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September 10, 2019

His Excellency, Governor Christopher T. Sununu  
and the Honorable Executive Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Education, Bureau of Vocational Rehabilitation (VR) to enter into a contract with Granite State Independent Living (GSIL), of Concord, NH (Vendor Code 155330), in an amount not to exceed \$367,235.00, to provide Independent Living (IL), Part B services, effective upon Governor and Council approval through September 30, 2021. 100% Federal funds.

Funds to support this request are available in the account titled Independent Services (Part B) with the ability to adjust encumbrances between State Fiscal years through the Budget Office, without further Governor and Council approval, if needed and justified.

	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY2022</u>
06-56-56-565010-25420000-102-500731	\$137,713.12	\$183,617.50	\$45,904.38
Contracts for Program Services			

**EXPLANATION**

The New Hampshire Department of Education receives an annual grant of \$338,117 from the United States Department of Health and Human Services, Administration of Community Living, and Independent Living Administration. The grant under Title VI, Part B of the Rehabilitation Act, as amended, enables the state to provide independent living services to individuals with significant disabilities so they can become more independent in their homes and communities. The Department provides services through contracts with nonprofit organizations which are directed and managed primarily by persons with significant disabilities. The services provide under the contract are available statewide. Services include: information and referral, peer advocacy, accessible van transportation, care coordination, vehicle modification program and independent living skills training.

Granite State Independent Living has a governing board that is controlled by persons with disabilities and provides the core independent living services as the only Center for Independent Living in the state. The purpose of GSIL is to promote life with independence for people with disabilities who reside in the state, which makes them uniquely suited to provide services to persons with disabilities. Services to be provided by GSIL include: transportation program, access modification program, Independent Living Services Coordination and Transition.

A Request for Proposals (RFP) was advertised on the Department of Education website on 4/10/19 with a deadline for proposals of May 24, 2019. There were four (4) proposals submitted to the Request for Proposals "Independent Living, Part B" in response to the notice.

A review committee consisting of a Program Specialist, VR Supervisor, Field Service Administrator and VR Director, reviewed the four (4) proposals received by the deadline; three proposals were chosen based on the review and score of the information (Attachment A). The team recommended funding Granite State Independent Living, Brain Injury Association of New Hampshire and Northeast Deaf and Hard of Hearing.

The outcome VR would like to achieve with this contract is to have independent living services provided statewide so more individuals with significant disabilities can maintain residence in their chosen locations within their communities.

Respectfully Submitted,



Frank Edelblut  
Commissioner of Education

## Granite State Independent Living

### Attachment A

Scoring for the Independent Living, Part B proposals:

Significance of Proposal: Description of applicant's abilities to meet or exceed the Purposes and Priorities, Minimum Requirements and Services to be Provided, including a description of work experience and educational background in Independent Living service provision. This will include a review of the letter of interest, letters of recommendation and resumes.

<u>Proposal Criteria</u>	<u>Reviewers Average Score</u>
Statement of Need (10)	6.50
Project Description (20)	18.5
Sustainability (20)	11.25
Organizational Capacity (15)	15
Collaboration (15)	15
<u>Organization Budget (20)</u>	<u>18</u>
Total for Evaluation Criteria	84.25

Evaluation Criteria Scores (proposals above 60 will receive funding if appropriate)

	Lisa H.	Louise B.	Chris M.	Lisa B.	Total for Evaluation Criteria
BIANH	92	92	92	90	91.50
GSIL	85	85	84	83	84.25
NDHHS	69	66	63	67	66.25
FIS	44	50	45	42	45.25

Scoring for review occurred on May 29, 2019. The proposal review panel consisted of the following employees from the Department of Education:

#### Reviewer Qualifications:

Lisa H. has worked for the VR agency for 16 years and is the VR Director for the agency. She oversees the overall agency operations and budget.

Chris M. has worked for the VR agency for several years and has primary responsibility over vendor payments and ticket to work duties in collaboration with the Social Security Administration.

Louise B. has worked for the agency for 25 years and oversees the agencies VR offices and customer caseload.

