(6)	# of families that chose not to use care					0	
2.43.b.(7)	# of families whose search was still in process					0	
2.43.b.(8)	# of families who were unable to locate care					0	
2.43.b.(9)	Any child care needs of the family that were not met by their child care choice or options						
	Age of child					0	
	Type of care					0	
	Quality of Care					0	
	Affordability					0	
	Part time					0	
	Evening					0	

ET
3/21/2013

10 of 10

CCR&R Quarterly Narrative Report

Agency Name:

Vendor #:

Date:

Quarter: 1 2 3 4 5 6 7 8

Contract Period: SFY

Reported prepared by:

Program Manager:

Catchment Area:

CCR&R Staff	Credential(s) held

Detailed Work Plan submitted (date): 10/21/2011

Approved: ☐ Yes

☐ No

Technology Policy updated (date):

Approved: ☐ Yes

☐ No

MOA with Family Resource Center Updated (date):

Approved: ☐ Yes ☐ No

Publicity materials submitted: Please provide a list of materials revised & submitted this quarter.

Quality Plan:

Date submitted:

Approved: ☐ Yes

☐ No

Successes during this quarter: Please highlight (you may use bullets) those areas where you have had particular success in meeting contract goals or work activities. If you bullet your successes, please provide a summarizing brief paragraph.

Challenges during this quarter: Please describe those areas where you have had challenges in meeting contract goals or completing work activities. Include your efforts made and barriers or challenges faced in meeting these goals. You may bullet your challenges, but please provide a brief summarizing paragraph if you use bullets.

Outreach: Please highlight your marketing activities and/or your community meetings/activities during this quarter.

Technical Assistance: Please list your TA episodes and time spent.

Other: Please highlight any activities, successes, challenges, etc., not captured elsewhere in the report.

Questions for the CDB: Please submit any questions you may have for the CDB regarding your work, CDB policy & procedure, and/or your contract.

Goals for the coming quarter: If meeting with the Child Care Program Improvement Specialist this quarter, we will set these goals together. If not, please list 2-5 goals (depending on how much is involved in accomplishing them) that you will work on in the coming quarter.

Comments from the CDB: The Child Care Program Improvement Specialist will return comments to each CCR&R regarding their work during the previous quarter. Comments will be inserted under the appropriate headings in your narrative.

Documentation required		Submission Deadline
Preliminary work plan – This plan shall include a time line with clearly identified dates/year, which addresses all aspects of the requirements of this contract. This should include a training plan, which details the number of trainings, locations (town) and target numbers of participants.		With Proposal
Detailed work plan – This plan shall be a revised work-plan for the entire contract period, subject to approval by the Administrator of the CDB.		August 31, 2013
Technology Policy described in Section B.3.6. of this RFP.		October 31, 2013
Outreach plan – This plan shall be made in order to make the CCR&R services known to the widest possible audience of families, providers and community members (including agencies, policy makers, public officials, and businesses) within the catchment area, including services to limited English proficient families and providers and in consideration of a variety of diversity issues. The outreach plan should include determining which populations are underserved by CCR&R and specifically targeting outreach to these populations.		January 31, 2014
All publicity that indicates office location, hours, availability to meet with families, phone #s, and email address.		As it is updated
Quality plan - The Contractor shall complete the NACCRRRA Quality Assurance Scoring Sheet of Best Practices Criteria for Core Competencies, Parent Services, and Provider Services as a self-assessment and needs assessment. Documentation for items that the Contractor meets or partially meets should be kept on file at the office location for review at the request of the Child Care Program Improvement Specialist. For those items that are partially met or not met, the Contractor shall submit a plan for meeting those criteria along with what additional support (training, TA or additional resources), if any, that would be needed to meet those criteria. The Scoring Sheet and plan are to be submitted to the Child Care Program Improvement Specialist by March 31, 2014. Implementation of the plan shall be agreed upon by the Contractor and the CDB.		March 31, 2014

Contractor EA
Date 3/22/2013

EXHIBIT B

METHOD, SCHEDULE, AND CONDITIONS PRECENT TO PAYMENT

Contract Agency: Easter Seals New Hampshire, INC.

Program Period: July 1, 2013 through June 30, 2015
Or Date of Governor & Executive Council approval, whichever is later

1. This Contract is funded with funds from the Catalog of Federal Domestic Assistance, CFDA #93.575, Federal Agency Health and Human Services, Child Care and Development Block Grant, in the amount of \$742,078.00. Subject to the availability of Federal funds, and in consideration for the satisfactory completion of the services to be performed under this Contract, the State agency agrees to purchase from the Contractor services in the amount not to exceed \$742,078.00 for services provided during the program period specified above.

2. Quarterly payments shall be made to the Contractor subject to the following conditions:

2.1 Payments shall be made on a quarterly cost reimbursement basis beginning September 1, 2013 for actual expenditures up to the total contract price incurred in the fulfillment of this agreement. The invoice, which shall be provided by DHHS after the approval of Governor & Executive Council, must be sent to:

John Harrington, Contract Specialist
Department of Health and Human Services
Contract Unit
129 Pleasant St., Concord, New Hampshire 03301

2.2 In lieu of hard copies, invoices may be assigned an electronic signature and be e-mailed to: john.h.harrington@dhhs.state.nh.us

2.3 Expenditures shall be in accordance with the approved line item budget shown in Exhibits B-1 and B-2. If applicable, this will include drawing down match funds consistently throughout the contract period. Any adjustment to a line item in excess of 10% of the original budget lines will require the prior written approval of the State. The Contractor must include a detailed explanation and revised line item budget figures.

2.4 Payments may be withheld pending receipt of required reports as defined in Exhibit A.

2.5 A final payment request shall be submitted no later than sixty (60) days after the end of each fiscal year. Failure to submit the final invoice by that date may result in non-payment.

Contractor's Initials

E.T

Date

3/20/2013

**State of New Hampshire
Department of Health and Human Services**

Division for Children, Youth and Families

RFP # 13-DCYF-CDB-RR-05
EXHIBIT B-1, a
PERSONNEL DATA - Manchester
State Fiscal Year 2014

	Name	Title	Annual Salary	% of Time to Work on the Project	Project Amount Charged for SFY 2014 (7/1/13-6/30/14)
1	Cindy Wallace	Program Coordinator	\$ 46,140.00	.85 FTE	\$ 39,216.00
2	Karyn Yeatman	Program Manager	\$ 35,470.00	1.0 FTE	\$ 35,470.00
3	Glenda West	Bilingual Child Care Specialist	\$ 36,503.00	1.0 FTE	\$ 36,503.00
4			\$ -		\$ -
5			\$ -		\$ -
6			\$ -		\$ -
7			\$ -		\$ -
8					\$ -
9					
Total:					\$ 111,189.00

State Fiscal Year 2015

	Name	Title	Annual Salary	% of Time to Work on the Project	Project Amount Charged for SFY 2015 (7/1/14-6/30/15)
1	Cindy Wallace	Program Coordinator	\$ 46,140.00	.85 FTE	\$ 39,216.00
2	Karyn Yeatman	Program Manager	\$ 35,760.00	1.0 FTE	\$ 35,760.00
3	Glenda West	Bilingual Child Care Specialist	\$ 36,720.00	1.0 FTE	\$ 36,720.00
4			\$ -		\$ -
5			\$ -		\$ -
6			\$ -		\$ -
7			\$ -		\$ -
8					\$ -
9					
Total:					\$ 111,696.00

Exhibit B-2, a – Budget Proposal - Manchester
RFP #13-DCYF-CDB-RR-05

Bidders shall complete the following chart for each fiscal year. Additional line items can be included, but a thorough description must be provided in the budget narrative. A Microsoft Excel version of this budget is available and can be provided if requested by the bidder.

New Hampshire Department of Health and Human Services						
Bidder/Program Name: <u>Easter Seals NH</u>						
Budget Request for: <u>Manchester Child Care Resource and Referral</u> (Name of RFP)						
Budget Period: <u>SFY 2014 Budget</u>						
	2013	2014	2015	2016	2017	2018
1. Total Salary/Wages	\$ 111,189		\$ 111,189		\$ 111,189	
2. Employee Benefits	\$ 30,021		\$ 30,021		\$ 30,021	
3. Consultants	\$ 4,000		\$ 4,000		\$ 4,000	
4. Equipment:					\$ -	
Rental					\$ -	
Repair and Maintenance					\$ -	
Purchase/Depreciation					\$ -	
5. Supplies:	\$ 1,532		\$ 1,532		\$ 1,532	
Educational					\$ -	
Office					\$ -	
6. Travel	\$ 1,800		\$ 1,800		\$ 1,800	
7. Occupancy	\$ 6,528		\$ 6,528	\$ 3,200	\$ 9,728	
8. Current Expenses					\$ -	
Telephone	\$ 1,198		\$ 1,198		\$ 1,198	
Postage/Printing	\$ 2,000		\$ 2,000		\$ 2,000	
Subscriptions/Membership dues	\$ 700		\$ 700		\$ 700	
Audit and Legal					\$ -	
Insurance					\$ -	
Board Expenses					\$ -	
9. Software					\$ -	
10. Marketing/Communications					\$ -	
11. Staff Education and Training	\$ 2,500		\$ 2,500		\$ 2,500	
12. Subcontracts/Agreements					\$ -	
13. Other (specific details mandatory):	\$ 16,147	\$ -	\$ 16,147	\$ 320	\$ 16,467	
TOTAL	\$ 177,615	\$ -	\$ 177,615	\$ 3,520	\$ 181,135	

Indirect As A Percent of Direct

10%

Contractor Initials: ET

Date: 3/10/2013

Exhibit B-2 – Budget Proposal -
RFP #13-DCYF-CDB-RR-05

Bidders shall complete the following chart for each fiscal year. Additional line items can be included, but a thorough description must be provided in the budget narrative. A Microsoft Excel version of this budget is available and can be provided if requested by the bidder.

New Hampshire Department of Health and Human Services						
Bidder/Program Name: <u>Easter Seals NH</u>						
Budget Request for: <u>Manchester Child Care Resource and Referral</u> (Name of RFP)						
Budget Period: <u>SFY 2015 Budget</u>						
1. Total Salary/Wages	\$ 111,696		\$ 111,696		\$ 111,696	
2. Employee Benefits	\$ 30,158		\$ 30,158		\$ 30,158	
3. Consultants	\$ 4,000		\$ 4,000		\$ 4,000	
4. Equipment:			\$ -		\$ -	
Rental			\$ -		\$ -	
Repair and Maintenance			\$ -		\$ -	
Purchase/Depreciation			\$ -		\$ -	
5. Supplies:	\$ 1,532		\$ 1,532		\$ 1,532	
Educational			\$ -		\$ -	
Office			\$ -		\$ -	
6. Travel	\$ 1,800		\$ 1,800		\$ 1,800	
7. Occupancy	\$ 6,528		\$ 6,528	\$ 3,200	\$ 9,728	
8. Current Expenses			\$ -		\$ -	
Telephone	\$ 1,198		\$ 1,198		\$ 1,198	
Postage/Printing	\$ 1,356		\$ 1,356		\$ 1,356	
Subscriptions/Membership dues	\$ 700		\$ 700		\$ 700	
Audit and Legal			\$ -		\$ -	
Insurance			\$ -		\$ -	
Board Expenses			\$ -		\$ -	
9. Software			\$ -		\$ -	
10. Marketing/Communications			\$ -		\$ -	
11. Staff Education and Training	\$ 2,500		\$ 2,500		\$ 2,500	
12. Subcontracts/Agreements			\$ -		\$ -	
13. Other (specific details mandatory):	\$ 16,147	\$ -	\$ 16,147	\$ 320	\$ 16,467	
TOTAL	\$ 177,615	\$ -	\$ 177,615	\$ 3,520	\$ 181,135	

Indirect As A Percent of Direct

10%

Contractor Initials: E.T.

Date: 3/10/2015

**State of New Hampshire
Department of Health and Human Services**

Division for Children, Youth and Families

RFP # 13-DCYF-CDB-RR-05
EXHIBIT B-1, b
PERSONNEL DATA - Concord
State Fiscal Year 2014

	Name	Title	Annual Salary	% of Time to Work on the Project	Project Amount Charged for SFY 2014 (7/1/13-6/30/14)
1	Cindy Wallace	Program Coordinator	\$ 46,140.00	.05 FTE	\$ 2,304.00
2	Claudette Mallory	Program Manager	\$ 36,845.00	.875 FTE	\$ 36,845.00
3	Krishna Dubreuil	Child Care Specialist	\$ 26,870.00	.8 FTE	\$ 26,870.00
4			\$ -		\$ -
5			\$ -		\$ -
6			\$ -		\$ -
7			\$ -		\$ -
8					\$ -
9					
Total:					\$ 66,019.00

State Fiscal Year 2015

	Name	Title	Annual Salary	% of Time to Work on the Project	Project Amount Charged for SFY 2015 (7/1/14-6/30/15)
1	Cindy Wallace	Program Coordinator	\$ 46,140.00	.05 FTE	\$ 2,304.00
2	Claudette Mallory	Program Manager	\$ 36,876.00	.875 FTE	\$ 36,876.00
3	Krishna Dubreuil	Child Care Specialist	\$ 26,892.00	.8 FTE	\$ 26,892.00
4			\$ -		\$ -
5			\$ -		\$ -
6			\$ -		\$ -
7			\$ -		\$ -
8					\$ -
9					
Total:					\$ 66,072.00

Exhibit B-2, b – Budget Proposal - Concord
RFP #13-DCYF-CDB-RR-05

Bidders shall complete the following chart for each fiscal year. Additional line items can be included, but a thorough description must be provided in the budget narrative. A Microsoft Excel version of this budget is available and can be provided if requested by the bidder.

New Hampshire Department of Health and Human Services						
Bidder/Program Name: <u>Easter Seals NH</u>						
Budget Request for: <u>Concord Child Care Resource & Referral</u> (Name of RFP)						
Budget Period: <u>SFY 2014 Budget</u>						
1. Total Salary/Wages	\$	66,019		\$	66,019	
2. Employee Benefits	\$	17,825		\$	17,825	
3. Consultants	\$	4,000			\$	-
4. Equipment:					\$	-
Rental					\$	-
Repair and Maintenance					\$	-
Purchase/Depreciation					\$	-
5. Supplies:	\$	675		\$	675	
Educational					\$	-
Office					\$	-
6. Travel	\$	800		\$	800	
7. Occupancy	\$	5,271		\$	5,271	\$ 2,000
8. Current Expenses					\$	-
Telephone					\$	-
Postage/Printing	\$	600		\$	600	
Subscriptions/Membership dues	\$	450		\$	450	
Audit and Legal					\$	-
Insurance					\$	-
Board Expenses					\$	-
9. Software					\$	-
10. Marketing/Communications					\$	-
11. Staff Education and Training	\$	734		\$	734	
12. Subcontracts/Agreements					\$	-
13. Other (specific details mandatory):	\$	9,637	\$ -	\$	9,237	\$ 200
TOTAL	\$	106,011	\$ -	\$	101,611	\$ 2,200
					\$	103,811

Indirect As A Percent of Direct

10%

Contractor Initials:

Date:

ET
3/15/13

Exhibit B-2 – Budget Proposal -
RFP #13-DCYF-CDB-RR-05

Bidders shall complete the following chart for each fiscal year. Additional line items can be included, but a thorough description must be provided in the budget narrative. A Microsoft Excel version of this budget is available and can be provided if requested by the bidder.

New Hampshire Department of Health and Human Services

Bidder/Program Name: Easter Seals NH

Budget Request for: Concord Child Care Resource & Referral
(Name of RFP)

Budget Period: SFY 2015 Budget

1. Total Salary/Wages	\$ 66,072		\$ 66,072		\$ 66,072	
2. Employee Benefits	\$ 17,840		\$ 17,840		\$ 17,840	
3. Consultants	\$ 3,932		\$ 3,932		\$ 3,932	
4. Equipment:			\$ -		\$ -	
Rental			\$ -		\$ -	
Repair and Maintenance			\$ -		\$ -	
Purchase/Depreciation			\$ -		\$ -	
5. Supplies:	\$ 675		\$ 675		\$ 675	
Educational			\$ -		\$ -	
Office			\$ -		\$ -	
6. Travel	\$ 800		\$ 800		\$ 800	
7. Occupancy	\$ 5,271		\$ 5,271	\$ 2,000	\$ 7,271	
8. Current Expenses			\$ -		\$ -	
Telephone			\$ -		\$ -	
Postage/Printing	\$ 600		\$ 600		\$ 600	
Subscriptions/Membership dues	\$ 450		\$ 450		\$ 450	
Audit and Legal			\$ -		\$ -	
Insurance			\$ -		\$ -	
Board Expenses			\$ -		\$ -	
9. Software			\$ -		\$ -	
10. Marketing/Communications			\$ -		\$ -	
11. Staff Education and Training	\$ 734		\$ 734		\$ 734	
12. Subcontracts/Agreements			\$ -		\$ -	
13. Other (specific details mandatory):	\$ 9,637	\$ -	\$ 9,637	\$ 200	\$ 9,837	
TOTAL	\$ 106,011	\$ -	\$ 106,011	\$ 2,200	\$ 108,211	

Indirect As A Percent of Direct

10%

Contractor Initials: ET

Date: 5/12/2013

**State of New Hampshire
Department of Health and Human Services**

Division for Children, Youth and Families

**RFP # 13-DCYF-CDB-RR-05
EXHIBIT B-1,c
PERSONNEL DATA - Keene
State Fiscal Year 2014**

	Name	Title	Annual Salary	% of Time to Work on the Project	Project Amount Charged for SFY 2014 (7/1/13-6/30/14)
1	Cindy Wallace	Program Coordinator	\$ 46,140.00	.1 FTE	\$ 4,620.00
2	Shelly Kernozicky	Program Manager	\$ 33,081.00	.875 FTE	\$ 33,081.00
3	Sarah Albrecht	Program Specialist	\$ 16,854.00	.5 FTE	\$ 16,854.00
4			\$ -		\$ -
5			\$ -		\$ -
6			\$ -		\$ -
7			\$ -		\$ -
8					\$ -
9					
Total:					\$ 54,555.00

State Fiscal Year 2015

	Name	Title	Annual Salary	% of Time to Work on the Project	Project Amount Charged for SFY 2015 (7/1/14-6/30/15)
1	Cindy Wallace	Program Coordinator	\$ 46,140.00	.1 FTE	\$ 4,620.00
2	Shelly Kernozicky	Program Manager	\$ 33,108.00	.875 FTE	\$ 33,108.00
3	Sarah Albrecht	Program Specialist	\$ 16,980.00	.5 FTE	\$ 16,980.00
4			\$ -		\$ -
5			\$ -		\$ -
6			\$ -		\$ -
7			\$ -		\$ -
8					\$ -
9					
Total:					\$ 54,708.00

Exhibit B-2 – Budget Proposal -
RFP #13-DCYF-CDB-RR-05

Bidders shall complete the following chart for each fiscal year. Additional line items can be included, but a thorough description must be provided in the budget narrative. A Microsoft Excel version of this budget is available and can be provided if requested by the bidder.

New Hampshire Department of Health and Human Services						
Bidder/Program Name: <u>Easter Seals NH</u>						
Budget Request for: <u>Keene Child Care Resource and Referral</u> (Name of RFP)						
Budget Period: <u>SFY 2014 Budget</u>						
1. Total Salary/Wages	\$ 54,555		\$ 54,555		\$ 54,555	
2. Employee Benefits	\$ 14,729		\$ 14,729		\$ 14,729	
3. Consultants	\$ 1,800		\$ 1,800		\$ 1,800	
4. Equipment:					\$ -	
Rental					\$ -	
Repair and Maintenance					\$ -	
Purchase/Depreciation					\$ -	
5. Supplies:	\$ 695		\$ 695		\$ 695	
Educational					\$ -	
Office					\$ -	
6. Travel	\$ 1,650		\$ 1,650		\$ 1,650	
7. Occupancy					\$ -	
8. Current Expenses	\$ 4,737		\$ 4,737	\$ 3,237	\$ 7,974	
Telephone					\$ -	
Postage/Printing	\$ 450		\$ 450		\$ 450	
Subscriptions/Membership dues	\$ 400		\$ 400		\$ 400	
Audit and Legal					\$ -	
Insurance					\$ -	
Board Expenses					\$ -	
9. Software					\$ -	
10. Marketing/Communications					\$ -	
11. Staff Education and Training	\$ 450		\$ 450		\$ 450	
12. Subcontracts/Agreements					\$ -	
13. Other (specific details mandatory):	\$ 7,947	\$ -	\$ 7,947	\$ 324	\$ 8,271	
TOTAL	\$ 87,413	\$ -	\$ 87,413	\$ 3,561	\$ 90,974	

Indirect As A Percent of Direct

10%

Contractor Initials: ET

Date: 3/10/13

Exhibit B-2, c – Budget Proposal - Keene
RFP #13-DCYF-CDB-RR-05

Bidders shall complete the following chart for each fiscal year. Additional line items can be included, but a thorough description must be provided in the budget narrative. A Microsoft Excel version of this budget is available and can be provided if requested by the bidder.

New Hampshire Department of Health and Human Services						
Bidder/Program Name: <u>Easter Seals NH</u>						
Budget Request for: <u>Keene Child Care Resource and Referral</u> (Name of RFP)						
Budget Period: <u>SFY 2015 Budget</u>						
1. Total Salary/Wages	\$ 54,708		\$ 54,708		\$ 54,708	
2. Employee Benefits	\$ 14,771		\$ 14,771		\$ 14,771	
3. Consultants	\$ 1,800		\$ 1,800		\$ 1,800	
4. Equipment:			\$ -		\$ -	
Rental			\$ -		\$ -	
Repair and Maintenance			\$ -		\$ -	
Purchase/Depreciation			\$ -		\$ -	
5. Supplies:	\$ 500		\$ 500		\$ 500	
Educational			\$ -		\$ -	
Office			\$ -		\$ -	
6. Travel	\$ 1,650		\$ 1,650		\$ 1,650	
7. Occupancy	\$ 4,737		\$ 4,737	\$ 3,237	\$ 7,974	
8. Current Expenses			\$ -		\$ -	
Telephone			\$ -		\$ -	
Postage/Printing	\$ 450		\$ 450		\$ 450	
Subscriptions/Membership dues	\$ 400		\$ 400		\$ 400	
Audit and Legal			\$ -		\$ -	
Insurance			\$ -		\$ -	
Board Expenses			\$ -		\$ -	
9. Software			\$ -		\$ -	
10. Marketing/Communications			\$ -		\$ -	
11. Staff Education and Training	\$ 450		\$ 450		\$ 450	
12. Subcontracts/Agreements			\$ -		\$ -	
13. Other (specific details mandatory):	\$ 7,946	\$ -	\$ 7,946	\$ 324	\$ 8,270	
TOTAL	\$ 87,412	\$ -	\$ 87,412	\$ 3,561	\$ 90,973	

Indirect As A Percent of Direct

10%

Contractor Initials:

Date:

ET
3/10/13

NH Department of Health and Human Services

STANDARD EXHIBIT C

SPECIAL PROVISIONS

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

2. Compliance with Federal and State Laws: If the Contractor is permitted to determine the eligibility of individuals such eligibility determination shall be made in accordance with applicable federal and state laws, regulations, orders, guidelines, policies and procedures.

3. Time and Manner of Determination: Eligibility determinations shall be made on forms provided by the Department for that purpose and shall be made and remade at such times as are prescribed by the Department.

4. Documentation: In addition to the determination forms required by the Department, the Contractor shall maintain a data file on each recipient of services hereunder, which file shall include all information necessary to support an eligibility determination and such other information as the Department requests. The Contractor shall furnish the Department with all forms and documentation regarding eligibility determinations that the Department may request or require.

5. Fair Hearings: The Contractor understands that all applicants for services hereunder, as well as individuals declared ineligible have a right to a fair hearing regarding that determination. The Contractor hereby covenants and agrees that all applicants for services shall be permitted to fill out an application form and that each applicant or re-applicant shall be informed of his/her right to a fair hearing in accordance with Department regulations.

6. Gratuities or Kickbacks: The Contractor agrees that it is a breach of this Contract to accept or make a payment, gratuity or offer of employment on behalf of the Contractor, any Sub-Contractor or the State in order to influence the performance of the Scope of Work detailed in Exhibit A of this Contract. The State may terminate this Contract and any sub-contract or sub-agreement if it is determined that payments, gratuities or offers of employment of any kind were offered or received by any officials, officers, employees or agents of the Contractor or Sub-Contractor.

7. Retroactive Payments: Notwithstanding anything to the contrary contained in the Contract or in any other document, contract or understanding, it is expressly understood and agreed by the parties hereto, that no payments will be made hereunder to reimburse the Contractor for costs incurred for any purpose or for any services provided to any individual prior to the Effective Date of the Contract and no payments shall be made for expenses incurred by the Contractor for any services provided prior to the date on which the individual applies for services or (except as otherwise provided by the federal regulations) prior to a determination that the individual is eligible for such services.

8. Conditions of Purchase: Notwithstanding anything to the contrary contained in the Contract, nothing herein contained shall be deemed to obligate or require the Department to purchase services hereunder at a rate which reimburses the Contractor in excess of the Contractor's costs, at a rate which exceeds the amounts reasonable and necessary to assure the quality of such service, or at a rate which exceeds the rate charged by the Contractor to ineligible individuals or other third party funders for such service. If at any time during the term of this Contract or after receipt of the Final Expenditure Report hereunder, the Department shall determine that the Contractor has used payments hereunder to reimburse items of expense other than such costs, or has received payment in excess of such costs or in excess of such rates charged by the Contractor to ineligible individuals or other third party funders, the Department may elect to:

8.1 Renegotiate the rates for payment hereunder, in which event new rates shall be established;

8.2 Deduct from any future payment to the Contractor the amount of any prior reimbursement in excess of costs;

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

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

9. Maintenance of Records: In addition to the eligibility records specified above, the Contractor covenants and agrees to maintain the following records during the Contract Period:

9.1 Fiscal Records: books, records, documents and other data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor during the Contract Period, said records to be maintained in accordance with accounting procedures and practices which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.

9.2 Statistical Records: Statistical, enrollment, attendance or visit records for each recipient of services during the Contract Period, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.

9.3 Medical Records: Where appropriate and as prescribed by the Department regulations, the Contractor shall retain medical records on each patient/recipient of services.

10. Audit: Contractor shall submit an annual audit to the Department within 60 days after the close of the Contractor fiscal year. It is recommended that the report be prepared in accordance with the provision of Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Non Profit Organizations" and the provisions of Standards for Audit of Governmental Organizations, Programs, Activities and Functions, issued by the US General Accounting Office (GAO standards) as they pertain to financial compliance audits.

10.1 Audit and Review: During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts.

10.2 Audit Liabilities: In addition to and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department, all payments made under the Contract to which exception has been taken or which have been disallowed because of such an exception.

11. Confidentiality of Records: All information, reports, and records maintained hereunder or collected in connection with the performance of the services and the Contract shall be confidential and shall not be disclosed by the Contractor, provided however, that pursuant to state laws and the regulations of the Department regarding the use and disclosure of such information, disclosure may be made to public officials requiring such information in connection with their official duties and for purposes directly connected to the administration of the services and the Contract; and provided further, that the use or disclosure by any party of any information concerning a recipient for any purpose not directly connected with the administration of the Department or the Contractor's responsibilities with respect to purchased services hereunder is prohibited except on written consent of the recipient, his attorney or guardian.

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

12. Reports: Fiscal and Statistical: The Contractor agrees to submit the following reports at the following times if requested by the Department.

12.1 Interim Financial Reports: Written interim financial reports containing a detailed description of all costs and non-allowable expenses incurred by the Contractor to the date of the report and containing such other information as shall be deemed satisfactory by the Department to justify the rate of payment hereunder. Such Financial Reports shall be submitted on the form designated by the Department or deemed satisfactory by the Department.

12.2 Final Report: A final report shall be submitted within thirty (30) days after the end of the term of this Contract. The Final Report shall be in a form satisfactory to the Department and shall contain a summary statement of progress toward goals and objectives stated in the Proposal and other information required by the Department.

13. Completion of Services: Disallowance of Costs: Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

14. Credits: All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement:

14.1 The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services.

15. Prior Approval and Copyright Ownership:

All materials (written, video, audio) produced or purchased under the contract shall have prior approval from DHHS before printing, production, distribution or use. The DHHS will retain copyright ownership for any and all original materials produced, including, but not limited to, brochures, resource directories, protocols or guidelines, posters, or reports. Contractor shall not reproduce any materials produced under the contract without prior written approval from DHHS.

16. Operation of Facilities: Compliance with Laws and Regulations: In the operation of any facilities for providing services, the Contractor shall comply with all laws, orders and regulations of federal, state, county and municipal authorities and with any direction of any Public Officer or officers pursuant to laws which shall impose an order or duty upon the contractor with respect to the operation of the facility or the provision of the services at such facility. If any governmental license or permit shall be required for the operation of the said facility or the performance of the said services, the Contractor will procure said license or permit, and will at all times comply with the terms and conditions of each such license or permit. In connection with the foregoing requirements, the Contractor hereby covenants and agrees that, during the term of this Contract the facilities shall comply with all rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and shall be in conformance with local building and zoning codes, by-laws and regulations.

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

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

- Evaluate the prospective subcontractor's ability to perform the activities, before delegating the function

- Have a written agreement with the subcontractor that specifies activities and reporting responsibilities and how sanctions/revocation will be managed if the subcontractor's performance is not adequate

Page ____ of ____

- Monitor the subcontractor's performance on an ongoing basis
- Provide to DHHS an annual schedule identifying all subcontractors, delegated functions and responsibilities, and when the subcontractor's performance will be reviewed
- DHHS shall review and approve all subcontracts.

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

SPECIAL PROVISIONS – DEFINITIONS

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

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

DEPARTMENT: NH Department of Health and Human Services.

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

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

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

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

NH Department of Health and Human Services

STANDARD EXHIBIT D

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

ALTERNATIVE I - FOR GRANTEEES OTHER THAN INDIVIDUALS

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

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

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

- (A) The grantee certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an ongoing drug-free awareness program to inform employees about
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

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

555 Auburn St., Manchester, NH 03103

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

Easter Seals New Hampshire, Inc.

From: 7/1/2013 To: 6/30/2015

(Contractor Name)

(Period Covered by this Certification)

Elin Treanor, CFO/COO

(Name & Title of Authorized Contractor Representative)



(Contractor Representative Signature)

3/20/2013

(Date)

Contractor Initials: ET
 Date: 3/20/2013

NH Department of Health and Human Services

STANDARD EXHIBIT E

CERTIFICATION REGARDING LOBBYING

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

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

Programs (indicate applicable program covered):

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

Contract Period: 7/1/13 through 6/30/15

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

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

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



(Contractor Representative Signature)

Elin Treanor, CFO/COO

(Authorized Contractor Representative Name & Title)

Easter Seals New Hampshire, Inc.

(Contractor Name)

3/10/2013

(Date)

Contractor Initials: 

Date: 3/10/2013

NH Department of Health and Human Services**STANDARD EXHIBIT F****CERTIFICATION REGARDING DEBARMENT, SUSPENSION
AND OTHER RESPONSIBILITY MATTERS**

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

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this proposal (contract) is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.
6. The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless _____ authorized _____ by _____ DHHS.

Contractor Initials: ETDate: 5/10/2013

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by DHHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, DHHS may terminate this transaction for cause or default.

PRIMARY COVERED TRANSACTIONS

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) have not within a three-year period preceding this proposal (contract) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or a contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal (contract).

Contractor Initials: ES

Date: 3/20/2013

LOWER TIER COVERED TRANSACTIONS

By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (b) where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).

The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

	Elin Treanor, CFO/COO
_____ (Contractor Representative Signature)	_____ (Authorized Contractor Representative Name & Title)
Easter Seals New Hampshire, Inc.	3/10/2013
_____ (Contractor Name)	_____ (Date)

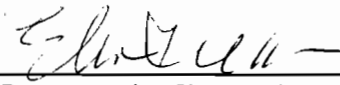
NH Department of Health and Human Services

STANDARD EXHIBIT G

CERTIFICATION REGARDING
THE AMERICANS WITH DISABILITIES ACT COMPLIANCE

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

1. By signing and submitting this proposal (contract) the Contractor agrees to make reasonable efforts to comply with all applicable provisions of the Americans with Disabilities Act of 1990.



(Contractor Representative Signature) Elin Treanor, CFO/COO

(Authorized Contractor Representative Name & Title)

Easter Seals New Hampshire, Inc. 3/10/2013

(Contractor Name) (Date)

NH Department of Health and Human Services

STANDARD EXHIBIT H

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

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

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

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



(Contractor Representative Signature)

Elin Treanor, CFO/COO

(Authorized Contractor Representative Name & Title)

Easter Seals New Hampshire, Inc.

(Contractor Name)

3/10/2013

(Date)

Contractor Initials: 

Date: 3/10/2013

NH Department of Health and Human Services

STANDARD EXHIBIT I
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT
BUSINESS ASSOCIATE AGREEMENT

The Contractor identified in Section 1.3 of the General Provisions of the Agreement agrees to comply with the Health Insurance Portability and Accountability Act, Public Law 104-191 and with the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160 and 164 and those parts of the HITECH Act applicable to business associates. As defined herein, "Business Associate" shall mean the Contractor and subcontractors and agents of the Contractor that receive, use or have access to protected health information under this Agreement and "Covered Entity" shall mean the State of New Hampshire, Department of Health and Human Services.

BUSINESS ASSOCIATE AGREEMENT

(1) Definitions.

- a. "Breach" shall have the same meaning as the term "Breach" in Title XXX, Subtitle D. Sec. 13400.
- b. "Business Associate" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- c. "Covered Entity" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. "Designated Record Set" shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- e. "Data Aggregation" shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- f. "Health Care Operations" shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- g. "HITECH Act" means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164.
- i. "Individual" shall have the same meaning as the term "individual" in 45 CFR Section 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.

- k. "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR Section 164.501, limited to the information created or received by Business Associate from or on behalf of Covered Entity.
- l. "Required by Law" shall have the same meaning as the term "required by law" in 45 CFR Section 164.501.
- m. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- n. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C, and amendments thereto.
- o. "Unsecured Protected Health Information" means protected health information that is not secured by a technology standard that renders protected health information unusable, unreasonable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.
- p. Other Definitions - All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH Act.

(2) Use and Disclosure of Protected Health Information.

- a. Business Associate shall not use, disclose, maintain or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under Exhibit A of the Agreement. Further, the Business Associate shall not, and shall ensure that its directors, officers, employees and agents, do not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
- b. Business Associate may use or disclose PHI:
 - I. For the proper management and administration of the Business Associate;
 - II. As required by law, pursuant to the terms set forth in paragraph d. below; or
 - III. For data aggregation purposes for the health care operations of Covered Entity.
- c. To the extent Business Associate is permitted under the Agreement to disclose PHI to a third party, Business Associate must obtain, prior to making any such disclosure, (i) reasonable assurances from the third party that such PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party; and (ii) an agreement from such third party to notify Business Associate, in accordance with the HITECH Act, Subtitle D, Part 1, Sec. 13402 of any breaches of the confidentiality of the PHI, to the extent it has obtained knowledge of such breach.
- d. The Business Associate shall not, unless such disclosure is reasonably necessary to provide services under Exhibit A of the Agreement, disclose any PHI in response to a request for disclosure on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity has an opportunity to object to the disclosure and to seek appropriate relief. If Covered Entity objects to such disclosure, the Business Associate shall refrain from disclosing the PHI until Covered Entity has exhausted all remedies.

- e. If the Covered Entity notifies the Business Associate that Covered Entity has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Business Associate shall be bound by such additional restrictions and shall not disclose PHI in violation of such additional restrictions and shall abide by any additional security safeguards.

(3) Obligations and Activities of Business Associate.

- a. Business Associate shall report to the designated Privacy Officer of Covered Entity, in writing, any use or disclosure of PHI in violation of the Agreement, including any security incident involving Covered Entity data, in accordance with the HITECH Act, Subtitle D, Part 1, Sec. 13402.
- b. The Business Associate shall comply with all sections of the Privacy and Security Rule as set forth in, the HITECH Act, Subtitle D, Part 1, Sec. 13401 and Sec.13404.
- c. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.
- d. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section (3)b and (3)k herein. The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI pursuant to this Agreement, with rights of enforcement and indemnification from such business associates who shall be governed by standard provision #13 of this Agreement for the purpose of use and disclosure of protected health information.
- e. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.
- f. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
- g. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.

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

(4) Obligations of Covered Entity

- a. Covered Entity shall notify Business Associate of any changes or limitation(s) in its Notice of Privacy Practices provided to individuals in accordance with 45 CFR Section 164.520, to the extent that such change or limitation may affect Business Associate's use or disclosure of PHI.
- b. Covered Entity shall promptly notify Business Associate of any changes in, or revocation of permission provided to Covered Entity by individuals whose PHI may be used or disclosed by Business Associate under this Agreement, pursuant to 45 CFR Section 164.506 or 45 CFR Section 164.508.
- c. Covered entity shall promptly notify Business Associate of any restrictions on the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

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

MA DHHS / DCYF
The State Agency Name

Easter Seals New Hampshire, Inc.
Name of the Contractor

Maggie Bishop (CREO)
Signature of Authorized Representative

Elin Treanor
Signature of Authorized Representative

MAGGIE BISHOP
Name of Authorized Representative

Elin Treanor
Name of Authorized Representative

Director - DCYF
Title of Authorized Representative

CFO/COO
Title of Authorized Representative

03/22/2013
Date

3/20/2013
Date

NH Department of Health and Human Services

STANDARD EXHIBIT J

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

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

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

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

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

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

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



Elin Treanor, CFO/COO

(Contractor Representative Signature)

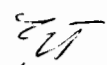
(Authorized Contractor Representative Name & Title)

Easter Seals New Hampshire, Inc.

3/12/2015

(Contractor Name)

(Date)

Contractor initials: 

Date: 3/10/2013

Page # _____ of Page # _____

NH Department of Health and Human Services

STANDARD EXHIBIT J

FORM A

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

1. The DUNS number for your entity is: 08-557-3467

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

X NO

_____ YES

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

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

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

_____ NO

_____ YES

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

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

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

Name: _____

Amount: _____

Name: _____

Amount: _____

Name: _____

Amount: _____

Name: _____

Amount: _____

Name: _____

Amount: _____

Contractor initials: ET

Date: 3/20/2013

Page # _____ of Page # _____

**Easter Seals New Hampshire, Inc.
and Subsidiaries**

Consolidated Financial Statements and
Other Financial Information

*Years Ended August 31, 2012 and 2011
With Independent Auditors' Report*

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

**CONSOLIDATED FINANCIAL STATEMENTS AND
OTHER FINANCIAL INFORMATION**

For the Years Ended August 31, 2012 and 2011

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BAKER NEWMAN NOYES

INDEPENDENT AUDITORS' REPORT

The Board of Directors
Easter Seals New Hampshire, Inc. and Subsidiaries

We have audited the accompanying consolidated statements of financial position of Easter Seals New Hampshire, Inc. and Subsidiaries (Easter Seals NH) as of August 31, 2012 and 2011, and the related consolidated statements of activities and changes in net assets, functional expenses and cash flows for the years then ended. These consolidated financial statements are the responsibility of Easter Seals NH's management. Our responsibility is to express an opinion on these consolidated financial statements based on our audits.

We conducted our audits 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 consolidated financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Easter Seals NH's internal control over financial reporting. Accordingly, we express no such opinion. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the consolidated financial position of Easter Seals New Hampshire, Inc. and Subsidiaries as of August 31, 2012 and 2011, and the consolidated changes in their net assets and their cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 12, 2012 on our consideration of Easter Seals New Hampshire, Inc. and Subsidiaries' internal control over financial reporting and 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 the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The Board of Directors
Easter Seals New Hampshire, Inc. and Subsidiaries

Our audits were conducted for the purpose of forming an opinion on the consolidated financial statements taken as a whole. The consolidating information identified in the contents is presented for purposes of additional analysis, rather than to present the financial position and changes in net assets of the individual entities, and is not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The consolidating information has been subjected to the auditing procedures applied in the audits of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the consolidating information is fairly stated in all material respects in relation to the consolidated financial statements as a whole.