Lisa B. has worked for the agency for five years and is a VR Supervisor. She has oversight of a local office and assists in other activities as needed within the administration.



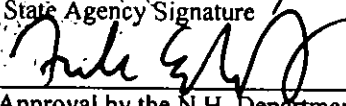
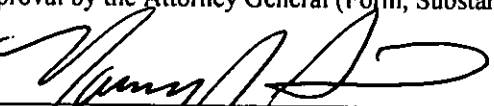
**Notice:** This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**AGREEMENT**

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

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

1.1 State Agency Name Department of Education		1.2 State Agency Address 21 S. Fruit Street, Suite 20 Concord, NH 03301	
1.3 Contractor Name Granite State Independent Living		1.4 Contractor Address 21 Chenell Drive Concord, NH 03301	
1.5 Contractor Phone Number 603-224-1850	1.6 Account Number See Exhibit B	1.7 Completion Date 9/30/21	1.8 Price Limitation \$367,235
1.9 Contracting Officer for State Agency Lisa Hinson-Hatz		1.10 State Agency Telephone Number 603-271-7080	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Deborah Ritcey President + CEO	
1.13 Acknowledgement: State of <u>NH</u> , County of <u>Merrimack</u> On <u>Sept 9, 2019</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace  [Seal]			
1.13.2 Name and Title of Notary or Justice of the Peace <u>Casey Strickulis, Sr. Executive Assistant</u>			
1.14 State Agency Signature  Date: <u>9-17-19</u>		1.15 Name and Title of State Agency Signatory <u>Frank Edelblut, Commissioner of Education</u>	
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) (if applicable) By:  On: <u>9/20/2019</u>			
1.18 Approval by the Governor and Executive Council (if applicable) By: _____ On: _____			

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

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("Effective Date").

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

**4. CONDITIONAL NATURE OF AGREEMENT.**

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

**5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.**

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

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

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

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

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

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

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

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

**7. PERSONNEL.**

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

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

Contractor Initials

Date 9.9.19

Agreement. This provision shall survive termination of this Agreement.

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

#### 8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

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

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

#### 9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

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

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

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

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

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

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

#### 14. INSURANCE.

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

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

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

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

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

**15. WORKERS' COMPENSATION.**

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

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

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

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

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

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

**19. CONSTRUCTION OF AGREEMENT AND TERMS.**

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

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

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

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

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

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

## EXHIBIT A

### SCOPE OF SERVICES

The Contractor, Granite State Independent Living (GSIL) shall provide independent living (IL) services based on the federal regulation 45 CFR Part 1329 per the Workforce Innovation Opportunity Act (WIOA).

The scope of the work for GSIL shall include the contractor identifying individuals who may be eligible for services, develop documentation in support of their eligibility and complete a plan to utilize appropriate and necessary independent living "core" or traditional services.

According to the Administration on Community Living and Definitions in 45 CFR 1329.4 "Independent Living Core services mean, for purposes of services that are supported under ILS or CIL programs-

- 1) Information and referral services;
- 2) Independent Living skills training;
- 3) Peer counseling, including cross-disability peer counseling;
- 4) Individual and systems advocacy;
- 5) Services that:
  - i. Facilitate the transition of individuals with significant disabilities from nursing homes and other institutions to home and community-based residences, with the requisite supports and services."
  - ii. "Provide assistance to individuals with significant disabilities who are at risk of entering institutions so that the individual may remain in the community."
  - iii. Facilitate the transition of youth who are individual's with significant disabilities, who were eligible for individualized education programs under IDEA.

According to the Administration on Community Living and Definitions in 45 CFR 1329.4 "Independent living services includes the independent living core services and such other services as described in section 7(18) of the Act.