Manchester, New Hampshire
December 12, 2012

Baker Nauman & Noyes
Limited Liability Company

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

CONSOLIDATED STATEMENTS OF FINANCIAL POSITION

August 31, 2012 and 2011

	<u>2012</u>	<u>2011</u>
<u>ASSETS</u>		
Current assets:		
Cash and cash equivalents	\$ 4,402,187	\$ 5,017,529
Accounts receivable from affiliates	441,980	223,162
Program and other accounts receivable, less contractual allowance of \$131,500 in 2012 and \$219,900 in 2011, and allowance for doubtful accounts of \$395,000 in 2012 and \$1,041,500 in 2011	9,321,570	10,226,883
Contributions receivable, less allowance for doubtful accounts of \$25,000 in 2012 and \$25,600 in 2011	491,729	319,711
Current portion of assets limited as to use	458,005	842,144
Prepaid expenses and other current assets	<u>1,304,173</u>	<u>1,074,366</u>
Total current assets	16,419,644	17,703,795
Assets limited as to use, net of current portion	5,017,773	5,799,466
Fixed assets, net	25,132,481	25,368,864
Property held for sale	910,171	505,256
Bond issuance costs, net	254,390	290,808
Investments, at fair value	13,005,757	11,811,775
Beneficial interest in trusts held by others and other assets	<u>6,620,011</u>	<u>5,252,717</u>
	<u>\$67,360,227</u>	<u>\$66,732,681</u>
<u>LIABILITIES AND NET ASSETS</u>		
Current liabilities:		
Lines of credit	\$ 1,982,604	\$ 648,463
Accounts payable	2,630,935	3,613,387
Accrued expenses	4,362,192	3,731,257
Accounts payable to affiliates	-	314,557
Rate reserves	435,008	1,091,579
Current portion of deferred revenue	1,757,283	1,374,854
Current portion of interest rate swap agreements	734,470	726,083
Current portion of long-term debt	<u>746,716</u>	<u>774,891</u>
Total current liabilities	12,649,208	12,275,071
Deferred revenue, net of current portion	3,778,487	3,867,560
Other liabilities	1,168,659	1,151,944
Interest rate swap agreements, less current portion	4,401,508	3,315,362
Long-term debt, less current portion	<u>22,923,934</u>	<u>24,530,741</u>
Total liabilities	44,921,796	45,140,678
Net assets:		
Unrestricted	11,937,759	11,503,651
Temporarily restricted	598,750	594,327
Permanently restricted	<u>9,901,922</u>	<u>9,494,025</u>
Total net assets	<u>22,438,431</u>	<u>21,592,003</u>
	<u>\$67,360,227</u>	<u>\$66,732,681</u>

See accompanying notes.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

CONSOLIDATED STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

Year Ended August 31, 2012

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Public support and revenue:				
Public support:				
Contributions	\$ 1,529,794	\$ 370,723	\$ 62,323	\$ 1,962,840
Special events, net of related direct costs of \$618,599	1,114,326	71,451	–	1,185,777
Annual campaigns, net of related direct costs of \$79,441	445,604	32,367	–	477,971
Bequests	127,761	–	–	127,761
Net assets released from restrictions	<u>482,671</u>	<u>(482,671)</u>	<u>–</u>	<u>–</u>
Total public support	3,700,156	(8,130)	62,323	3,754,349
Revenue:				
Fees and grants from governmental agencies	64,356,494	–	–	64,356,494
Other fees and grants	26,783,639	–	–	26,783,639
Sales to public	4,057,412	–	–	4,057,412
Dividend and interest income	680,465	3,635	–	684,100
Rental income	140,373	–	–	140,373
Other	<u>642,262</u>	<u>–</u>	<u>–</u>	<u>642,262</u>
Total revenue	<u>96,660,645</u>	<u>3,635</u>	<u>–</u>	<u>96,664,280</u>
Total public support and revenue	100,360,801	(4,495)	62,323	100,418,629
Operating expenses:				
Program services:				
Public health education	595,634	–	–	595,634
Professional education	22,251	–	–	22,251
Direct services	<u>88,415,347</u>	<u>–</u>	<u>–</u>	<u>88,415,347</u>
Total program services	89,033,232	–	–	89,033,232
Supporting services:				
Management and general	8,700,472	–	–	8,700,472
Fundraising	<u>1,882,355</u>	<u>–</u>	<u>–</u>	<u>1,882,355</u>
Total supporting services	<u>10,582,827</u>	<u>–</u>	<u>–</u>	<u>10,582,827</u>
Total functional expenses	99,616,059	–	–	99,616,059
Support of National programs	<u>134,887</u>	<u>–</u>	<u>–</u>	<u>134,887</u>
Total operating expenses	<u>99,750,946</u>	<u>–</u>	<u>–</u>	<u>99,750,946</u>
Increase (decrease) in net assets from operations	609,855	(4,495)	62,323	667,683

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

CONSOLIDATED STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS (CONTINUED)

Year Ended August 31, 2012

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Other nonoperating expenses, gains and losses:				
Change in fair value of interest rate swaps	\$ (1,262,396)	\$ —	\$ —	\$ (1,262,396)
Net unrealized and realized gains on investments	562,646	6,681	—	569,327
Increase in fair value of beneficial interest in trusts held by others	—	—	345,574	345,574
Gain on sales and disposals of property, plant and equipment	<u>4,442</u>	<u>—</u>	<u>—</u>	<u>4,442</u>
	<u>(695,308)</u>	<u>6,681</u>	<u>345,574</u>	<u>(343,053)</u>
 (Decrease) increase in net assets before effects of discontinued operations	 (85,453)	 2,186	 407,897	 324,630
 Gain from discontinued operations	 <u>519,561</u>	 <u>2,237</u>	 <u>—</u>	 <u>521,798</u>
 Total increase in net assets	 434,108	 4,423	 407,897	 846,428
 Net assets at beginning of year	 <u>11,503,651</u>	 <u>594,327</u>	 <u>9,494,025</u>	 <u>21,592,003</u>
 Net assets at end of year	 <u>\$ 11,937,759</u>	 <u>\$ 598,750</u>	 <u>\$ 9,901,922</u>	 <u>\$ 22,438,431</u>

See accompanying notes.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

CONSOLIDATED STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

Year Ended August 31, 2011

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Public support and revenue:				
Public support:				
Contributions	\$ 963,732	\$ 455,661	\$ 22,145	\$ 1,441,538
Special events, net of related direct costs of \$481,329	1,105,477	81,197	—	1,186,674
Annual campaigns, net of related direct costs of \$69,773	477,678	52,524	—	530,202
Bequests	73,533	—	—	73,533
Net assets released from restrictions	<u>1,113,409</u>	<u>(1,113,409)</u>	<u>—</u>	<u>—</u>
Total public support	3,733,829	(524,027)	22,145	3,231,947
Revenue:				
Fees and grants from governmental agencies	56,865,518	—	—	56,865,518
Other fees and grants	29,698,053	—	—	29,698,053
Start-up programs	161,178	—	—	161,178
Sales to public	3,610,166	—	—	3,610,166
Dividend and interest income	620,764	2,157	—	622,921
Rental income	141,855	—	—	141,855
Other	<u>542,808</u>	<u>—</u>	<u>—</u>	<u>542,808</u>
Total revenue	<u>91,640,342</u>	<u>2,157</u>	<u>—</u>	<u>91,642,499</u>
Total public support and revenue	95,374,171	(521,870)	22,145	94,874,446
Operating expenses:				
Program services:				
Public health education	622,395	—	—	622,395
Professional education	22,136	—	—	22,136
Program start-up	595,904	—	—	595,904
Direct services	<u>82,245,658</u>	<u>—</u>	<u>—</u>	<u>82,245,658</u>
Total program services	83,486,093	—	—	83,486,093
Supporting services:				
Management and general	8,586,344	—	—	8,586,344
Fundraising	<u>1,853,986</u>	<u>—</u>	<u>—</u>	<u>1,853,986</u>
Total supporting services	<u>10,440,330</u>	<u>—</u>	<u>—</u>	<u>10,440,330</u>
Total functional expenses	93,926,423	—	—	93,926,423
Support of National programs	<u>123,151</u>	<u>—</u>	<u>—</u>	<u>123,151</u>
Total operating expenses	<u>94,049,574</u>	<u>—</u>	<u>—</u>	<u>94,049,574</u>
Increase (decrease) in net assets from operations	1,324,597	(521,870)	22,145	824,872

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

CONSOLIDATED STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS (CONTINUED)

Year Ended August 31, 2011

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Other nonoperating expenses, gains and losses:				
Change in fair value of interest rate swaps	\$ (693,108)	\$ —	\$ —	\$ (693,108)
Net unrealized and realized gains on investments	386,226	556,612	—	942,838
Increase in fair value of beneficial interest in trusts held by others	—	—	292,764	292,764
Gain on sales and disposals of property, plant and equipment	<u>200,277</u>	<u>—</u>	<u>—</u>	<u>200,277</u>
	<u>(106,605)</u>	<u>556,612</u>	<u>292,764</u>	<u>742,771</u>
Increase in net assets before effects of discontinued operations	1,217,992	34,742	314,909	1,567,643
Loss from discontinued operations	<u>(699,038)</u>	<u>1,795</u>	<u>—</u>	<u>(697,243)</u>
Total increase in net assets	518,954	36,537	314,909	870,400
Net assets at beginning of year	<u>10,984,697</u>	<u>557,790</u>	<u>9,179,116</u>	<u>20,721,603</u>
Net assets at end of year	<u>\$ 11,503,651</u>	<u>\$ 594,327</u>	<u>\$ 9,494,025</u>	<u>\$ 21,592,003</u>

See accompanying notes.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES

Year Ended August 31, 2012

	Program Services ⁽¹⁾			Supporting Services ⁽¹⁾			Total Program ⁽¹⁾ and Supporting Services Expenses	
	Public Health Education	Profes- sional Education	Direct Services	Total	Manage- ment and General	Fund- Raising	2012	2011
Salaries and related expenses	\$410,255	\$ -	\$66,615,399	\$67,025,654	\$5,325,167	\$1,484,914	\$73,835,735	\$68,238,467
Professional fees	28,453	-	7,912,975	7,941,428	1,805,957	147,870	9,895,255	10,326,930
Supplies	19,338	-	2,644,802	2,664,140	75,986	28,736	2,768,862	2,664,523
Telephone	4,481	-	555,203	559,684	279,767	17,335	856,786	780,913
Postage and shipping	8,989	-	61,909	70,898	57,279	7,557	135,734	151,684
Occupancy	13,215	-	3,673,690	3,686,905	351,611	74,429	4,112,945	3,841,843
Outside printing, artwork and media	30,200	-	48,232	78,432	8,812	33,907	121,151	160,075
Travel	12,938	-	2,609,811	2,622,749	41,212	42,002	2,705,963	2,539,798
Conventions and meetings	43,700	22,251	240,350	306,301	57,522	31,564	395,387	544,211
Specific assistance to individuals	159	-	905,881	906,040	7,200	971	914,211	945,800
Dues and subscriptions	1,043	-	29,604	30,647	9,711	5,024	45,382	32,917
Minor equipment purchases and equipment rental	5,237	-	288,348	293,585	398,836	3,016	695,437	624,632
Ads, fees and miscellaneous	17,164	-	186,451	203,615	(147,690)	1,135	57,060	146,005
Interest	-	-	993,214	993,214	230,351	-	1,223,565	968,663
Bad debt provision	-	-	44,571	44,571	-	1,773	46,344	320,170
Depreciation and amortization	462	-	1,604,907	1,605,369	198,751	2,122	1,806,242	1,639,792
	<u>\$595,634</u>	<u>\$22,251</u>	<u>\$88,415,347</u>	<u>\$89,033,232</u>	<u>\$8,700,472</u>	<u>\$1,882,355</u>	<u>\$99,616,059</u>	<u>\$93,926,423</u>
	0.60%	0.02%	88.76%	89.38%	8.73%	1.89%	100.00%	100.00%

⁽¹⁾ Excludes expenses related to discontinued operations – see note 13.

See accompanying notes.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES

Year Ended August 31, 2011

	Program Services ⁽²⁾			Supporting Services ⁽²⁾			Total Program ⁽²⁾ and Supporting Services Expenses
	Public Health Education	Profes- sional Education	Direct Services ⁽¹⁾	Total	Manage- ment and General	Fund- Raising	Total
Salaries and related expenses	\$372,229	\$ -	\$61,537,327	\$61,909,556	\$4,931,782	\$1,397,129	\$ 6,328,911
Professional fees	74,182	-	8,096,596	8,170,778	2,036,263	119,889	2,156,152
Supplies	18,991	-	2,547,508	2,566,499	72,394	25,630	98,024
Telephone	4,534	-	525,740	530,274	234,923	15,716	250,639
Postage and shipping	9,392	-	66,348	75,740	58,662	17,282	75,944
Occupancy	13,863	-	3,406,398	3,420,261	332,807	88,775	421,582
Outside printing, artwork and media	33,078	-	71,082	104,160	12,126	43,789	55,915
Travel	16,463	-	2,425,088	2,441,551	46,914	51,333	98,247
Conventions and meetings	56,100	22,136	330,725	408,961	83,336	51,914	135,250
Specific assistance to individuals	-	-	939,437	939,437	6,363	-	6,363
Dues and subscriptions	203	-	20,309	20,512	8,290	4,115	12,405
Minor equipment purchases and equipment rental	3,055	-	371,333	374,388	243,127	7,117	250,244
Ads, fees and miscellaneous	17,765	-	115,084	132,849	11,537	1,619	13,156
Interest	-	-	770,298	770,298	198,365	-	198,365
Bad debt provision	2,100	-	289,968	292,068	-	28,102	28,102
Depreciation and amortization	440	-	1,328,321	1,328,761	309,455	1,576	311,031
	<u>\$622,395</u>	<u>\$22,136</u>	<u>\$82,841,562</u>	<u>\$83,486,093</u>	<u>\$8,586,344</u>	<u>\$1,853,986</u>	<u>\$10,440,330</u>
	0.66%	0.02%	88.20%	88.88%	9.15%	1.97%	11.12%
							100.00%

⁽¹⁾ Includes program start-up expenses.

⁽²⁾ Excludes expenses related to discontinued operations – see note 13.

See accompanying notes.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

CONSOLIDATED STATEMENTS OF CASH FLOWS

Years Ended August 31, 2012 and 2011

	<u>2012</u>	<u>2011</u>
Cash flows from operating activities:		
Increase in net assets	\$ 846,428	\$ 870,400
Adjustments to reconcile increase in net assets to net cash (used) provided by operating activities:		
Depreciation and amortization	1,897,233	1,827,293
Bad debt provision	46,344	404,756
Increase in beneficial interest in trusts held by others	(345,574)	(292,764)
Gain on sales and disposals of property, plant and equipment and property held for sale	(2,024,351)	(135,268)
Change in fair value of interest rate swaps	1,254,211	678,470
Net unrealized and realized gains on investments	(569,327)	(943,568)
Changes in operating assets and liabilities:		
Accounts receivable from affiliates	(218,818)	319,917
Program and other accounts receivable	858,969	675,629
Contributions receivable	(172,018)	(64,208)
Prepaid expenses and other current assets	(203,018)	(207,610)
Other assets	(723,547)	—
Accounts payable and accrued expenses	(405,642)	942,895
Accounts payable to affiliates	(314,557)	314,557
Rate reserve	(656,571)	207,970
Deferred revenue	(938,226)	(1,132,800)
Other liabilities	<u>16,715</u>	<u>238,967</u>
Net cash (used) provided by operating activities	(1,651,749)	3,704,636
Cash flows from investing activities:		
Purchases of property, plant and equipment	(1,794,331)	(5,668,528)
Proceeds from sale of property, plant and equipment and property held for sale	3,034,938	1,280,638
Cash provided by acquisition	227,830	—
Increase in investments, net	(624,655)	(1,049,731)
Change in assets limited as to use	<u>1,165,832</u>	<u>(900,963)</u>
Net cash provided (used) in investing activities	2,009,614	(6,338,584)
Cash flows from financing activities:		
Repayment of long-term debt	(2,508,652)	(1,606,999)
Issuance of long-term debt	360,982	5,391,471
Payment for termination of interest rate swap	(159,678)	—
Repayments on lines of credit	(26,040,436)	(17,928,961)
Borrowings on lines of credit	27,374,577	17,987,920
Bond issuance costs	<u>—</u>	<u>(196,969)</u>
Net cash (used) provided by financing activities	<u>(973,207)</u>	<u>3,646,462</u>
(Decrease) increase in cash and cash equivalents	(615,342)	1,012,514
Cash and cash equivalents, beginning of year	<u>5,017,529</u>	<u>4,005,015</u>
Cash and cash equivalents, end of year	<u>\$ 4,402,187</u>	<u>\$ 5,017,529</u>

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES
CONSOLIDATED STATEMENTS OF CASH FLOWS (CONTINUED)

August 31, 2012 and 2011

	<u>2012</u>	<u>2011</u>
Supplemental disclosure of cash flow information:		
Interest paid, net of capitalized interest of approximately \$104,000 in 2011 (none in 2012)	<u>\$ 1,225,000</u>	<u>\$ 1,068,000</u>

During 2012 and 2011, Easter Seals NH transferred property with a net carrying value of \$1,513,272 and \$50,883, respectively, from fixed assets to property held for sale. Additionally, Easter Seals NH sold property held for sale with a net carrying value of \$1,108,357 in 2012 (see note 13). During 2012, Easter Seals NH received a donated building with an estimated fair value of \$1,100,000, which has been recorded as deferred revenue (see note 5). See also acquisition described in note 12.

See accompanying notes.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2012 and 2011

1. Corporate Organization and Purpose

Easter Seals New Hampshire, Inc. and Subsidiaries (Easter Seals NH) consists of eleven separate nonprofit entities: Easter Seals New Hampshire, Inc. (parent and service corporation); Easter Seals New York, Inc. (Easter Seals NY); Easter Seals Maine, Inc. (Easter Seals ME); Easter Seals Rhode Island, Inc. (Easter Seals RI); Agency Realty, Inc. (real estate corporation); The Harbor Schools Incorporated (Harbor Schools); Manchester Alcoholism Rehabilitation Center; Special Transit Service, Inc. (transportation corporation); Webster Place, Inc. (Webster Place), which was acquired in 2012 – see note 12; Easter Seals Connecticut, Inc. (Easter Seals CT); and Easter Seals Vermont, Inc. (Easter Seals VT). Easter Seals New Hampshire, Inc. is the sole member of each subsidiary. Easter Seals NH is affiliated with Easter Seals, Inc. (the national headquarters for the organization).

On January 25, 2012, the Board of Directors of Easter Seals New Hampshire, Inc. voted to close Harbor Schools and cease all operations of this subsidiary, and also voted to approve discontinuing the group home and special education programs in Rutland, Vermont (see note 13).

Easter Seals NH's purpose is to provide (1) programs and services for people with disabilities and other special needs, (2) assistance to people with disabilities and their families, (3) assistance to communities in identifying and developing needed services for residents, and (4) a climate of acceptance for people with disabilities and other special needs which will enable them to contribute to the well-being of the community. Easter Seals NH operates programs throughout New Hampshire, New York, Maine, Massachusetts (prior to the closure of Harbor Schools), Rhode Island, Vermont and Connecticut.

Prior to April 26, 2011, Fernclif Housing Development Fund Company, Inc. (Fernclif) was an entity affiliated with Easter Seals NY; however, the accounts of Fernclif are not included in the accompanying consolidated financial statements as Fernclif has separate reporting requirements to various federal and state agencies, and is required to maintain its separate accounts. Effective April 26, 2011, the Board of Directors of Easter Seals NY resolved to transfer, for no consideration, all membership interests in Fernclif to an unrelated not-for-profit organization.

In December 2010, Easter Seals NY issued the Series 2010 Bonds described in note 8 to finance the acquisition of certain property located in Irondequoit, New York, provide for improvements to a school building and an existing rehabilitation facility, and construct two residential rehabilitation facilities. The start-up programs at this location began operations in August of 2011, and start-up program revenues and operating expenses approximated \$161,000 and \$596,000, respectively, for the year ended August 31, 2011. Easter Seals NY ceased classifying revenues and operating expenses relating to these programs as start-up revenues and expenses on August 31, 2011. Revenues and operating expenses relating to these programs after August 31, 2011 have been included within other revenue and operating expense classifications on the accompanying consolidated statement of activities and changes in net assets for the year ended August 31, 2012, and approximated \$5,372,000 and \$5,027,000, respectively.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2012 and 2011

2. Summary of Significant Accounting Policies

Principles of Consolidation

The consolidated financial statements include the accounts of Easter Seals New Hampshire, Inc. and the subsidiaries of which it is the sole member. Significant intercompany accounts and transactions have been eliminated in consolidation.

Cash and Cash Equivalents

Easter Seals NH considers all highly liquid securities purchased with an original maturity of 90 days or less to be cash equivalents. Cash equivalents consist of cash, overnight repurchase agreements and money market funds, excluding assets limited as to use.

Management has implemented a practice to establish cash reserves on hand. Approximately \$2,277,000 and \$2,152,000 of cash and cash equivalents, and approximately \$2,070,000 and \$1,689,000 of investments were on-hand under this practice as of August 31, 2012 and 2011, respectively.

Assets Limited as to Use and Investments

Assets limited as to use consists of cash and cash equivalents, short-term certificates of deposit with original maturities greater than 90 days, but less than one year, and investments. Investments are stated at fair value. Realized gains and losses on investments are computed on a specific identification basis. The changes in net unrealized and realized gains and losses on investments are recorded in other nonoperating expenses, gains and losses in the accompanying consolidated statements of activities and changes in net assets. Donated securities are stated at fair value determined at the date of donation.