- A. Independent living core services; and
- B. (i.) counseling services, including psychological, psychotherapeutic, and related services;  
(ii.) services related to securing housing or shelter, including services related to community group living and supportive of the purposes of this Act and of the titles of this Act, and adaptive housing services (including appropriate accommodations to and modifications of any space used to serve, or occupied by individuals with disabilities);  
(iii.) rehabilitation technology;  
(iv.) mobility training;  
(v.) services and training for individuals with cognitive and sensory disabilities, including life skills training, and interpreter and reader services;  
(vi.) personal assistance services, including attendant care and the training of personnel providing such services;  
(vii.) surveys, directories, and other activities to identify appropriate housing, recreation opportunities, and accessible transportation, and other support services;



**Exhibit A Continued**

- (viii) consumer information programs on rehabilitation and independent living services available under this Act, especially for minorities and other individuals with disabilities who have traditionally been unserved or underserved by programs under this Act;
- (ix) education and training necessary for living in a community and participating in community activities;
- (x) supported living;
- (xi) transportation, including referral and assistance for such transportation and training in the use of public transportation vehicles and systems;
- (xii) physical rehabilitation;
- (xiii) therapeutic treatment;
- (xiv) provision of needed prostheses and other appliances and devices;
- (xv) individual and group social and recreational services;
- (xvi) training to develop skills specifically designed for youths who are individuals with disabilities to promote self-awareness and esteem, develop advocacy and self-empowerment skills, and explore career options;
- (xvii) services for children;
- (xviii) services under other Federal, State, or local programs designed to provide resources, training, counseling, or other assistance, of substantial benefit in enhancing the independence, productivity, and quality of life of individuals with disabilities;
- (xix) appropriate preventive services to decrease the need of individuals assisted under this Act for similar services in the future;
- (xx) community awareness programs to enhance the understanding and integration into society of individuals with disabilities; and
- (xxi) such other services as may be necessary and not inconsistent with the provisions of this Act. "

1. The Contractor shall employ personnel who are specialists in the provision of independent living services in accordance with 45 CFR 1329.
2. Provide information about IL services and make referrals to other programs for individuals with significant disabilities as required under 45 CFR 1329.
3. The Contractor shall obtain medical, psychological, psychiatric, educational, vocational, social and financial information necessary to support eligibility for services.
4. The Contractor shall assist applicants in completion of any necessary forms and will develop an Independent Living Plan (ILP) prior to service provision.
5. The Contractor shall coordinate services with other state and local programs to avoid duplication of services.
6. The Contractor shall develop and maintain a consumer service record for each IL program customer. Documentation shall include eligibility decisions signed and dated by the Service Coordinator, services requested by the customer, the ILP, the services actually provided and goals achieved by the customer as a result of the IL services.
7. The Contractor shall apply for and document in the customer case record specific comparable benefits sought and obtained, prior to billing the Department of Education, Division of Workforce Innovation, Independent Living Program.
8. The ILP shall identify the service (s) to be received, the approximate cost and duration, the provider, the goal of the program, the intermediate objectives and a review of each objective at specified points.

**Exhibit A Continued**

9. The Contractor shall assist the customer in the completion of a financial needs test per 12 month period which begins on the date of eligibility, for a service or combination of services. Services provided will be contingent upon financial need.
10. If a service has been denied to a customer, that decision, along with rationale should be provided to the customer and appeal rights provided.
11. The Contractor shall maintain contact with customers and services providers to ensure that services are being delivered in a timely and appropriate manner. Contacts will be documented in the customer service record.
12. The Contractor shall coordinate service delivery between service providers and eligible customers to ensure timely and appropriate services until each customers program is determined to be inactive or closed.
13. The Contractor shall provide quarterly reports indicating customers served and total number of hours provided. At the end of the contract period a final report shall incorporate total number of consumers served, services provided under each service category of the contract.
14. The Contractor shall maintain an Information System to produce the Title VI, Part B 704 annual performance report as required by 45 CFR 1329.
15. All Part B services provided by the Association are available statewide.

**DELIVERABLES AND TIMELINE**

A. Transportation Program

Provide a minimum of 121 consumers who are financially eligible annually with trips that cannot be provided by another provider to improve the quality of life for consumers to participate in daily life activities with independence. Provide accessible van transportation totaling approximately 348 trips annually. Provide an estimated 2121 trips annually through Transportation Reimbursement Program.

B. Access Modification Program

Complete a minimum of 27 access projects annually (home and vehicle modifications, assistive technology, and/or durable medical equipment). The focus of this program is on home and community access, education and employment. The goal is to keep each project at \$1800.

C. Independent Living Services Coordination and Transition

Support 136 consumers annually with Independent Living Services Coordination. These services allow individuals to reach their highest level of independence within their home and community. The goals that consumers set are important to independence in community access, education and employment.

Assist consumers in securing necessary comparable benefits for access modification projects. Assist consumers in securing alternate transportation to increase options and independence.

Support transition-age students in identifying Independent Living skills and plans to increase their independence. Transition services also assist individuals transitioning from nursing or

## Exhibit A Continued

other facilities into the community with services which allow successful and sustained transition.

### D. Program Evaluation

The Contractor shall conduct bi-annual customer satisfaction surveys as documentation of quality assurance and program evaluation. The survey will document the individuals satisfaction with the services provided, measuring the extent to which the services received improved the consumer's ability to live independently. Results shall be sent to the Department of Education bi-annually.

#### A. Delivery Date

- Services shall be provided as requested by consumers.
- Summary reports will be provided to the Department on a quarterly basis. This report will include a quarterly itemized expenditure report and budget reconciliation report.
- All Part B funds must be tracked separately, as well as services that were provided by the resources. Monthly reports will include type of service being provided, staff providing the service, date of the service, hours of the service and consumers receiving the service. The first report and invoice will be due November 25, 2019 and the 25<sup>th</sup> day of each month, thereafter.
- Program site visits can be conducted with a two week notice, indicating the information that will be reviewed, including a comprehensive financial review.

**EXHIBIT B**

**BUDGET**

	FY20	FY21	FY22
Salary & Fringe Benefits	49,500.00	66,000.00	16,500.00
Partner and Vendor Services (Transportation and Access Modification)	64,541.25	86,055.00	21,513.75
Vehicle Repairs, Maintenance, Fuel and Insurance	12,375.00	16,500.00	4,125.00
Transportation Reimbursement Services	10,500.00	14,000.00	3,500.00
Staff Mileage Reimbursement	796.87	1062.50	265.63
Estimated Total:	137,713.12	183,617.50	45,904.38
Max Total:	\$ 137,713.12	\$ 183,617.50	\$ 45,904.38

This budget may be adjusted between fiscal years and line items but in no case can the total budget exceed the price limitation. The Contractor must receive Department of Education approval prior to adjustments in excess of 10%.

**Limitation on Price:** In no case shall the contract exceed the price limitation of \$183,617 per fiscal year or a total of \$367,235 for two year contract term.

**Funding Source:** Funding for this contract is 100% Federal funds in the following account:

	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY2022</u>
06-56-56-565010-25420000-102-500731	\$137,713.12	\$183,617.50	\$45,904.38
Contracts for Program Services			

**Monthly Payment Schedule**

The payment schedule for the two-year grant is as follows:

- Transportation costs, whether provided by an outside vendor or by GSIL's Transportation Program, will be billed on a monthly basis to the grant:
  - Accessible Van Rides provided by outside vendors are pass-through expenses to the grant and will be billed to the grant after receipt of the vendor invoice.
  - Accessible Van Rides provided by GSIL will be billed to the grant after completion at a rate of \$22 per hour and \$2 per mile.
  - Transportation Reimbursement Program trips are pass-through expenses to the grant and will be billed to the grant after trip completion based upon \$0.425 per mile.

Contract between Granite State Independent Living and the New Hampshire Department of Education

Contractor Initials *dh*  
Date 9/9/18

**EXHIBIT B Continued**

- o Access Modification Program costs will be billed on a monthly basis. These pass-through project expenses are billed to the grant upon completion and receipt of the consumer's confirmation of project satisfaction.
- o Personnel/Staff costs are billed to the grant monthly based upon the level of effort included in the budget.
- o  Travel costs are billed to the grant monthly based upon actual mileage for consumer appointments.