Beneficial Interest in Trusts

Easter Seals NH is the beneficiary of several trusts held by others. Easter Seals NH has recorded as an asset the fair value of its interest in the trusts and such amount is included in permanently restricted net assets, based on the underlying donor stipulations. The change in the interest due to fair value change is recorded within other nonoperating expenses, gains and losses as permanently restricted activity.

Fixed Assets

Fixed assets are recorded at cost less accumulated depreciation and amortization. Expenditures for maintenance and repairs are charged to expense as incurred, and expenditures for major renovations are capitalized. Depreciation is computed on the straight-line method over the estimated useful lives of the underlying assets.

Fixed assets obtained by Easter Seals NH as a result of acquisitions on or after September 1, 2011 are recorded at estimated fair value as of the date of the acquisition in accordance with generally accepted accounting principles guidance for acquisitions by a not-for-profit entity.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2012 and 2011

2. Summary of Significant Accounting Policies (Continued)

Donated property and equipment not subject to donor stipulated conditions is recorded at fair value at the date of donation. If donors stipulate how long the assets must be used, the contributions are recorded as restricted support or, if significant uncertainties exist, as deferred revenue pending resolution of the uncertainties. In the absence of such stipulations, contributions of property and equipment are recorded as unrestricted support. See also note 5.

Property held for sale is recorded at the lower of net realizable value or carrying value.

Intangible Assets and Long-Lived Assets

Accounting rules require that intangible assets with estimable or determinable useful lives be amortized over their respective estimated useful lives to their estimated residual values, and be reviewed by management for impairment. Based on management's assessments, there is no impairment of intangible assets at August 31, 2012. Intangible assets at August 31, 2012 consist of a patient list obtained in the acquisition of Webster Place (see note 12).

Expected amortization of intangible assets through the end of their useful lives is as follows:

2013	\$ 33,130
2014	33,130
2015	33,130
2016	33,130
2017	33,130
Thereafter	<u>132,523</u>
	<u>\$298,173</u>

When there is an indication of impairment, management considers whether long-lived assets are impaired by comparing gross future undiscounted cash flows expected to be generated from utilizing the assets to their carrying amounts. If cash flows are not sufficient to recover the carrying amount of the assets, an impairment has occurred and the assets are written down to their fair value. Significant estimates and assumptions are required to be made by management in order to evaluate possible impairment.

Based on current facts, estimates and assumptions, management believes that no long-lived assets were impaired at August 31, 2012 and 2011.

Bond Issuance Costs

Bond issuance costs are being amortized by the straight-line method over the repayment period of the related bonds, or the expected time until the next refinancing, whichever is shorter. Amortization expense recognized during 2012 and 2011 was \$36,418 and \$14,009, respectively.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2012 and 2011

2. Summary of Significant Accounting Policies (Continued)

Revenue Recognition

Revenue generated from services provided to the public is reported at the estimated net realizable amounts from clients, third-party payors and others based upon approved rates as services are rendered. A significant portion of Easter Seals NH's revenues are derived through arrangements with third-party payors. As such, Easter Seals NH is dependent on these payors in order to carry out its operating activities. There is at least a reasonable possibility that recorded estimates could change by a material amount in the near term. Differences between amounts previously estimated and amounts subsequently determined to be recoverable or payable are included in other fees and grants in the year that such amounts become known. Easter Seals NH has established rate reserves of \$435,008 and \$1,091,579 at August 31, 2012 and 2011, respectively, for differences between rates previously estimated and amounts which will be either recoverable or payable to third-party payors based upon actual rates approved by third-parties. The differences between amounts previously estimated and amounts subsequently determined to be recoverable from third-party payors did not significantly affect revenue in 2012 or 2011.

Revenues are recognized as earned, or attributable to the period in which specific terms of the funding agreement are satisfied, and to the extent that expenses have been incurred for the purposes specified by the funding source. Revenue balances in excess of the foregoing amounts are accounted for as deferred revenue until any restrictions are met or allowable expenditures are incurred.

The allowance for doubtful accounts is provided based on an analysis by management of the collectibility of outstanding balances. Management considers the age of outstanding balances and past collection efforts in determining the allowance for doubtful accounts. Accounts are charged against the allowance for doubtful accounts when deemed uncollectible.

Unconditional contributions are recognized when pledged.

Advertising

Easter Seals NH's policy is to expense advertising costs as incurred.

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis in the accompanying consolidated statements of activities and changes in net assets. Accordingly, certain costs have been allocated among the programs and supporting services based mainly on time records and estimates made by Easter Seals NH's management.

Charity Care (Unaudited)

Easter Seals NH has a formal charity care policy under which program fees are subsidized as determined by the Board of Directors. Free and subsidized services are rendered in accordance with decisions made by the Board of Directors and, at established charges, amounted to approximately \$5,979,000 and \$6,445,000 for the years ended August 31, 2012 and 2011, respectively.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2012 and 2011

2. Summary of Significant Accounting Policies (Continued)

Income Taxes

Easter Seals New Hampshire, Inc., Easter Seals NY, Easter Seals ME, Easter Seals VT, Easter Seals Rhode Island, Harbor Schools, Webster Place, Manchester Alcoholism Rehabilitation Center, Easter Seals CT and Special Transit Services, Inc. are exempt from both federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code and, for Easter Seals NY of the Not-for-Profit Corporation Law of the State of New York. Agency Realty, Inc. received a determination letter from the Internal Revenue Service stating that it qualifies for tax-exempt status under Section 501(c)(2) of the Internal Revenue Code.

Tax-exempt organizations could be required to record an obligation for income taxes as the result of a tax position historically taken on various tax exposure items including unrelated business income or tax status. In accordance with accounting principles generally accepted in the United States of America, assets and liabilities are established for uncertain tax positions taken or positions expected to be taken in income tax returns when such positions are judged to not meet the "more-likely-than-not" threshold, based upon the technical merits of the position.

Management has evaluated tax positions taken by Easter Seals New Hampshire, Inc. and its subsidiaries on their respective filed tax returns and concluded that the organizations have maintained their tax-exempt status, do not have any significant unrelated business income, and have taken no uncertain tax positions that require adjustment to or disclosure in the accompanying consolidated financial statements. Easter Seals New Hampshire, Inc. and its subsidiaries are no longer subject to income tax examinations by the federal or state tax authorities for years prior to 2009.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements. Estimates also affect the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Derivatives and Hedging Activities

Accounting guidance requires that Easter Seals NH record as an asset or liability the fair value of the interest rate swap agreements described in note 8. Easter Seals NH is exposed to repayment loss equal to the net amounts receivable under the swap agreements (not the notional amount) in the event of nonperformance of the other party to the swap agreements. However, Easter Seals NH does not anticipate nonperformance and does not obtain collateral from the other party.

As of August 31, 2012 and 2011, Easter Seals NH had recognized a liability of \$5,135,978 and \$4,041,445, respectively, as a result of the interest rate swap agreements discussed in note 8. As a result of changes in the fair value of these derivative financial instruments and excluding a termination payment related to one swap agreement of \$159,678 in 2012 (see note 8), Easter Seals NH recognized a decrease in net assets of \$1,254,211 and \$678,470 (including increases in net assets of \$8,185 and \$14,638, respectively, included in discontinued operations) related to swap agreements for the years ended August 31, 2012 and 2011, respectively.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2012 and 2011

2. Summary of Significant Accounting Policies (Continued)

Increase (Decrease) in Net Assets from Operations

For purposes of display, transactions deemed by management to be ongoing, major or central to the provision of services are reported as revenue and expenses that comprise the increase (decrease) in net assets from operations. The primary transactions reported as other nonoperating expenses, gains and losses include the adjustment to fair value of interest rate swaps, the increase in the fair value of beneficial interest in trusts held by others, gains and losses on sales and disposals of property, plant and equipment, and net realized and unrealized gains and losses on investments.

Reclassifications

Certain amounts in the 2011 consolidated financial statements have been reclassified to conform to the 2012 presentation.

Subsequent Events

Events occurring after the statement of financial position date are evaluated by management to determine whether such events should be recognized or disclosed in the consolidated financial statements. Management has evaluated events occurring between the end of Easter Seals NH's fiscal year end and December 12, 2012, the date these consolidated financial statements were available to be issued.

Recently Issued Accounting Pronouncements

In May 2011, the Financial Accounting Standards Board issued Accounting Standards Update 2011-04, *Amendments to Achieve Common Fair Value Measurements and Disclosure Requirements in U.S. GAAP and IFRSs* (ASU 2011-04). ASU 2011-04 amended Accounting Standards Codification (ASC) 820, *Fair Value Measurements and Disclosures*, to converge the fair value measurement guidance in U.S. generally accepted accounting principles (GAAP) and International Financial Reporting Standards (IFRSs). Some of the amendments clarify the application of existing fair value measurements, while other amendments change a particular principle in ASC 820. In addition, ASU 2011-04 requires additional fair value disclosures, although certain of these new disclosures will not be required for nonpublic entities. The amendments are to be applied prospectively and are effective for annual periods beginning after December 15, 2011. The management of Easter Seals NH is currently evaluating the effect, if any, that the provisions of ASU 2011-04 will have on Easter Seals NH's financial statements.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2012 and 2011

3. Classification of Net Assets

In accordance with the *Uniform Prudent Management of Institutional Funds Act* (UPMIFA), net assets are classified and reported based on the existence or absence of donor-imposed restrictions. Gifts are reported as either temporarily or permanently restricted support if they are received with donor stipulations that limit the use of donated assets. Temporarily restricted net assets are those whose use by Easter Seals NH has been limited by donors to a specific time period or purpose. When a donor restriction expires (when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified as unrestricted net assets and reported in the consolidated statements of activities and changes in net assets as net assets released from restrictions. Permanently restricted net assets have been restricted by donors to be maintained by Easter Seals NH in perpetuity, the income from which is expendable to support all activities of the organization, or as stipulated by the donor.

Donor-restricted contributions whose restrictions are met within the same year as received are reported as unrestricted contributions in the accompanying consolidated financial statements.

In accordance with UPMIFA, Easter Seals NH considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds: (a) the duration and preservation of the fund; (b) the purpose of the organization and the donor-restricted endowment fund; (c) general economic conditions; (d) the possible effect of inflation and deflation; (e) the expected total return from income and the appreciation of investments; (f) other resources of the organization; and (g) the investment policies of the organization.

Endowment Net Asset Composition by Type of Fund

The major categories of endowment funds at August 31, 2012 and 2011 are as follows:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
<u>2012</u>				
Camping program	\$ --	\$ 1,698	\$ 362,869	\$ 364,567
Other programs	--	14,345	327,555	341,900
Operations	<u>--</u>	<u>--</u>	<u>3,613,207</u>	<u>3,613,207</u>
Total endowment net assets	<u>\$ --</u>	<u>\$16,043</u>	<u>\$4,303,631</u>	<u>\$4,319,674</u>
<u>2011</u>				
Camping program	\$ --	\$ 1,221	\$ 362,869	\$ 364,090
Other programs	--	13,564	265,232	278,796
Operations	<u>--</u>	<u>--</u>	<u>3,613,207</u>	<u>3,613,207</u>
Total endowment net assets	<u>\$ --</u>	<u>\$14,785</u>	<u>\$4,241,308</u>	<u>\$4,256,093</u>

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2012 and 2011

3. Classification of Net Assets (Continued)

Changes in Endowment Net Assets

During the years ended August 31, 2012 and 2011, Easter Seals NH had the following endowment-related activities:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Net endowment assets, August 31, 2010	\$ (28,530)	\$ 49,480	\$4,219,163	\$4,240,113
Investment return:				
Investment income, net of fees	—	160,155	—	160,155
Net appreciation (realized and unrealized)	28,530	388,520	—	417,050
Contributions	—	—	22,145	22,145
Appropriated for expenditure	<u>—</u>	<u>(583,370)</u>	<u>—</u>	<u>(583,370)</u>
Net endowment assets, August 31, 2011	—	14,785	4,241,308	4,256,093
Investment return:				
Investment income, net of fees	—	54,655	—	54,655
Net appreciation (realized and unrealized)	—	523,768	—	523,768
Contributions	—	—	62,323	62,323
Appropriated for expenditure	<u>—</u>	<u>(577,165)</u>	<u>—</u>	<u>(577,165)</u>
Net endowment assets, August 31, 2012	<u>\$ —</u>	<u>\$ 16,043</u>	<u>\$4,303,631</u>	<u>\$4,319,674</u>

In addition to endowment net assets, Easter Seals NH also maintains non-endowed funds. The major categories of non-endowment funds, at August 31, 2012 and 2011 are as follows:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total Non- Endowment Net Assets</u>
<u>2012</u>				
Seniors program	\$ 106,866	\$ 16,386	\$ —	\$ 123,252
Veterans program	—	353,044	—	353,044
India initiative	—	51,900	—	51,900
Other programs	35,199	128,877	—	164,076
Operations	<u>11,795,694</u>	<u>32,500</u>	<u>5,598,291</u>	<u>17,426,485</u>
Total non-endowment net assets	<u>\$11,937,759</u>	<u>\$582,707</u>	<u>\$5,598,291</u>	<u>\$18,118,757</u>

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2012 and 2011

3. Classification of Net Assets (Continued)

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total Non- Endowment Net Assets</u>
<u>2011</u>				
Seniors program	\$ 109,971	\$ 21,024	\$ —	\$ 130,995
Veterans program	—	307,977	—	307,977
India initiative	—	86,356	—	86,356
Other programs	20,445	131,685	—	152,130
Operations	<u>11,373,235</u>	<u>32,500</u>	<u>5,252,717</u>	<u>16,658,452</u>
Total non-endowment net assets	<u>\$11,503,651</u>	<u>\$579,542</u>	<u>\$5,252,717</u>	<u>\$17,335,910</u>

From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor requires Easter Seals NH to retain as a fund of permanent duration. Deficiencies of this nature are reported in unrestricted net assets. There were no deficiencies between the fair value of the investments of the endowment funds and the level required by donor stipulation at August 31, 2012 or 2011.

Investment and Spending Policies

Easter Seals NH has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. Endowment assets include those assets of donor-restricted funds that Easter Seals NH must hold in perpetuity or for a donor-specified period. Under this policy, as approved by the Board of Directors, the endowment assets are invested in a manner that is intended to produce results that exceed the price and yield results of an appropriate market index while assuming a moderate level of investment risk. Easter Seals NH expects its endowment funds to provide an average rate of return over a five year period equal to the rate of inflation plus 5%. Actual returns in any given year may vary from this amount.

To satisfy its long-term rate-of-return objectives, Easter Seals NH relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). Easter Seals NH targets a diversified asset allocation that places a greater emphasis on equity-based investments to achieve its long-term return objectives within prudent risk constraints.

Easter Seals NH may appropriate for distribution some or all of the earnings and appreciation on its endowment for funding of operations. In establishing this policy, Easter Seals NH considered the objective to maintain the purchasing power of the endowment assets held in perpetuity or for a specified term as well as to, so long as it would not detract from Easter Seals NH's critical goals and initiatives, provide additional real growth through new gifts and investment return.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2012 and 2011

4. Leases

Easter Seals NH leases certain assets under various arrangements which have been classified as operating leases. Total expense under all leases (including month-to-month leases) was approximately \$2,101,000 and \$1,930,000 for the years ended August 31, 2012 and 2011, respectively. Some of these leases have terms which include renewal options, and other may be terminated at Easter Seals NH's option without substantial penalty. Future minimum payments required under the leases in effect at August 31, 2012 and 2011, through the remaining contractual term of the underlying lease agreements, are as follows:

Year Ended August 31:

2013	\$1,737,897
2014	1,203,282
2015	435,909
2016	229,489
2017	89,603

Easter Seals NY leases certain facilities for school operations from unrelated parties at lease terms that are either below fair market value, or that are almost entirely rent-free. Under accounting principles generally accepted in the United States of America, lease agreements must be evaluated based upon their economic substance rather than legal form, and a lease subsidy would be recorded as both contribution and rental expense. However, Easter Seals NH has determined that such amounts would not be material to the accompanying consolidated financial statements.

Easter Seals NY subleases certain office space located at 11 West 42nd Street in New York to an unrelated party. The sublease agreement expires in August 2013. Total rental income earned under this sublease agreement for the years ended August 31, 2012 and 2011 was approximately \$140,000 and \$142,000, respectively.

5. Fixed Assets

Fixed assets consist of the following at August 31:

	<u>2012</u>	<u>2011</u>
Buildings	\$ 28,872,993	\$ 29,481,389
Land and land improvements	3,493,590	3,793,004
Leasehold improvements	892,094	830,761
Office equipment and furniture	9,993,575	9,865,652
Vehicles	3,093,740	3,143,807
Construction in progress	<u>861,415</u>	<u>1,059,007</u>
	47,207,407	48,173,620
Less accumulated depreciation and amortization	<u>(22,074,926)</u>	<u>(22,804,756)</u>
	<u>\$ 25,132,481</u>	<u>\$ 25,368,864</u>

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2012 and 2011

5. Fixed Assets (Continued)

Depreciation and amortization expense related to fixed assets totaled \$1,827,988 and \$1,813,284 in 2012 and 2011, respectively. Depreciation and amortization of fixed assets included within discontinued operations in 2012 and 2011 totaled \$90,991 and \$187,501, respectively.

During 2012, Easter Seals NH received a donated building with an estimated fair value of approximately \$1,100,000. Under the terms of the donation, for a period of six years, Easter Seals NH must continue to use the building as a child care center. Should Easter Seals NH cease to operate the program, or wish to sell or donate the property, Easter Seals NH must first provide the donor with the opportunity to purchase the property for \$1. The contribution representing the fair value of the building has been recorded as deferred revenue at August 31, 2012.

Easter Seals NH has outstanding construction commitments totaling approximately \$2,460,000 at August 31, 2012.

6. Investments and Assets Limited as to Use

Investments and assets limited as to use, at fair value, are as follows at August 31:

	<u>2012</u>	<u>2011</u>
Cash and cash equivalents	\$ 2,822,042	\$ 4,351,252
Certificates of deposit	1,750,201	1,570,514
Marketable equity securities	1,905,202	1,770,046
Mutual funds	10,900,984	9,377,957
Corporate and foreign bonds	792,669	1,063,594
Government and agency securities	<u>310,437</u>	<u>320,022</u>
	18,481,535	18,453,385
Less: assets limited as to use	<u>(5,475,778)</u>	<u>(6,641,610)</u>
Total investments, at fair value	<u>\$13,005,757</u>	<u>\$11,811,775</u>

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2012 and 2011

6. Investments and Assets Limited as to Use (Continued)

The composition of assets limited as to use at August 31, 2012 and 2011 are set forth in the table shown below at fair value. The portion of assets limited as to use that is required for obligations classified as current liabilities is reported in current assets.

	<u>2012</u>	<u>2011</u>
Under an agreement with the State of Connecticut, which provides that the funds be utilized for certain allowable program expenditures:		
Cash and cash equivalents	\$2,284,027	\$2,880,440
Certificates of deposit	<u>1,750,201</u>	<u>1,570,514</u>
	4,034,228	4,450,954
Under a deferred compensation plan (see note 7):		
Investments	1,167,789	1,151,396
Under 2010 bond indenture agreements (see note 8):		
Cash and cash equivalents	—	780,510
Maintained in escrow to make required payments on certain bonds (see note 8):		
Cash and cash equivalents	<u>273,761</u>	<u>258,750</u>
Total assets limited as to use	<u>\$5,475,778</u>	<u>\$6,641,610</u>

The principal components of investment income, gains and losses included in continuing operations are summarized below. Amounts included in discontinued operations for 2012 and 2011 were not significant.

	<u>2012</u>	<u>2011</u>
Unrestricted investment income and unrealized and realized gains on investments:		
Dividend and interest income	\$ 680,465	\$ 620,764
Net unrealized gains	393,815	358,851
Net realized gains	<u>168,831</u>	<u>27,375</u>
	1,243,111	1,006,990
Restricted investment income and unrealized and realized gains on investments:		
Dividend and interest income	3,635	2,157
Net unrealized gains	1,905	392,497
Net realized gains	<u>4,776</u>	<u>164,115</u>
	<u>10,316</u>	<u>558,769</u>
	<u>\$1,253,427</u>	<u>\$1,565,759</u>

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2012 and 2011

7. Retirement Plans

Easter Seals NH maintains a Section 403(b) Plan (a defined contribution retirement plan), which covers substantially all employees. Eligible employees may contribute any whole percentage of their annual salary. Employee contributions may be matched by Easter Seals NH as determined in the annual budget. The combined amount of employer and employee contributions is subject by law to annual maximum amounts. The employer match was approximately \$490,000 and \$423,000 for the years ended August 31, 2012 and 2011, respectively.

Easter Seals New Hampshire, Inc. offers, to certain management personnel, the option to participate in an Internal Revenue Code Section 457 Deferred Compensation Plan to which the organization may make a discretionary contribution. The employees' accounts are not available until termination, retirement, death or an unforeseeable emergency. Easter Seals New Hampshire, Inc. contributed approximately \$120,000 and \$127,500 to this plan during the years ended August 31, 2012 and 2011, respectively. The assets and liabilities associated with this plan were \$1,167,789 and \$1,151,396 at August 31, 2012 and 2011, respectively, and are included within assets limited as to use and other liabilities in the accompanying consolidated statements of financial position.

8. Borrowings

Borrowings consist of the following at August 31:

	<u>2012</u>	<u>2011</u>
Revenue Bonds, Series 2004A, tax exempt, issued through the New Hampshire Health and Education Facilities Authority (NHHEFA), with a variable rate determined through weekly remarketing (0.17% at August 31, 2012) through December 2034, annual principal payments continually increasing from \$365,000 to \$1,060,000 with a final payment of \$1,060,000 due December 2034, secured by a pledge of all gross receipts of Easter Seals NH and certain letters of credit (see below)	\$15,025,000	\$15,370,000
Revenue Bonds, Series A, issued through the Massachusetts Development Finance Agency (MDFA), monthly principal installments, which escalate annually at 5.34% ranging from \$5,571 to \$12,689 through October 2025, plus interest on the outstanding balance. Interest is payable monthly on the sixth day of the month at (i) forty-five basis points plus (ii) 69% of the sum of (A) the spread (225 basis points) plus (B) LIBOR, secured by mortgage interest in various real properties, paid in full in November 2011	—	1,547,396
Revenue Bonds, Series B, issued through the MDFA, monthly principal and interest of \$5,727 through October 2012. Interest is payable monthly on the sixth day of the month at a fixed rate of 5.31%, paid in full in November 2011	—	77,544
Revenue Bonds, Series 2010, issued through the Monroe County Industrial Development Corporation, interest only payments due through December 2011, after which monthly principal and interest payments ranging from \$9,770 to \$21,980 are required through the maturity date of December 31, 2040. Interest is payable monthly at a rate equal to 68% of the sum of the monthly LIBOR rate plus 2.65% (1.97 % at August 31, 2012)	5,171,840	5,250,000

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2012 and 2011

8. Borrowings (Continued)

Mortgage note payable to a bank with a fixed rate of 5.91%, principal of \$1,723 plus interest payable monthly, with a final payment of \$79,160 due December 2015, secured by a pledge of all unrestricted investments and certain real property located at 11 Burnham Street and 195 Stratton Road in Rutland, Vermont, paid in full in April 2012	\$ —	\$ 168,756
Mortgage payable to a bank with a variable rate of LIBOR plus 2.65% (2.89% at August 31, 2012), principal of \$9,500 plus interest payable monthly, with a final payment of \$2,299,000 due March 2015, secured by all business assets and property of Easter Seals CT, excluding certain assets limited as to use totaling \$4,034,228 at August 31, 2012	2,584,000	2,698,000
Note payable to a bank with a fixed rate of 4.25%, principal and interest of \$823 payable monthly, due July 2013, secured by a vehicle	8,941	18,216
Note payable to a bank with a fixed rate of 2.50%, principal and interest of \$4,919 payable monthly, secured by vehicles, paid in full in March 2012	—	34,248
Note payable to a bank with a fixed rate of 3.66%, principal and interest of \$3,177 payable monthly, due August 2015, secured by vehicles	108,052	141,472
Unsecured note payable to an individual with a fixed rate of 5.25%, principal and interest of \$10,311 payable monthly, due April 2016	411,835	—
Non-revolving note payable to a bank with a total availability of \$3,500,000 (\$3,139,018 available for additional borrowings at August 31, 2012), with a variable rate of LIBOR plus 4.07% (4.31% at August 31, 2012), interest only payments through June 2014, after which monthly principal and interest payments are required through the maturity in June 2015, secured by an interest in certain property with a net book value of \$ _____ at August 31, 2012	360,982	—
	23,670,650	25,305,632
Less current portion	746,716	774,891
	<u>\$22,923,934</u>	<u>\$24,530,741</u>

Principal payments on long-term debt for each of the following years ending August 31 are as follows:

2013	\$ 746,716
2014	828,396
2015	3,336,933
2016	631,204
2017	574,200
Thereafter	<u>17,553,201</u>
	<u>\$23,670,650</u>

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2012 and 2011

8. Borrowings (Continued)

Lines of Credit

Easter Seals New Hampshire, Inc. has an agreement with a bank for a \$500,000 nonrevolving equipment line of credit. The line of credit is to be used to fund the purchase of New Hampshire titled vehicles for use by Easter Seals NH through January 2, 2013. The interest rate charged on outstanding borrowings is at a fixed rate at the then prime rate minus 0.75% for maturities up to a five-year term. Availability under this nonrevolving line of credit, which is reduced by the original amount of certain notes payable as of August 31, 2012 and 2011, is \$285,128 at August 31, 2012. No amounts were outstanding under this agreement as of August 31, 2012 and 2011.

Easter Seals New Hampshire, Inc. (the sole member of Easter Seals NY and Harbor Schools), Easter Seals NY and Harbor Schools have a revolving line of credit with a bank, with available borrowings up to \$7 million (a portion of which is secured by available letters of credit of \$110,795, of which \$39,795 is related to Easter Seals NY). Outstanding advances are due on demand. The revolving line of credit has the following sub-limits which were last amended in May 2012; Easter Seals NH \$3.5 million, Easter Seals NY \$3 million and Harbor Schools \$500,000. The interest rate charged on outstanding borrowings is at LIBOR plus 2.25% (2.49% at August 31, 2012). Under an event of default, the interest rate will increase from LIBOR plus 2.25% to LIBOR plus 5.25%. The line is secured by a first priority interest in all business assets of Easter Seals New Hampshire, Inc., Easter Seals NY and Harbor Schools. The agreement requires that collective borrowings under the line of credit be reduced to \$3,500,000 for 30 consecutive days during each calendar year. The agreement also limits each borrower's ability to incur additional indebtedness in excess of \$500,000. Amounts outstanding under this revolving line of credit agreement at August 31, 2012 and 2011 were \$451,302 and \$0, respectively, related to Harbor Schools and \$1,124,649 and \$345,519, respectively, related to Easter Seals NY.

Easter Seals CT has a demand revolving line of credit with a bank with available borrowings up to \$1 million. The interest rate charged on outstanding borrowings is at LIBOR plus 2.25% (2.49% at August 31, 2012). The line is secured by all business assets and property of Easter Seals CT, except for certain assets limited as to use (\$4,034,228 carrying value as of August 31, 2012). Additionally, this line is guaranteed by Easter Seals NH. The agreement also limits Easter Seals CT's ability to incur additional indebtedness in excess of \$1,000,000 related to real estate, and is cross collateralized with all Easter Seals NH borrowings at this bank. Amounts outstanding under this revolving line of credit agreement at August 31, 2012 and 2011 were \$406,653 and \$302,944, respectively.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2012 and 2011

8. Borrowings (Continued)

NHHEFA 2004A Revenue Bonds

In connection with the NHHEFA 2004A Revenue Bonds, Easter Seals NH is required to make deposits of interest and principal of sufficient amounts to make the required interest payments and to retire the Bonds when due. The 2004A Revenue Bonds require that Easter Seals NH maintain certain reserve funds with a trustee for current required principal and interest payments. Such amounts, which are included within assets limited as to use, totaled \$273,761 and \$258,750 at August 31, 2012 and 2011, respectively. This agreement also requires bank approval prior to Easter Seals NH incurring additional indebtedness. Easter Seals NH has four available letters of credit securing the bonds. Two letters of credit are each \$15,210,240 (these two expiring and subject to renewal on December 1, 2013, and mainly to support future principal and interest repayments due under the 2004A Revenue Bonds), and two other letters of credit totaling \$110,795 as described above under lines of credit. Easter Seals NH is required to replace or renew the two \$15,210,240 letters of credit upon their expiration or the related bonds may be subject to early redemption. Easter Seals NH pays an annual fee of 150 basis points for the two letters of credit relating to the 2004A NHHEFA Revenue Bonds. Fees incurred on these letters of credit totaled approximately \$234,000 and \$238,000 in 2012 and 2011, respectively.

Series 2010 Revenue Bonds

On December 1, 2010, Easter Seals NY, in connection with the Monroe County Industrial Development Corporation and RBS Citizens, issued \$5,250,000 in Series 2010 tax-exempt Revenue Bonds (the Series 2010 Bonds). The Series 2010 Bonds were used to finance the acquisition of certain property located in Irondequoit, New York, provide for improvements to a school building and an existing rehabilitation facility, and construct two residential rehabilitation facilities. Additionally, proceeds were used to refinance certain Easter Seals NY outstanding debt totaling \$922,188.

The Series 2010 Bonds are secured by a mortgage on all properties and improvements financed by the bonds, and are guaranteed by Easter Seals NH. Easter Seals NY may elect to prepay some portion or all of the outstanding bonds subject to a prepayment fee, as defined. This agreement also requires bank approval prior to Easter Seals NY incurring additional indebtedness. The Series 2010 Bonds are subject to tender for mandatory purchase at the election of the bondholder beginning June 1, 2016, and thereafter every five years through June 1, 2036.

Interest Rate Swap Agreements

Easter Seals NH has an interest rate swap agreement with a bank in connection with the Series 2004A Revenue Bonds. The swap agreement has an outstanding notional amount of \$15,025,000 and \$15,370,000 at August 31, 2012 and 2011, respectively, which reduces, in conjunction with bond principal reductions, until the agreement terminates in December 2034. Easter Seals NH remits interest at the fixed rate of 3.54% and receives interest at a variable rate (0.17% at August 31, 2012).

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2012 and 2011

8. Borrowings (Continued)

Harbor Schools had an interest rate swap agreement with a bank in connection with the Series A Revenue Bonds with the Massachusetts Development Finance Authority. The interest rate swap agreement, which would have terminated in October 2015, was terminated effective November 15, 2011 upon Harbor Schools full repayment of Revenue Bonds Series A and B issued through MDFA. This triggered a termination payment of \$159,678 by Easter Seals NH. The swap agreement had an outstanding notional amount of \$1,547,396 at August 31, 2011. This agreement effectively changed Harbor Schools' variable interest rate Series A bonds to a fixed interest rate. Under the terms of the swap, Harbor Schools paid a monthly fixed-rate of 5.53% and received a monthly variable rate based on a similar formula to the interest being charged on the Series A bonds.

On February 23, 2011, Easter Seals NY entered into an interest rate swap agreement with a bank in connection with the Series 2010 Revenue Bonds. The swap agreement had an outstanding notional amount of \$5,171,840 and \$5,250,000 at August 31, 2012 and 2011, respectively, which reduces, in conjunction with bond principal reductions, until the agreement terminates in January 2031. Easter Seals NY remits interest at a fixed rate of 2.99% and receives interest at a variable rate (68% of monthly LIBOR).

On December 27, 2010, Easter Seals CT entered into an interest rate swap agreement in connection with an outstanding mortgage payable (\$2,584,000 and \$2,698,000 at August 31, 2012 and 2011, respectively), until the agreement terminates in March 2015. The original notional amount of \$1,800,000 will reduce ratably in conjunction with repayment of the note payable. The swap agreement effectively changed the variable rate (2.89% at August 31, 2012) to a fixed rate of 2.72% for the notional amounts outstanding, which is approximately 65% of the related mortgage payable.

The fair value of the above interest rate swap agreements totaled \$5,135,978 and \$4,041,445 at August 31, 2012 and 2011, respectively, \$734,470 and \$726,083 of which was current at August 31, 2012 and 2011, respectively. During the years ended August 31, 2012 and 2011 net payments required by the agreements (excluding the Harbor Schools swap termination payment of \$159,678 in November 2011) totaled \$708,196 and \$684,995, respectively. These payments, except for those relating to the Harbor Schools interest rate swap, which have been included within discontinued operations, have been included in interest expense within the consolidated statements of activities and changes in net assets. See note 11 with respect to fair value determinations.

Debt Covenants

In connection with the bonds, lines of credit and various other notes payable described above, Easter Seals NH is required to comply with certain financial covenants including, but not limited to, minimum liquidity and debt service coverage ratios. At August 31, 2012, Easter Seals NH was in compliance with restrictive covenants specified under the NHHEFA bonds, Series 2010 Bonds, and other debt obligations, except for maintaining a maximum leverage ratio of 2.00:1 as required by covenants for the Easter Seals New Hampshire, Inc. nonrevolving equipment line of credit at August 31, 2012. Easter Seals NH has not received a waiver for this covenant violation; however, the total amount outstanding under this line of credit is \$8,941, which is classified within the current portion of long-term debt at August 31, 2012.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2012 and 2011

9. Donated Services

A number of volunteers have donated their time in connection with Easter Seals NH's program services and fundraising campaigns. However, no amounts have been reflected in the accompanying consolidated financial statements for such donated services, as no objective basis is available to measure the value.

10. Related Party Transactions

Approximately 19% and 20% of other fees and grants revenue is derived from a pass-through grant from Easter Seals, Inc. for the years ended August 31, 2012 and 2011, respectively. Easter Seals NH is a member of Easter Seals, Inc. As of August 31, 2012 and 2011, Easter Seals NH had a receivable of \$441,980 and \$223,162, respectively, from Easter Seals, Inc. related to amounts due under this grant. Additionally, Easter Seals NY had an amount payable to Easter Seals, Inc. of \$314,557 as of August 31, 2011 for amounts being refunded under this grant. Membership fees to Easter Seals, Inc. were \$134,887 and \$123,151 for the years ended August 31, 2012 and 2011, respectively and are reflected as support of National programs on the accompanying consolidated statements of activity and changes in net assets.

11. Fair Value of Financial Instruments

Fair value of a financial instrument is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at their measurement date. In determining fair value, Easter Seals NH uses various methods including market, income and cost approaches, and utilizes certain assumptions that market participants would use in pricing the asset or liability, including assumptions about risk and the risks inherent in factors used in the valuation. These factors may be readily observable, market corroborated, or generally unobservable. Easter Seals NH utilizes valuation techniques that maximize the use of observable factors and minimizes the use of unobservable factors.

Certain of Easter Seals NH's financial instruments are reported at fair value, which include beneficial interest held in trusts, investments and the interest rate swaps, and are classified by levels that rank the quality and reliability of the information used to determine fair value:

Level 1 – Valuations for financial instruments traded in active exchange markets, such as the New York Stock Exchange. Valuations are obtained from readily available pricing sources for market transactions involving identical instruments.

Level 2 – Valuations for financial instruments traded in less active dealer or broker markets. Valuations are obtained from third party pricing services for identical or similar instruments.

Level 3 – Valuations for financial instruments derived from other methodologies, including option pricing models, discounted cash flow models and similar techniques, and not based on market exchange, dealer or broker traded transactions. Level 3 valuations incorporate certain assumptions and projections in determining fair value.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2012 and 2011

11. Fair Value of Financial Instruments (Continued)

The following describes the valuation methodologies used to measure financial assets and liabilities at fair value. The levels relate to valuation only and do not necessarily indicate a measure of investment risk. There have been no changes in the methodologies used by Easter Seals NH at August 31, 2012 and 2011.

Investments and Assets Limited as to Use

Cash and cash equivalents are deemed to be Level 1. The fair values of marketable equity securities, money market and mutual funds and government and agency securities that are based upon quoted prices in active markets for identical assets are reflected as Level 1. Investments in certain other mutual funds and corporate bonds where securities are transparent and generally are based upon quoted prices in active markets are valued by the investment managers and reflected as Level 2. Investments in certificates of deposit are at cost plus accrued interest, which is estimated to approximate fair value and are included in Level 2.

Beneficial Interest in Trusts Held by Others

The beneficial interest in trusts held by others has been assigned fair value levels based on the fair value levels of the underlying investments within the trusts. The fair values of marketable equity securities, money market and mutual funds, government and agency securities and other asset funds are based upon quoted prices in active markets for identical assets and are reflected as Level 1. Investments in marketable equity securities, mutual funds and corporate and foreign bonds where securities are transparent and generally are based upon quoted prices in active markets are valued by the investment managers and reflected as Level 2. Investments in alternative and other asset funds are derived from other methodologies, including option pricing models, discounted cash flow models and similar techniques, and not based on market exchange, dealer or broker traded transactions, and are reflected as Level 3. Level 3 valuations incorporate certain assumptions and projections in determining fair value.

Interest Rate Swap Agreements

The fair value for the interest rate swap liabilities is included in Level 3 and is estimated by the counterparty using industry standard valuation models. These models project future cash flows and discount the future amounts to present value using market-based observable inputs, including interest rates.

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2012 and 2011

11. Fair Value of Financial Instruments (Continued)

At August 31, 2012 and 2011, Easter Seals NH's assets and liabilities measured at fair value on a recurring basis were classified as follows:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
<u>2012</u>				
Assets:				
Assets limited as to use and investments at fair value:				
Cash and cash equivalents	\$2,822,042	\$ —	\$ —	\$ 2,822,042
Certificates of deposit	—	1,750,201	—	1,750,201
Marketable equity securities:				
Large-cap	1,715,844	—	—	1,715,844
International	189,358	—	—	189,358
Mutual funds, open-ended:				
Short-term fixed income	2,704,530	—	—	2,704,530
Intermediate-term bond fund	776,015	—	—	776,015
High yield bond fund	277,483	—	—	277,483
Foreign bond	142,305	—	—	142,305
Government securities	684,829	—	—	684,829
International equities	350,761	—	—	350,761
Domestic, large-cap	850,491	—	—	850,491
Domestic, mid-cap	1,039,241	—	—	1,039,241
Domestic, small-cap	159,736	—	—	159,736
Domestic, multi-alternative	—	—	—	—
Real estate fund	68,271	—	—	68,271
Mutual funds, closed-ended:				
Fixed income and bond	339,555	—	—	339,555
Domestic, large-cap	2,517,522	—	—	2,517,522
Domestic, mid-cap	16,045	—	—	16,045
Domestic, small-cap	239,693	—	—	239,693
International equity	614,770	—	—	614,770
Commodity	119,737	—	—	119,737
Corporate and foreign bonds	—	792,669	—	792,669
Government and agency securities	310,437	—	—	310,437
	<u>\$15,938,665</u>	<u>\$2,542,870</u>	<u>\$ —</u>	<u>\$18,481,535</u>
Beneficial interest in trust held by others:				
Money market funds	\$ 403,426	\$ —	\$ —	\$ 403,426
Marketable equity securities:				
Large-cap	2,128,511	136,980	—	2,265,491
Mid-cap	367,586	38,092	—	405,678
Small-cap	—	26,099	—	26,099
International	421,345	35,421	—	456,766
Emerging markets	23,776	—	—	23,776
Corporate bonds	—	622,220	—	622,220
Foreign bonds	—	20,659	—	20,659

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2012 and 2011

11. Fair Value of Financial Instruments (Continued)

	Level 1	Level 2	Level 3	Total
Mutual funds:				
Domestic fixed income	\$ —	\$ 975,161	\$ —	\$ 975,161
International equity	32,132	—	—	32,132
International fixed income	20,938	—	—	20,938
Domestic large-cap equity	62,604	—	—	62,604
Domestic mid-cap equity	14,062	—	—	14,062
Domestic small-cap equity	18,779	—	—	18,779
Government and agency securities	34,061	—	—	34,061
Real estate investment trust	102,373	—	—	102,373
Alternative and structured asset funds	<u>35,452</u>	<u>—</u>	<u>78,614</u>	<u>114,066</u>
	<u>\$ 3,665,045</u>	<u>\$ 1,854,632</u>	<u>\$ 78,614</u>	<u>\$ 5,598,291</u>
Liabilities:				
Interest rate swap agreements	<u>\$ —</u>	<u>\$ —</u>	<u>\$ 5,135,978</u>	<u>\$ 5,135,978</u>
<u>2011</u>				
Assets:				
Assets limited as to use and investments at fair value:				
Cash and cash equivalents	\$ 4,351,252	\$ —	\$ —	\$ 4,351,252
Certificates of deposit	—	1,570,514	—	1,570,514
Marketable equity securities:				
Large-cap	1,603,796	—	—	1,603,796
International	166,250	—	—	166,250
Mutual funds, open-ended:				
Short-term fixed income	2,106,206	—	—	2,106,206
Bond fund	724,870	—	—	724,870
Foreign bond	286,037	—	—	286,037
Government securities	327,829	—	—	327,829
International equities	298,746	—	—	298,746
Domestic, large-cap	1,239,110	—	—	1,239,110
Domestic, mid-cap	488,926	—	—	488,926
Domestic, multi-alternative	—	60,125	—	60,125
Mutual funds, closed-ended:				
Fixed income and bond	304,692	—	—	304,692
Domestic, large-cap	2,200,754	—	—	2,200,754
Domestic, mid-cap	16,636	—	—	16,636
Domestic, small-cap	312,947	—	—	312,947
International equities	630,060	—	—	630,060
Commodity	381,019	—	—	381,019
Corporate bonds	—	1,063,594	—	1,063,594
Government and agency securities	<u>320,022</u>	<u>—</u>	<u>—</u>	<u>320,022</u>
	<u>\$15,759,152</u>	<u>\$2,694,233</u>	<u>\$ —</u>	<u>\$18,453,385</u>

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2012 and 2011

11. Fair Value of Financial Instruments (Continued)

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Beneficial interest in trust held by others:				
Money market funds	\$ 161,886	\$ —	\$ —	\$ 161,886
Marketable equity securities:				
Large-cap	2,210,348	100,989	—	2,311,337
Mid-cap	289,089	35,027	—	324,116
Small-cap	—	23,110	—	23,110
International	350,202	46,386	—	396,588
Emerging markets	71,271	—	—	71,271
Corporate bonds	—	699,707	—	699,707
Foreign bonds	—	20,558	—	20,558
Mutual funds:				
Domestic fixed income	—	972,085	—	972,085
International equity	34,821	—	—	34,821
International fixed income	—	15,194	—	15,194
Domestic large-cap equity	61,776	—	—	61,776
Domestic mid-cap equity	11,832	—	—	11,832
Domestic small-cap equity	17,527	—	—	17,527
Government and agency securities	46,513	—	—	46,513
Alternative and structured asset funds	<u>26,687</u>	<u>—</u>	<u>57,709</u>	<u>84,396</u>
	<u>\$ 3,281,952</u>	<u>\$ 1,913,056</u>	<u>\$ 57,709</u>	<u>\$ 5,252,717</u>

Liabilities:

Interest rate swap agreements	<u>\$ —</u>	<u>\$ —</u>	<u>\$ 4,041,445</u>	<u>\$ 4,041,445</u>

The table below sets forth a summary of changes in the fair value of Easter Seals NH's Level 3 assets and liabilities for the years ended August 31, 2012 and 2011:

	<u>Interest Rate Swaps</u>	<u>Alternative and Other Asset Funds</u>
Beginning balance, September 1, 2010	\$(3,362,975)	\$ 79,457
Unrealized losses	(1,264,423)	(21,748)
Payments, net	<u>585,953</u>	<u>—</u>
Ending balance, August 31, 2011	(4,041,445)	57,709
Unrealized (losses) gains	(1,962,407)	20,905
Payments, net	708,196	—
Swap termination payment	<u>159,678</u>	<u>—</u>
Ending balance, August 31, 2012	<u>\$(5,135,978)</u>	<u>\$ 78,614</u>

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2012 and 2011

11. Fair Value of Financial Instruments (Continued)

Unrealized gains relating to the Harbor Schools interest rate swap totaled \$8,185 and \$14,638 in 2012 and 2011, respectively, and are included within discontinued operations (see note 13).

The net amounts of unrealized losses for the period attributable to the change in unrealized losses relating to the interest rate swaps still held at August 31, 2012 and 2011 were \$1,254,211 and \$678,470, respectively. The amount of unrealized losses for the period attributable to the change in unrealized losses relating to the Level 3 investments still held at August 31, 2012 and 2011 were \$12,817 and \$21,748, respectively.

Easter Seals NH's other financial instruments, including cash and cash equivalents, accounts receivable from affiliates, program and other accounts receivable, contributions receivable, accounts payable, lines of credit, and long-term debt, have fair values approximating their carrying values because of the short-term nature of the financial instruments or because interest rates approximate current market rates.

12. Acquisition

On September 1, 2011, Easter Seals NH entered into an affiliation agreement under which Easter Seals NH became the sole member of Webster Place Center, Inc. (Webster Place). Webster Place was not controlled by Easter Seals NH prior to this agreement. This affiliation has been accounted for in accordance with generally accepted accounting principles guidance on acquisitions by a not-for-profit entity. Substantially all revenue and support of Webster Place is from fees charged for services. Webster Place had revenue of approximately \$2,064,000, and an increase in net assets from operations of approximately \$763,000 for the year ended August 31, 2012, which results were attributed by the management of Easter Seals NH to being driven by effective management of the programs and identification of candidates for those programs. The tangible and identifiable intangible assets acquired, and deferred revenue and liabilities assumed, were initially recorded at their estimated fair values as determined by management at the acquisition date, as summarized below:

Assets acquired:

Cash and cash equivalents	\$ 227,830
Other current assets	26,789
Patient list	331,000
Fixed assets	<u>112,776</u>
	698,395

Liabilities assumed:

Accounts payable	(54,125)
Deferred revenue	(131,582)
Debt	<u>(512,688)</u>

Fair value of net assets acquired \$ —

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

August 31, 2012 and 2011

13. Discontinued Operations

On January 25, 2012, the Board of Directors of Easter Seals New Hampshire, Inc., as recommended by the Harbor Schools Board of Directors, voted to close Harbor Schools and cease all operations of this subsidiary. On January 25, 2012, the Board of Directors of Easter Seals New Hampshire, Inc. also voted to approve discontinuing the group home and special education programs in Rutland, Vermont. The management of Easter Seals NH has determined that the closure of each of these programs met the criteria for classification as discontinued operations. The decisions to close the programs were based on performance factors. A summary statement of financial position for Harbor Schools and the Vermont special education programs as of August 31, 2012 and 2011 is as follows:

	<u>Vermont Programs</u>		<u>Harbor Schools</u>	
	<u>2012</u>	<u>2011</u>	<u>2012</u>	<u>2011</u>
Total assets	\$ 1,000	\$395,021	\$1,118,306	\$2,776,903
Total liabilities	—	57,958	813,880	3,046,517
Net assets (deficit):				
Unrestricted	1,000	337,063	251,319	(320,485)
Temporarily restricted	—	—	29,281	27,045
Permanently restricted	—	—	23,826	23,826

A summary of the statements of activities for the Vermont Programs and Harbor Schools, prior to reclass to discontinued operations, for the years ended August 31, 2012 and 2011 is as follows:

	<u>Vermont Programs</u>		<u>Harbor Schools</u>	
	<u>2012</u>	<u>2011</u>	<u>2012</u>	<u>2011</u>
Total public support and revenue	\$ 242,500	\$ 938,761	\$ 2,589,615	\$ 6,227,872
Operating expenses	(401,216)	(832,631)	(3,871,472)	(6,940,125)
Other non-operating expenses, gains and losses	—	—	(57,538)	(26,111)
Gain (loss) on sale of properties, net	<u>106,474</u>	<u>—</u>	<u>1,913,435</u>	<u>(65,009)</u>
Total increase (decrease) in net assets	\$ <u>(52,242)</u>	\$ <u>106,130</u>	\$ <u>574,040</u>	\$ <u>(803,373)</u>

During 2012, Easter Seals NH sold six properties related to the closure of these programs, which resulted in gains on the sale of property of \$2,019,909 for the year ended August 31, 2012.

14. Concentrations

Easter Seals NH maintains its cash and cash equivalents in bank deposit accounts which, at times, may exceed federally insured limits. As of August 31, 2012 and 2011, approximately \$4,264,000 and \$4,649,000, respectively, of cash and cash equivalents (including cash and cash equivalents classified within assets limited as to use) exceeded federally insured limits and were uncollateralized. Easter Seals NH has not experienced any losses in such accounts, and management believes Easter Seals NH is not exposed to any significant credit risk on cash and cash equivalents.

OTHER FINANCIAL INFORMATION

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

CONSOLIDATING STATEMENT OF FINANCIAL POSITION

August 31, 2012

ASSETS

	* New Hampshire	Vermont	Maine	Rhode Island	Harbor Schools, Inc.	Connecticut	New York	Elimi- nations	Total
Current assets:									
Cash and cash equivalents	\$ 3,261,116	\$ 1,500	\$ 400	\$ 500	\$ -	\$ 217,128	\$ 921,543	\$ -	\$ 4,402,187
Accounts receivable from affiliates	7,589,576	1,223,181	-	-	-	-	441,980	(8,812,757)	441,980
Program and other accounts receivable, net	6,205,477	307,858	140,420	140,702	2,655	213,524	2,310,934	-	9,321,570
Contributions receivable, net	184,118	250	4,242	8,642	-	10,160	284,317	-	491,729
Assets limited as to use	273,761	-	-	-	-	184,244	-	-	458,005
Prepaid expenses and other current assets	796,271	12,698	20,780	11,863	17,625	56,849	388,087	-	1,304,173
Total current assets	18,310,319	1,545,487	165,842	161,707	20,280	681,905	4,346,861	(8,812,757)	16,419,644
Assets limited as to use, net of current portion	1,167,789	-	-	-	-	3,849,984	-	-	5,017,773
Fixed assets, net	17,149,053	1,621	9,272	14,324	140,666	2,061,397	5,756,148	-	25,132,481
Property held for sale	-	-	-	-	910,171	-	-	-	910,171
Bond issuance costs, net	68,363	-	-	-	-	-	186,027	-	254,390
Investments, at fair value	10,609,510	-	-	-	47,189	1,526,328	822,730	-	13,005,757
Beneficial interest in trusts held by others and other assets	992,034	-	-	34,488	-	4,999,548	593,941	-	6,620,011
	<u>\$48,297,068</u>	<u>\$1,547,108</u>	<u>\$ 175,114</u>	<u>\$ 210,519</u>	<u>\$1,118,306</u>	<u>\$13,119,162</u>	<u>\$11,705,707</u>	<u>\$ (8,812,757)</u>	<u>\$67,360,227</u>

LIABILITIES AND NET ASSETS

	* New Hampshire	Vermont	Maine	Rhode Island	Harbor Schools, Inc.	Connecticut	New York	Elimi- nations	Total
Current liabilities:									
Lines of credit	\$ -	\$ -	\$ -	\$ -	\$ 451,302	\$ 406,653	\$ 1,124,649	\$ -	\$ 1,982,604
Accounts payable	1,646,794	9,093	476	4,154	236,194	43,982	690,242	-	2,630,935
Accrued expenses	3,200,668	6,041	20,936	7,584	95,290	142,447	889,226	-	4,362,192
Accounts payable to affiliates	4,867,724	-	2,386,803	25,941	31,094	476,403	1,024,792	(8,812,757)	-
Rate reserves	-	-	-	-	-	-	435,008	-	435,008
Current portion of deferred revenue	1,469,308	21,337	19,644	450	-	190,312	56,232	-	1,757,283
Current portion of interest swap agreements	545,538	-	-	-	-	41,541	147,391	-	734,470
Current portion of long-term debt	478,544	-	-	-	-	114,000	154,172	-	746,716
Total current liabilities	12,208,576	36,471	2,427,859	38,129	813,880	1,415,338	4,521,712	(8,812,757)	12,649,208
Deferred revenue, net of current portion	-	-	-	-	-	3,778,487	-	-	3,778,487
Other liabilities	1,168,659	-	-	-	-	-	-	-	1,168,659
Interest rate swap agreements, less current portion	3,435,046	-	-	-	-	56,467	909,995	-	4,401,508
Long-term debt, less current portion	15,328,214	-	-	-	-	2,470,000	5,125,720	-	22,923,934
Total liabilities	32,140,495	36,471	2,427,859	38,129	813,880	7,720,292	10,557,427	(8,812,757)	44,921,796
Net assets (deficit):									
Unrestricted	11,322,701	1,510,638	(2,255,245)	132,103	251,319	399,323	576,920	-	11,937,759
Temporarily restricted	483,752	(1)	2,500	5,799	29,281	-	77,419	-	598,750
Permanently restricted	4,350,120	-	-	34,488	23,826	4,999,547	493,941	-	9,901,922
Total net assets (deficit)	16,156,573	1,510,637	(2,252,745)	172,390	304,426	5,398,870	1,148,280	-	22,438,431
	\$48,297,068	\$1,547,108	\$ 175,114	\$ 210,519	\$1,118,306	\$13,119,162	\$11,705,707	\$ (8,812,757)	\$67,360,227

* Includes Agency Realty, Inc., Special Transit Service, Inc., Webster Place, Inc. and Manchester Alcoholism Rehabilitation Center

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

CONSOLIDATING STATEMENT OF FINANCIAL POSITION

August 31, 2011

ASSETS

	* New Hampshire	Vermont	Maine	Rhode Island	Harbor Schools, Inc.	Connecticut	New York	Elimi- nations	Total
Current assets:									
Cash and cash equivalents	\$ 3,758,483	\$ 1,500	\$ 400	\$ 500	\$ 195,687	\$ 213,022	\$ 847,937	\$ -	\$ 5,017,529
Accounts receivable from affiliates	6,371,496	1,382,637	-	11,668	-	-	223,162	(7,765,801)	223,162
Program and other accounts receivable, net	6,132,042	354,512	235,206	136,609	638,847	87,380	2,642,287	-	10,226,883
Contributions receivable, net	172,251	168	8,475	21,138	-	10,010	107,669	-	319,711
Assets limited as to use	258,750	-	-	-	-	583,394	-	-	842,144
Prepaid expenses and other current assets	565,858	10,506	12,086	10,241	31,713	49,440	394,522	-	1,074,366
Total current assets	17,258,880	1,749,323	256,167	180,156	866,247	943,246	4,215,577	(7,765,801)	17,703,795
Assets limited as to use, net of current portion	1,151,396	-	-	-	-	3,867,560	780,510	-	5,799,466
Fixed assets, net	16,203,318	3,534	10,071	5,475	1,333,667	2,212,022	5,600,777	-	25,368,864
Property held for sale	-	-	-	-	505,256	-	-	-	505,256
Bond issuance costs, net	71,435	-	-	-	26,781	-	192,592	-	290,808
Investments, at fair value	9,617,520	-	-	-	44,952	1,373,232	776,071	-	11,811,775
Beneficial interest in trusts held by others and other assets	68,636	-	-	35,124	-	4,689,148	459,809	-	5,252,717
	<u>\$44,371,185</u>	<u>\$1,752,857</u>	<u>\$ 266,238</u>	<u>\$220,755</u>	<u>\$2,776,903</u>	<u>\$13,085,208</u>	<u>\$12,025,336</u>	<u>\$ (7,765,801)</u>	<u>\$66,732,681</u>

LIABILITIES AND NET ASSETS

	* New Hampshire	Vermont	Maine	Rhode Island	Harbor Schools, Inc.	Connecticut	New York	Elimi- nations	Total
Current liabilities:									
Lines of credit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 302,944	\$ 345,519	\$ -	\$ 648,463
Accounts payable	2,188,006	10,744	25,637	8,205	225,192	40,647	1,114,956	-	3,613,387
Accrued expenses	2,439,416	29,465	16,284	14,930	242,333	239,747	749,082	-	3,731,257
Accounts payable to affiliates	4,541,209	-	2,184,565	-	563,959	46,554	744,071	(7,765,801)	314,557
Rate reserves	-	-	-	-	-	-	1,091,579	-	1,091,579
Current portion of deferred revenue	420,748	55,480	15,341	25,000	222,230	545,969	90,086	-	1,374,854
Current portion of interest swap agreements	499,719	-	-	-	63,001	17,031	146,332	-	726,083
Current portion of long-term debt	409,212	-	-	-	140,101	114,000	111,578	-	774,891
Total current liabilities	10,498,310	95,689	2,241,827	48,135	1,456,816	1,306,892	4,393,203	(7,765,801)	12,275,071
Deferred revenue, net of current portion	-	-	-	-	-	3,867,560	-	-	3,867,560
Other liabilities	1,151,944	-	-	-	-	-	-	-	1,151,944
Interest rate swap agreements, less current portion	2,541,022	-	-	-	104,862	100,067	569,411	-	3,315,362
Long-term debt, less current portion	15,182,008	-	-	-	1,484,839	2,584,000	5,279,894	-	24,530,741
Total liabilities	29,373,284	95,689	2,241,827	48,135	3,046,517	7,858,519	10,242,508	(7,765,801)	45,140,678
Net assets:									
Unrestricted	10,274,993	1,654,883	(1,980,471)	137,496	(320,485)	537,542	1,199,693	-	11,503,651
Temporarily restricted	436,789	2,285	4,882	-	27,045	-	123,326	-	594,327
Permanently restricted	4,286,119	-	-	35,124	23,826	4,689,147	459,809	-	9,494,025
Total net assets (deficit)	14,997,901	1,657,168	(1,975,589)	172,620	(269,614)	5,226,689	1,782,828	-	21,592,003
	\$44,371,185	\$1,752,857	\$ 266,238	\$ 220,755	\$2,776,903	\$13,085,208	\$12,025,336	\$ (7,765,801)	\$66,732,681

* Includes Agency Realty, Inc., Special Transit Service, Inc., and Manchester Alcoholism Rehabilitation Center

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

CONSOLIDATING STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

Year Ended August 31, 2012

	* New Hampshire	Vermont	Maine	Rhode Island	Harbor Schools, Inc.	Connecticut	New York	Elimi- nations	Total
Public support and revenue:									
Public support:									
Contributions	\$ 1,156,204	\$ 1,724	\$ 32,327	\$ 20,558	\$ -	\$ 38,367	\$ 713,660	\$ -	\$ 1,962,840
Special events, net	334,262	2,290	50,586	100,824	-	60,337	637,478	-	1,185,777
Annual campaigns, net	407,951	4,795	21,089	33,306	-	10,830	-	-	477,971
Bequests	(3,000)	-	-	-	-	8,761	122,000	-	127,761
Total public support	1,895,417	8,809	104,002	154,688	-	118,295	1,473,138	-	3,754,349
Revenue:									
Fees and grants from governmental agencies	38,080,929	2,551,544	1,360,880	996,191	-	768,513	20,611,277	(12,840)	64,356,494
Other fees and grants	20,545,703	561,452	15,351	68,030	-	25,818	5,567,285	-	26,783,639
Sales to public	4,057,412	-	-	-	-	-	-	-	4,057,412
Dividend and interest income	322,079	-	-	1,413	-	308,690	51,918	-	684,100
Rental income	320	-	-	-	-	-	140,053	-	140,373
Intercompany revenue	1,933,277	-	-	-	-	-	18,388	(1,951,665)	-
Other	141,239	14,553	1,075	3,170	-	428,169	54,056	-	642,262
Total revenue	65,080,959	3,127,549	1,377,306	1,068,804	-	1,531,190	26,442,977	(1,964,505)	96,664,280
Total public support and revenue	66,976,376	3,136,358	1,481,308	1,223,492	-	1,649,485	27,916,115	(1,964,505)	100,418,629
Operating expenses:									
Program services:									
Public health education	264,402	1,099	2,195	4,160	-	-	323,778	-	595,634
Professional education	22,251	-	-	-	-	-	-	-	22,251
Direct services	56,877,121	2,829,132	1,517,264	980,690	-	1,463,963	25,003,349	(256,172)	88,415,347
Total program services	57,163,774	2,830,231	1,519,459	984,850	-	1,463,963	25,327,127	(256,172)	89,033,232

	* New Hampshire	Vermont	Maine	Rhode Island	Harbor Schools, Inc.	Connecticut	New York	Elimi- nations	Total
Supporting services:									
Management and general Fundraising	\$ 7,553,872	\$ 259,458	\$ 146,294	\$ 101,051	\$ -	\$ 172,564	\$ 2,175,566	\$ (1,708,333)	\$ 8,700,472
	<u>712,742</u>	<u>24,527</u>	<u>92,116</u>	<u>133,417</u>	<u>-</u>	<u>265,115</u>	<u>654,438</u>	<u>-</u>	<u>1,882,355</u>
Total supporting services	<u>8,266,614</u>	<u>283,985</u>	<u>238,410</u>	<u>234,468</u>	<u>-</u>	<u>437,679</u>	<u>2,830,004</u>	<u>(1,708,333)</u>	<u>10,582,827</u>
Total functional expenses	65,430,388	3,114,216	1,757,869	1,219,318	-	1,901,642	28,157,131	(1,964,505)	99,616,059
Support of National programs	<u>25,325</u>	<u>-</u>	<u>595</u>	<u>3,768</u>	<u>-</u>	<u>5,943</u>	<u>99,256</u>	<u>-</u>	<u>134,887</u>
Total operating expenses	<u>65,455,713</u>	<u>3,114,216</u>	<u>1,758,464</u>	<u>1,223,086</u>	<u>-</u>	<u>1,907,585</u>	<u>28,256,387</u>	<u>(1,964,505)</u>	<u>99,750,946</u>
Increase (decrease) in net assets from operations	1,520,663	22,142	(277,156)	406	-	(258,100)	(340,272)	-	667,683
Other nonoperating expenses, gains and losses:									
Change in fair value of interest rate swaps	(939,843)	-	-	-	-	19,090	(341,643)	-	(1,262,396)
Net realized and unrealized gains on investments	456,206	-	-	-	-	100,791	12,330	-	569,327
Increase (decrease) in fair value of beneficial interest in trust held by others	1,678	-	-	(636)	-	310,400	34,132	-	345,574
Gain on sales and disposals of property, plant and equipment	<u>3,537</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>905</u>	<u>-</u>	<u>4,442</u>
	<u>(478,422)</u>	<u>-</u>	<u>-</u>	<u>(636)</u>	<u>-</u>	<u>430,281</u>	<u>(294,276)</u>	<u>-</u>	<u>(343,053)</u>
Increase (decrease) in net assets before effects of discontinued operations	1,042,241	22,142	(277,156)	(230)	-	172,181	(634,548)	-	324,630
Gain (loss) from discontinued operations	<u>116,431</u>	<u>(168,673)</u>	<u>-</u>	<u>-</u>	<u>574,040</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>521,798</u>
Total increase (decrease) in net assets	1,158,672	(146,531)	(277,156)	(230)	574,040	172,181	(634,548)	-	846,428
Net assets (deficit) at beginning of year	14,997,901	1,657,168	(1,975,589)	172,620	(269,614)	5,226,589	1,782,828	-	21,592,003
Net assets (deficit) at end of year	<u>\$ 16,156,573</u>	<u>\$ 1,510,637</u>	<u>\$ (2,252,745)</u>	<u>\$ 172,390</u>	<u>\$ 304,426</u>	<u>\$ 5,398,870</u>	<u>\$ 1,148,280</u>	<u>\$ -</u>	<u>\$ 22,438,431</u>

* Includes Agency Realty, Inc., Special Transit Service, Inc., Webster Place Inc., and Manchester Alcoholism Rehabilitation Center

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

CONSOLIDATING STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

Year Ended August 31, 2011

	* New Hampshire	Vermont	Maine	Rhode Island	Harbor Schools, Inc.	Connecticut	New York	Elimi- nations	Total
Public support and revenue:									
Public support:									
Contributions	\$ 824,244	\$ 7,317	\$ 36,918	\$ 24,109	\$ -	\$ 71,360	\$ 477,590	\$ -	\$ 1,441,538
Special events, net	312,172	13,188	56,893	80,422	-	4,748	719,251	-	1,186,674
Annual campaigns, net	454,178	13,607	26,232	28,398	-	7,787	-	-	530,202
Bequests	32,446	-	-	-	-	10,000	31,087	-	73,533
Total public support	1,623,040	34,112	120,043	132,929	-	93,895	1,227,928	-	3,231,947
Revenue:									
Fees and grants from governmental agencies	36,500,304	2,256,303	1,361,672	885,469	-	744,644	15,117,126	-	56,865,518
Other fees and grants	21,823,453	601,541	20,500	102,142	-	18,495	7,131,922	-	29,698,053
Start-up programs	-	-	-	-	-	-	161,178	-	161,178
Sales to public	3,617,280	-	-	-	-	-	-	(7,114)	3,610,166
Dividend and interest income	259,210	-	1	1,547	-	302,738	59,425	-	622,921
Rental income	-	-	-	-	-	-	141,855	-	141,855
Intercompany revenue	2,077,234	-	-	-	-	-	-	(2,077,234)	-
Other	194,039	9,373	4,976	250	-	268,584	66,211	(625)	542,808
Total revenue	64,471,520	2,867,217	1,387,149	989,408	-	1,334,461	22,677,717	(2,084,973)	91,642,499
Total public support and revenue	66,094,560	2,901,329	1,507,192	1,122,337	-	1,428,356	23,905,645	(2,084,973)	94,874,446
Operating expenses:									
Program services:									
Public health education	277,510	-	1,069	1,461	-	-	342,355	-	622,395
Professional education	22,136	-	-	-	-	-	-	-	22,136
Program start-up	-	-	-	-	-	-	595,904	-	595,904
Direct services	55,481,073	2,609,075	1,462,529	871,968	-	1,372,947	20,680,425	(232,359)	82,245,658
Total program services	55,780,719	2,609,075	1,463,598	873,429	-	1,372,947	21,618,684	(232,359)	83,486,093

	* New Hampshire	Vermont	Maine	Rhode Island	Harbor Schools, Inc.	Connecticut	New York	Elimi- nations	Total
Supporting services:									
Management and general Fundraising	\$ 7,678,677 754,830	\$ 336,385 34,769	\$ 174,608 129,734	\$ 90,372 98,071	\$ — —	\$ 271,894 128,365	\$ 1,887,022 708,217	\$ (1,852,614) —	\$ 8,586,344 1,853,986
Total supporting services	8,433,507	371,154	304,342	188,443	—	400,259	2,595,239	(1,852,614)	10,440,330
Total functional expenses	64,214,226	2,980,229	1,767,940	1,061,872	—	1,773,206	24,213,923	(2,084,973)	93,926,423
Support of National programs	25,325	—	595	435	—	5,487	91,309	—	123,151
Total operating expenses	64,239,551	2,980,229	1,768,535	1,062,307	—	1,778,693	24,305,232	(2,084,973)	94,049,574
Increase (decrease) in net assets from operations	1,855,009	(78,900)	(261,343)	60,030	—	(350,337)	(399,587)	—	824,872
Other nonoperating expenses, gains and losses:									
Change in fair value of interest rate swaps	139,733	—	—	—	—	(117,098)	(715,743)	—	(693,108)
Net realized and unrealized gains (losses) on investments	877,877	—	—	—	—	76,781	(11,820)	—	942,838
Increase in fair value of beneficial interest in trust held by others	2,862	—	—	2,627	—	264,288	22,987	—	292,764
Gain (loss) on sales and disposals of property, plant and equipment	7,977	—	—	—	—	209,578	(17,278)	—	200,277
	1,028,449	—	—	2,627	—	433,549	(721,854)	—	742,771
Increase (decrease) in net assets before effects of discontinued operations	2,883,458	(78,900)	(261,343)	62,657	—	83,212	(1,121,441)	—	1,567,643
(Loss) gain from discontinued operations	(667)	106,797	—	—	(803,373)	—	—	—	(697,243)
Total increase (decrease) in net assets	2,882,791	27,897	(261,343)	62,657	(803,373)	83,212	(1,121,441)	—	870,400
Net assets (deficit) at beginning of year	12,115,110	1,629,271	(1,714,246)	109,963	533,759	5,143,477	2,904,269	—	20,721,603
Net assets (deficit) at end of year	\$ 14,997,901	\$ 1,657,168	\$ (1,975,589)	\$ 172,620	\$ (269,614)	\$ 5,226,689	\$ 1,782,828	\$ —	\$ 21,592,003

* Includes Agency Realty, Inc., Special Transit Service, Inc., and Manchester Alcoholism Rehabilitation Center

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

CONSOLIDATING STATEMENT OF FUNCTIONAL EXPENSES

Year Ended August 31, 2012

	* New Hampshire	Vermont	Maine	Rhode Island	Harbor Schools, Inc.	Connecticut	New York	Elimi- nations	Total
Salaries and related expenses	\$ 47,705,820	\$ 2,331,243	\$ 1,410,730	\$ 887,734	\$ -	\$ 983,598	\$ 20,516,610	\$ -	\$ 73,835,735
Professional fees	7,204,274	418,106	117,769	159,033	-	229,769	3,717,969	(1,951,665)	9,895,255
Supplies	1,833,802	15,939	21,141	7,528	-	83,189	807,263	-	2,768,862
Telephone	658,624	18,761	8,140	6,753	-	23,356	141,152	-	856,786
Postage and shipping	93,400	1,684	3,375	1,912	-	3,904	31,459	-	135,734
Occupancy	2,129,899	64,424	159,367	82,431	-	153,235	1,523,589	-	4,112,945
Outside printing, artwork and media	76,600	2,871	5,210	6,094	-	4,745	25,631	-	121,151
Travel	2,262,922	104,480	16,297	39,640	-	25,752	256,872	-	2,705,963
Conventions and meetings	221,002	34,900	3,954	2,011	-	10,432	123,088	-	395,387
Specific assistance to individuals	654,429	107,006	120	-	-	-	165,496	(12,840)	914,211
Dues and subscriptions	24,855	200	535	573	-	350	18,869	-	45,382
Minor equipment purchases and equipment rental	545,315	11,639	6,373	21,414	-	27,109	83,587	-	695,437
Ads, fees and miscellaneous	27,547	1,165	2,123	143	-	29,194	(3,112)	-	57,060
Interest	794,332	-	-	-	-	132,478	296,755	-	1,223,565
Bad debt provision	27,075	-	-	1,925	-	2,600	14,744	-	46,344
Depreciation and amortization	1,170,492	1,798	2,735	2,127	-	191,931	437,159	-	1,806,242
	<u>\$ 65,430,388</u>	<u>\$ 3,114,216</u>	<u>\$ 1,757,862</u>	<u>\$ 1,219,318</u>	<u>\$ -</u>	<u>\$ 1,901,642</u>	<u>\$ 28,157,131</u>	<u>\$ (1,964,505)</u>	<u>\$ 99,616,059</u>

* Includes Agency Realty, Inc., Special Transit Service, Inc., Webster Place Inc., and Manchester Alcoholism Rehabilitation Center

EASTER SEALS NEW HAMPSHIRE, INC. AND SUBSIDIARIES

CONSOLIDATING STATEMENT OF FUNCTIONAL EXPENSES

Year Ended August 31, 2011

	* New Hampshire	Vermont	Maine	Rhode Island	Harbor Schools, Inc.	Connecticut	New York	Elimi- nations	Total
Salaries and related expenses	\$ 45,570,108	\$ 2,121,498	\$ 1,379,430	\$ 748,750	\$ -	\$ 731,224	\$ 17,687,457	\$ -	\$ 68,238,467
Professional fees	7,905,517	456,288	176,987	157,886	-	333,347	3,374,764	(2,077,859)	10,326,930
Supplies	1,844,237	19,635	25,596	22,499	-	77,577	674,979	-	2,664,523
Telephone	595,244	18,928	6,736	5,399	-	37,196	117,410	-	780,913
Postage and shipping	97,433	1,446	3,955	2,792	-	3,696	42,362	-	151,684
Occupancy	2,010,147	61,158	151,816	64,283	-	228,987	1,325,452	-	3,841,843
Outside printing, artwork and media	102,428	3,779	3,481	6,659	-	6,189	37,539	-	160,075
Travel	2,134,911	106,763	17,079	36,079	-	24,994	227,086	(7,114)	2,539,798
Conventions and meetings	274,534	34,976	3,146	8,820	-	4,757	217,978	-	544,211
Specific assistance to individuals	718,567	130,056	106	34	-	-	97,037	-	945,800
Dues and subscriptions	18,919	384	2,021	881	-	3,806	6,906	-	32,917
Minor equipment purchases and equipment rental	445,737	21,030	15,224	22,282	-	10,068	110,291	-	624,632
Ads, fees and miscellaneous	104,477	1,885	2,628	563	-	1,623	34,829	-	146,005
Interest	793,231	-	-	-	-	115,089	60,343	-	968,663
Bad debt provision	383,584	(2)	(26,362)	(18,108)	-	58	(19,000)	-	320,170
Depreciation and amortization	1,215,152	2,405	6,097	3,053	-	194,595	218,490	-	1,639,792
	<u>\$ 64,214,226</u>	<u>\$ 2,980,229</u>	<u>\$ 1,767,940</u>	<u>\$ 1,061,872</u>	<u>\$ -</u>	<u>\$ 1,773,206</u>	<u>\$ 24,213,923</u>	<u>\$ (2,084,973)</u>	<u>\$ 93,926,423</u>

* Includes Agency Realty, Inc., Special Transit Service, Inc., and Manchester Alcoholism Rehabilitation Center

KEY ADMINISTRATIVE PERSONNEL

NH Department of Health and Human Services
Division for Children, Youth and Families

Agency Name: Easter Seals New Hampshire, Inc.

Name of Bureau/Section: _____

BUDGET PERIOD:	SFY 14-15		
Name & Title Key Administrative Personnel	Annual Salary Of Key Administrative Personnel	Percentage of Salary Paid By Contract	Total Salary Amount Paid By Contract
Larry Gammon, President & CEO	\$352,852	0.00%	\$0.00
Elin Treanor, CFO/COO	\$240,000	0.00%	\$0.00
Tina Sharby, Chief Human Resources Officer	\$140,000	0.00%	\$0.00
Arlene Kershaw, Sr VP Program Services	\$105,000	0.00%	\$0.00
		0.00%	\$0.00
		0.00%	\$0.00
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)			\$0.00

Key Administrative Personnel are top-level agency leadership (President, Executive Director, CEO, CFO, etc), and individuals directly involved in operating and managing the program (project director, program manager, etc.). These personnel **MUST** be listed, even if no salary is paid from the contract. Provide their name, title, annual salary and percentage of annual salary paid from agreement.

Cynthia C. Wallace



Management Highlights

- Extensive management experience developing teams and facilitating on going training and supervision. Designed curriculum, budgets and marketing for proprietary, corporate, not-for profit organizations, and grant driven contracts.
- Designed and implemented training for family resource centers, corporate and independent early childhood and parenting programs.
- Strong advocate for families, professionalism and quality improvement in early childhood settings through training, coaching, mentoring, consultation to promote *Best Practice*.

Professional Experience

Easter Seals NH Child Care Resource and Referral 2009 – present

Program Coordinator Manchester, Concord and Keene NH

Child Care Resource and Referrals Contract with the DHHS, CDB positions include Child Care Specialist, Program Manager and Program Coordinator. In each role the contract Performance Measures have either been on target or exceeded contract goals with strong Community Partnerships in both Concord and Manchester.

Bright Horizons at Spring Street Stride Rite Corporation, Lexington, MA 2005 - 2009

Bright Horizons at Blue Cross Blue Shield, Quincy MA.

Director

Director for a relocated Blue Cross Blue Shield facility and new start corporate-community partnership with Stride Rite Corporation. License capacity of 108 infants through six year olds.

Community Action Program Belknap-Merrimack Counties, 2001 - 2005
Concord, NH

Operations Manager, NAEYC Accredited Program

Implemented the Head Start/Early Head Start expansion grant. Supervised and licensed a 3,000 square foot construction project designed to double enrollment and increase programs. Administered *Federal Performance Standards* that serve the needs of 140 economically disadvantaged families.

Londonderry Children's Centre, Inc. 1982 - 2000
Londonderry, NH

Founder and President, NAEYC Accredited Program

Founded, managed and expanded high quality program for infants through school age children and kindergarten. Through acquisition, rental and renovations that expanded to two locations for 130 children. These exemplary programs were noted for community partnerships and chosen as practicum sites for early childhood education majors. Both locations were cited (1990 – 2000) as *New Hampshire Mentor Centers*.

Education

Evocative Coaching Certificate, 2012

NH Early Childhood Credential; Master Professional Endorsements:

Workshop Trainer, Individual Mentor, and Program Consultant

Certified Parenting Educator, Wheelock Graduate School, Boston, MA, 2000

B.S. Behavioral Science, Granite State College, Manchester, NH 1992

A.S. Child Study, Lasell College, Auburndale, MA 1968

Consultant and Trainer

Child Care Resource & Referral, Concord, Manchester, Keene, Laconia, Conway, Nashua

NH Alliance for Better Child Care

Caldarola Designs Associates, Inc. Derry, NH

Families First, Cambridge, MA

Family Foundations Network, Lowell, MA

NHAEYC & NAEYC Conferences

Nutfield YMCA, Parents Invested in Kids, Londonderry, NH

Upper Room Center for Parenting Education, Derry, NH

Committees and Boards

EEIN of NH

Spark, NH Policy Committee

NH Early Childhood Science and Child Welfare Team

Member of Child Care Aware ® of New Hampshire (formerly known as NH CCR&R Network)

NH State Board of Education, 2001-2005

Londonderry Kindergarten Building Committee

President of NHAEYC

NHAEYC Accreditation Liaison to NAEYC

NH Governors Commission on Child Care and Early Education

Good Beginnings Home Visiting, Londonderry/Derry, NH

Professional Recognition

Early Childhood Champion, Early Learning New Hampshire, 2011

Granite State College, *Victor Montana Alumni of the Year 2003*

NH Special Mentor of the Year 2000

NH Mentor Center 1990 -2000 (Londonderry Children's Centre)

Validator and Mentor, NAEYC Academy of Early Childhood Programs

CDA Advisor, Council for Professional Recognition, NH and MA

NHAEYC Commitment to Quality, 1991

Glenda West



Easter Seals New Hampshire, Child Care Resource and Referral

Manchester, NH

Jan 06- Present

Bilingual Child Care Specialist

- Coordinated and facilitated the Evidence Based Research Parent Training workshops titled "Abriendo Puertas/Opening Doors" in Manchester. These 10 Spanish sessions encouraged parents in their leadership and advocacy roles in the community and within their own family. Abriendo Puertas afforded six parents with connections to community resources and provided information on how to better support their young children for future academic success and improve their children's development skills. As a result of this initiative, Manchester now has a Spanish Parent Support group hosted and facilitated by the Easter Seals Family Resource Center.
- Recruit and support child care providers, which includes hosting various network-training opportunities for child care providers to improve the quality of care provided to young children. Also, deliver over 130 child care referrals quarterly in Spanish or English to families needing child care in the Manchester area.
- Collaborate with the Department of Human Health Services, local District Office and NH Employment Program to assist families with scholarship information and quality child care consumer education.
- NH Child Care Resource and Referral Network representative for the Operation Military Kids state committee. Coordinated efforts with child care programs and church organizations to collect items for Hero Packs distributed to military kids. Created and presented with the Air National Guard Youth Coordinator a workshop to inform Early Childhood Educators of the Stressors involved with Military Families.

Bicentennial Elementary/Broad Street School

Nashua, NH

Nov 01-Jan 06

Paraprofessional/Substitute Teacher

- Assisted and taught children from Preschool thru Grade 6 with learning disabilities, attention deficit disorder, autism, down syndrome, and other social or mental challenges that impact learning. Created and implemented lesson plans for students and gathered information for portfolios required by the state. Assisted teachers or administrator as needed to translate Spanish translator or substitute teacher upon request.
- Enabled fourth and fifth grade classrooms to acquire donated computers from a local business for academic use and for identified children with developmental delays.

Creative Clubhouse

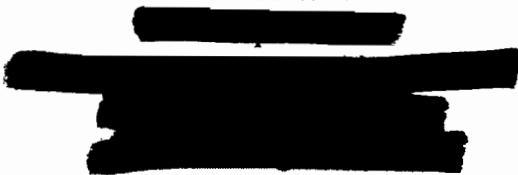
Westford, MA

Mar 00-Mar 01

Pre-Kindergarten/Toddler Teacher/Spanish Instructor

- Developed curriculum in English and Spanish, lessons included theme-related activities with art projects, role-play, songs, and literature. Extracurricular Spanish was available to after-school students enrolled at the clubhouse and Bicentennial Elementary School, as a volunteer.
- Created an evaluation tool to monitor the academic, physical, and social progress that is utilized during parent communication conferences or progress reports for each child. Developed age-appropriate lesson plans and activities children enjoyed and learned at the same time.
- Initiated and organized a multi-cultural celebration (La Posada) that involved the entire center. A great success for everyone involved!

Glenda West



La Ruta de Sonora Ecotourism Association

Ajo, AZ

Sept 99-Dec99

Tour Coordinator

- Assembled and developed welcome packages for La Ruta Ecotours. Responded to clientele and vendors to market product. Maintained a database of clientele for easy access and follow-up.
- Coordinated environmental and cultural educational Ecotours/travel arrangements between Mexico and southern Arizona for environmental groups and interested individuals from the United States.
- Processed two and three-day tour packages, ensuring all logistical arrangements were made in a timely manner. Approximately 33 ecotour participants in a 90-day period.

Spanish Instructor

Dayton, OH

Sept 93-Jun 99

Teacher (Volunteer)

- Developed and introduced the first-ever basic conversational Spanish course to elementary grade school students (Grades 1-6) in the Fairborn, Ohio, Public School system
- Provided private tutoring to 35 Home School students (Preschool through 10th grade) on the basics of conversational Spanish

US Air Force

Feb 85 – Aug 91

Social Actions/Personnel Officer

- Selected by CEO to evaluate and ensure all base administrative offices complied with Air Force directives. Thirteen deficient programs of 28 total offices improved to satisfactory or higher ratings.
- Supervised a staff of four to efficiently manage and keep accurate personnel administrative records in disciplinary actions, awards, education, and employee performance evaluations.
- Assisted with the implementation of SAFE (Substance Abuse Formal Education) for individuals identified with substance abuse issues. It was recognized and lauded as one of the best and effective programs within the command.

COMPUTER SKILLS

Proficient with Microsoft Office, Word, Excel, Power Point, Access, and Publisher.

EDUCATION

MA, Interdisciplinary Counseling (18 Credit Hrs), 1986

Eastern Washington University

BA, Psychology, 1984

Northern Arizona University

Magna Cum Laude

Child Care Course Diploma (1991)

Drug/Alcohol Abuse Control School (80s)

Defense Equal Opportunity Management

NH Credentials: Early Childhood Master Professional Workshop Trainer and Consultant.

Professional Affiliations: NH Child Care Resource Referral Network, Organization of Day Care Providers (ODCP) in Manchester, NH (Member at Large); and Operation Military Kids State Committee Member; State Emergency Preparedness Task Force Member; and SPARK Family Engagement Task Force

References Available Upon Request

Karyn Yeatman



OBJECTIVE

To contribute to the advancement and success of a program by applying my strong early childhood, interpersonal, and communication skills.

PROFESSIONAL EXPERIENCE

Easter Seals Child Care Resource & Referral Manchester, NH 04/10-Present
Resource & Referral Specialist

Collaborate with community partners to provide referrals to children and family resources and programs. Provide training and technical assistance to child care programs to improve quality, administration, and systems. Additional responsibilities include:

- Collaborate with community partners
- Training development and assessment
- Create, schedule, and coordinate quarterly training calendars
- Actively participate in State leadership initiatives
- Plan, organize, and coordinate state conferences and local events
- Database management
- Grant management and reporting
- Production of marketing materials

VNA Child Care & Family Resource Center Manchester, NH 10/08-04/10
Program Manager/ Center Director

Managed and implemented daily operations and state licensure compliance for a multiservice community based program serving over 150 high risk, low income families. Additional responsibilities included:

- Managing staff development and implementing incentive programs to enhance morale
- Hiring, performance evaluations, corrective action plans for over 30 staff members
- Managing client relations to ensure satisfaction
- Planning center wide events to promote family involvement
- Conducting and attending meetings with community partners and granters
- Facilitating training for parenting group

Bedford Village Morning School Bedford, NH 3/07-4/08
Assistant Director/Director of Afternoon Enrichment Program/Lead Teacher

These position included curriculum development, implementation d assessment, problem solving and overseeing staff. Managed customer relations by holding parent teacher conferences, conducting program tours and creating newsletters.

- Developing and implementing preschool curriculum
- Implementing Hand Writing Without Tears
- P. Moony Literacy Program
- Coordinate center-wide events

Iowa Health Child Development Center **Des Moines, IA** **11/04-8/06**
Teacher

- Developing and implementing preschool curriculum
- Developing student portfolios
- Conducting parent/teacher meetings
- Assisting director with scheduling for the center (28 staff)

Bedford Village Morning School **Bedford, NH** **8/03-6/04**
Teacher

- Lead Teacher of Afternoon Program M, W, F
- Co-Teacher in Lower Preschool T & TH
- Associate Teacher in Upper Preschool M, W, F

EDUCATION

Keene State College **Keene, NH** **2001**
BA Communication

**I have more than the required number of credits per the licensing and credentialing requirements for center director. Transcripts available upon request.*

State of New Hampshire Credentials

Early Childhood Master Professional Workshop Trainer
Early Childhood Master Professional Individual Mentor
Early Childhood Master Professional Program Consultant

Trainer

I am Moving I am Learning – A Proactive Approach for Addressing Childhood Obesity
NAEYC - Communication Skills for Challenging Conversation

Certified Consultant

NAP SACC – Nutrition and Physical Activity Self-Assessment for Child Care Programs
Worked with clients to assess, create, and implement policies and procedures around nutrition and physical activity.

Marketing Chair for New Hampshire Child Care Aware® of New Hampshire

Creating marketing plan, materials, and improving visibility for Child Care Aware® of New Hampshire

Computer Skills

Proficient in Word, Excel, PowerPoint, Publisher

References

Excellent references available upon request

Claudette Mallory

Work experience

Easter Seals NH Child Care Resource & Referral

Concord, NH

August, 2012 to Present

Child Care Resource & Referral Program Manager

Responsible for overseeing all functions in the office related to resource and referral services. Resource and referral duties include maintaining the NACCRRRA database, providing child care referrals to families, coordinating trainings and workshops for providers, preparing the quarterly newsletter and preparing monthly, quarterly and annual reports as needed. Duties also include purchasing of materials and supplies and supervising the Child Care Specialist.

SNHS/RCA Child Care Services

Portsmouth, NH

November, 2008 – August 2012

Child Care Resource & Referral Coordinator and CACFP Specialist

Responsible for overseeing all functions in the office related to resource and referral services. Resource and referral duties included maintaining the NACCRRRA database, providing child care referrals to families, coordinating trainings and workshops for providers, preparing the quarterly newsletter and preparing monthly, quarterly and annual reports as needed. Duties also included purchasing of materials and supplies. CACFP duties included assisting in the preparation of the monthly claim due to the State CACFP office, performing monitoring reviews of the CACFP providers and providing ongoing and annual training for CACFP providers.

The Applewood Learning Center

Londonderry, NH

November 1995 – July 2008

Financial Director/Business Manager/Office Administrator

Responsible for all administrative functions required to ensure the Center operated efficiently, including assisting the Director in meeting all State of New Hampshire Licensing Rules.

January 1999 – July 2008

Substitute

Certified to substitute for teachers in Applewood's classrooms from Infants to School agers as needed

Workshop Presenter

February 2008 to present

Topics include Teambuilding, Racism and Stereotyping in Children's Media, Emergency Preparedness, Resource & Referral Child Care Basics & Beyond the Basics trainings, Fun With Foods, and other topics as required in order to fulfill job responsibilities.

Education

August 2007 Wheelock College Boston, MA
Master of Science – Early Care and Education

December 1998 New Hampshire Community Technical College Manchester, NH
Certificate in Early Childhood Education

May 1978 New Hampshire College Manchester, NH
Bachelor of Science – Accounting

Professional memberships

New Hampshire Child Care Resource & Referral Network-
Executive Board Treasurer – March, 2010 – present
Website Committee Chairperson – January, 2010 to present

National Association for the Education of Young Children
Member - January, 1999 to present

New Hampshire Association for the Education of Young Children –
Executive Board - Recording Secretary – September 2008 to present
Governing Board - Scholarship Committee Chair -September 2004 to August 2008

Spark NH
Workforce and Professional Development Committee Member –
September, 2011 to present

Credentials

New Hampshire Department of Health and Human Services Child Development Bureau
Certificates of Achievement:
Early Childhood Master Professional with Faculty, Workshop Trainer, Individual Mentor and
Program Consultant endorsements.
Early Childhood Administrator, Level 4

References

Available upon request

Krishna A. Dubreuil

Profile

Committed educator with experience and expertise in creating learning environments that engage, motivate, and challenge children to learn and explore at their own pace. Excellent communication, organizational, and interpersonal skills with the ability to collaborate and build relationships with families, staff members, and administrators.

Experience

Child Care Resource and Referral Specialist, Easter Seals NH, Bow, NH (*August 2012-present*)

- Educate and provide resources to families, assist in finding child care through a free and confidential referral service
- Weekly presentations at the New Hampshire Employment Agency to families looking for quality child care
- Active member of the monthly network meetings
- Manage a web secure database of child care providers and programs
- Coordinate and distribute informational packets for families regarding the development in the Early Childhood field.
- Update information on the network website
- Assist, revise, and complete quarterly reports

Lead Teacher, White Birch Community Center, Henniker, NH (*2006-August 2012*)

- Implemented center-wide emergent curriculum and worked collaboratively with administration and lead teaching team to improve quality
- Aligned curriculum and assessment methods with the NH Early Learning Guidelines
- Created portfolios to monitor each child's progress and set individual educational goals
- Maintained ongoing communication with families via newsletters, conferences, and phone calls
- Active member of the Strategic Planning Committee for WBCC.
- Identify and make referrals to parents for additional services
- Counseled families on typical and atypical parenting issues and concerns
- Conducted workshops and trainings for parents and families

Private Tutor, Henniker and Deerfield, NH (*2001 – 2006*)

Provide one-on-one instruction in math, reading, and language arts for children ages six to twelve years old.

Teacher – 5th grade, Reeds Ferry School, Merrimack, NH (*1997-2000*)

- Implemented newly adopted district wide Houghton-Mifflin reading program
- Used a variety of instructional methods, including learning centers and cooperative learning to engage students of all levels and learning styles
- Integrated a positive discipline plan which promoted student responsibility, problem solving skills, and student accountability
- Successfully created a five step-writing program where children and parents could measure their progress throughout the course of the year
- Created and used thematic units for a variety of topics throughout the year
- Maintained weekly communication with families through newsletters, notes, and phone calls

I.E.P Assistant, Thornton's Ferry School, Merrimack, NH (*Fall 1995-1997*)

- Implemented a new program (Discrete Trial Therapy) in parallel with the Spaulding Youth Center in Tilton, NH for a non-verbal, low functioning child with Autism
- Developed students I.E.P. based on strengths and weaknesses
- Worked closely with Speech Therapist in developing a well-defined communication program via the use of sign language and Mayor Johnson Symbols
- Interacted with parents on a daily basis regarding the child's behaviors, successes, and new developments
- Coordinated home program in efforts to support school based activities

**Relevant
Experience**

Pats Peak Co-Ski School Director, Henniker Elementary School, Henniker, NH (2006-present)

Organize and direct all facets of a successful ski school program. Responsibilities include registering children, organizing volunteers, creating and organizing groups for all ski levels, and maintain communication with the school, parents, Pats Peak, and children.

Assistant Director, Camp Passaconaway, Bedford, NH (Summers 1995-1996)

Responsible for directing all facets of a successful summer camp for children ages 5-13. This includes supervising counselors, training junior counselors, administering first aide, integrating special needs children, organizing daily trips, coordinating counselor's schedules, and maintaining daily communication with all parents.

Student Teacher, Porters Point School, Colchester, VT (Spring 1994)

Planned and taught lesson in an open classroom setting to nineteen students in grade three during a fifteen week internship. Taught literature based reading program, created and implemented individualized reading programs. Prepared and developed original units on electricity, magnetism, measurement and money, incorporated the use of multiple intelligence's and cooperative learning in each unit. Modified teaching methods for children with special needs and substitute taught for cooperating teacher as needed.

Substitute Teacher, New Morning School, Goffstown, NH (Winter 1994-1995)

Substitute taught for preschool and kindergarten levels.

**Computer
Skills**

· Microsoft Office · Pascal · Cobalt (C+) · Various Educational Software
· Systems: IBM PC-MS DOS-WINDOWS-NT, AND APPLE PC-MACINTOSH

Education

New England College, Henniker, NH

Master's in Education w/ concentration in Spec. Ed. – anticipated completion June 2013

NHTI, Concord, NH

Course: Positive Behavior Guidance in Early Childhood

Saint Michael's College, Colchester, VT

Bachelor of Arts in Psychology; May 1995

Program of Elementary Education - High Honors

**Additional
Certifications**

NH Teacher Certification, K-8

NH ECE Professional Credential, Teacher Level 4

First Aid/CPR

SARAH Albrecht



EDUCATION

1969-1973	NH	Keene State College	BS in ED	Keene
1980		Tarrant County Jr. College	Texas Gov	Fort Worth TX
1991 & 1992		University of Texas in Arlington	Early Childhood	Arlington TX

EMPLOYMENT

2011-present	Easter Seals of New Hampshire CCR&R Child Care Specialist	Keene, NH
2006-2011	Easter Seals of New Hampshire Early Support & Services Educator	Keene NH
2002-2006	Monadnock School District Long Term sub 5 th grade Paraprofessional 1-5 grades After School Coordinator K-6 grades	Troy School
2000-2002	Southwestern Community Services Head Start Teacher/ Center Manager	Keene, NH
1996-2000	Arlington Independent School District 1203 West Pioneer Parkway, 76013-6246 Pre-kindergarten Teacher	Arlington, TX
1993-1995	Country Day School of Arlington Preschool teacher On- staff sub ages 2- grade 5	Arlington, TX
1988-1992	The Oakridge School 5900 Pioneer Parkway Pre-kindergarten teacher Extended Care Summer Camp Assistant Director	Arlington, TX

1979-1987	Children's World Learning Centers		
	9/85-8/87	Kindergarten	North Richland Hills TX
	1/84-6/85	Kindergarten	Bedford TX
	10/84-6/85	Assistant Director	
	9/79-5/81	Kindergarten	Fort Worth, TX
	9/79-5/80	Kindergarten	Irving, TX
	1979	After School coordinator	
	9/78-5/79	Pre-school coordinator	
	1/78-5/79	Per-Kindergarten	

1981-1983	Redhill Primary School		Chislehurst, England
	4/83-6/83	Reception Class (4-5 year olds)	
	1/83-4/83	Infant Class (4-7 year olds)	
	9/81-1/83	Parent Helper	

1973-1974	Westmoreland PTA Kindergarten	Westmoreland NH

TEACHER CERTIFICATION

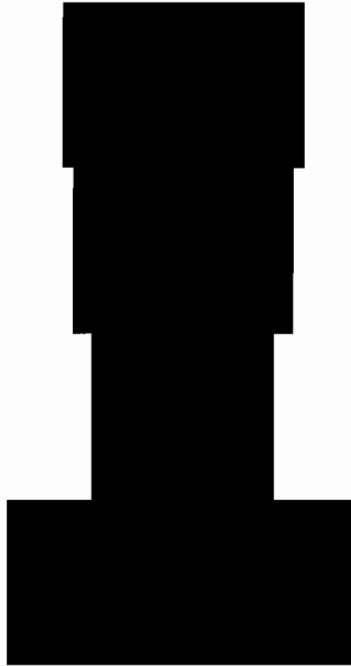
New Hampshire Certification	1973
Experienced Teacher Certification	2010-2013
Elementary Education	
Early Childhood Education	
Texas Elementary Certification Lifetime	
Elementary (Grades 1-8)	1981
Early Childhood Education (Grades PK-8)	1992
English as a Second Language (PK-KG)	1997

New Hampshire Credentials	2011-2014
Early Childhood Master Professional	
Individual Mentor	
Program Consultant	
Early Childhood Master Teacher	2011-2014
Level 2	

VOLUNTEER

Homeless and Abused Children	Ages 0-5 years

Shelly Kernozicky



Education:

Keene State College

B.S. Home Economics/Early Childhood Education

Professional Experience:

Easter Seals

Keene NH

CCR&RI Program Manager

2008-Present

Creating Lasting Family Connections

Keene NH

Program Director/Master Trainer

1999-Present

College forLife Long Learning

Concord NH

Course Instructor

1998-Present

The Mountain Corporation

Keene NH

Child Care Director

2007-2008

Franklin Elemenart School

Keene NH

Title I Teacher

2005-2006

Families First of the Greater Seacoast

Portsmouth NH

Children's Services Coordinator

2001-2003

Keene Housing Authority

Keene NH

Residential Services Coordinator

1998-2000

Swift Water Girl Scout Council

Manchester NH

Field Director

1997-1998

NI North Inc.

Keene NH

Therapeutic Foster Care Trainer

1993-1996

Professional Forster Parent

Keene Family YMCA

Keene NH

After School Prgram Director

1985-1992

Pre-School Teacher

Keene Parks and Recreation

Keene NH

Summer Playground Supervisor

1985-1992

Selected Accomplishments:

- New Hampshire Early Childhood Credentials
 - Early Childhood Master Professional with Workshop

Trainer, Program Mentor and Individual Consultant

endorsements

- Early Childhood Administrator Level 1
- Afterschool Master Professional with Workshop Trainer,

Program Mentor and Individual Consultant endorsements h

-
- Co-Chair for the New Hampshire State Child Care Resource and

Referral Network 2009-2010

- Member of the New Hampshire Infant Toddler Task Force

- DCYF Henry Morgan Award 2009

- Developed and wrote Specialized Foster Care Curriculum for

Granite State College Staff Development Partnership

- Creating Lasting Family Connections National Master Trainer

- Facilitated over 100 workshops/trainings focused on child

development, conflict resolution, foster care and substance abuse

- Completed NACCRA Marketing Training 2010
-

Selected Skills:

Computer Skills: Proficient in NACCRA Data Base; Excel; Access; Publisher;

Word; Outlook;

Financial Skills: Managed and maintained budgets of up to a five hundred

thousand dollars.

Supervisory Skills: Recruited, hired, supervised and evaluated a staff of up

to

30 employees in a number of settings. Supervised volunteer

program at a Family Resource Center for children's programming

and Girl Scout leaders.

Marketing skills: Recruited parents to become foster parents. Brought one

child care center's enrollment from 10 children to 35 children within

a year. Successfully recruited volunteers to participate in Girls

Scouts.

Communication skills: Proficient at writing and clearly communicating with

peers and public.

Personal skills: The ability to be flexible and think outside the box.

Committed

to excellence and doing what needs to be done to be successful. The

ability to integrate humor, kindness, compassion and creativity in a

professional environment.

2013 Easter Seals New Hampshire Board of Directors

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Dennis Brown



Chairman - NY

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Sally Garmon



Chairman - Webster Place

Charles Clarkson,



Lori Levesque, Supervisor

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2013 Easter Seals New Hampshire Board of Directors

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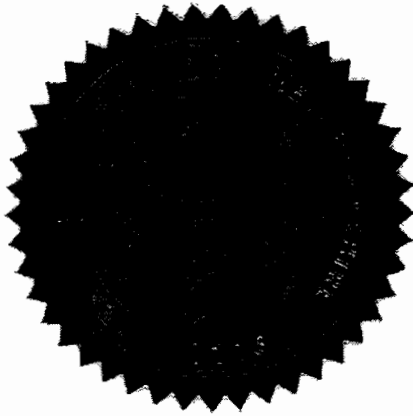
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State of New Hampshire

Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that Easter Seals New Hampshire, Inc. is a New Hampshire nonprofit corporation formed November 6, 1967. 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 25th day of January A.D. 2013

A handwritten signature in cursive script, reading "William M. Gardner".

William M. Gardner
Secretary of State

Client#: 497072

EASTSEAT

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/26/2012

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

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

PRODUCER USI Insurance Svcs of NE, Inc. PO Box 6360 Manchester, NH 03108-6360 603 625-1100	CONTACT NAME: PHONE (A/C, No, Ext): 603 625-1100 FAX (A/C, No): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Insurance Company NAIC # 23850 INSURER B: Liberty Mutual Insurance Co. 23043 INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Easter Seals NH, Inc. Easter Seals NY, Inc. 555 Auburn Street Manchester, NH 03103	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GENTL AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC		PHPK914096	09/01/2012	09/01/2013	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 \$3,000,000 PRODUCTS - COMP/OP AGG \$3,000,000 \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS		PHPK914096	09/01/2012	09/01/2013	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$10,000		PHUB394930	09/01/2012	09/01/2013	EACH OCCURRENCE \$15,000,000 AGGREGATE \$15,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y ☒ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	WC7611258839013	01/01/2013	01/01/2014	☒ WC STATUTORY LIMITS ☐ OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	Blanket-EDP RC Value		PHPK914096	09/01/2012	09/01/2013	\$3,019,050-\$500 Ded. Special Form Incl Theft

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

Supplemental Names

Easter Seals NY, Inc., Easter Seals ME, Inc., STS, Inc., Agency Realty, Inc., Easter Seals Rhode Island, Inc., The Harbor Schools, Inc., Manchester Alcohol Rehabilitation Center, Inc., dba The Farnum Center, Easter Seals VT, Inc., Easter Seals CT, Inc., Webster Place Center, Inc., - The General Liability policy includes a blanket automatic Additional Insured endorsement that provides Additional Insured and a Blanket (See Attached Descriptions)

CERTIFICATE HOLDER

CANCELLATION

State of NH Dept. of Health & Human Services Division for Children, Youth & Families 129 Pleasant St. Concord, NH 03301	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>E. Arnold</i>

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DESCRIPTIONS (Continued from Page 1)

Waiver of Subrogation status to the Certificate holder, only when there is a written contract or written agreement between the named insured and the certificate holder that requires such status, and only with regard to the above referenced on behalf of the named insured. The General Liability policy contains a special endorsement with "Primary and Non-Contributory" wording.