**Method of Payment:**

Invoices and reports shall be submitted to:

Dan Frye, Administrator, Services for Blind and Visually Impaired  
NH Department of Education  
21 S. Fruit Street, Suite 20  
Concord, NH 03301

**EXHIBIT C**  
**SPECIAL PROVISIONS**

After being deemed a subrecipient of Federal funds, the subrecipient will comply with any Federal fiscal monitoring, conducted by the NH Department of Education, Bureau of Federal Compliance.

2 CFR 200.331 (2) Requirements for pass-through entities; states that all requirements imposed by the pass-through entity on the subrecipient so that the Federal award is used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award. To ensure Granite State Independent Living Part B (GSIL) services are being used correctly and in accordance with the terms and conditions of the Federal award, GSIL can expect fiscal and program monitoring. GSIL will be notified in advance as to when monitoring will take place. Fiscal monitoring will be conducted separately from program monitoring which will be completed by the NH Department of Education, Vocational Rehabilitation.

**EXHIBIT D****Contractor Obligations**

Contracts in excess of the simplified acquisition threshold (currently set at \$250,000) must address **administrative, contractual, or legal remedies** in instances where the contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. Reference: 2 C.F.R. § 200.326 and 2 C.F.R. 200, Appendix II, required contract clauses.

The contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract.

The Contractor, certifies and affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

**Breach**

A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.

**Fraud and False Statements**

The Contractor understands that, if the project which is the subject of this Contract is financed in whole or in part by federal funds, that if the undersigned, the company that the Contractor represents, or any employee or agent thereof, knowingly makes any false statement, representation, report or claim as to the character, quality, quantity, or cost of material used or to be used, or quantity or quality work performed or to be performed, or makes any false statement or representation of a material fact in any statement, certificate, or report, the Contractor and any company that the Contractor represents may be subject to prosecution under the provision of 18 USC § 1001 and § 1020.

**Environmental Protection**

(This clause is applicable if this Contract exceeds \$150,000. It applies to Federal-aid contracts only.)

The Contractor is required to comply with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857 (h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency (EPA) regulations (40 CFR Part 15) which prohibit the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities. Violations shall be reported to the FHWA and to the U.S. EPA Assistant Administrator for Enforcement.

**Procurement of Recovered Materials**

In accordance with Section 6002 of the Solid Waste Disposal Act (42 U.S.C. § 6962), State agencies and agencies of a political subdivision of a state that are using appropriated Federal funds for procurement must procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired in the preceding fiscal year exceeded \$10,000; must procure solid waste management services in a manner that maximizes energy and resource recovery; and must have established an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Contractor Initials  
Date

*de*  
9/4/19

## Exhibit E

## Federal Debarment and Suspension

- a. By signature on this Contract, the Contractor certifies its compliance, and the compliance of its Sub-Contractors, present or future, by stating that any person associated therewith in the capacity of owner, partner, director, officer, principal investor, project director, manager, auditor, or any position of authority involving federal funds:
1. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal Agency;
  2. Does not have a proposed debarment pending;
  3. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal Agency within the past three (3) years; and
  4. Has not been indicted, convicted, or had a civil judgment rendered against the firm by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.
- b. Where the Contractor or its Sub-Contractor is unable to certify to the statement in Section a.1. above, the Contractor or its Sub-Contractor shall be declared ineligible to enter into Contract or participate in the project.
- c. Where the Contractor or Sub-Contractor is unable to certify to any of the statements as listed in Sections a.2., a.3., or a.4., above, the Contractor or its Sub-Contractor shall submit a written explanation to the DOE. The certification or explanation shall be considered in connection with the DOE's determination whether to enter into Contract.
- d. The Contractor shall provide immediate written notice to the DOE if, at any time, the Contractor or its Sub-Contractor, learn that its Debarment and Suspension certification has become erroneous by reason of changed circumstances.

Contractor Initials *dk*  
Date *9/9/19*



## Exhibit F

## Anti-Lobbying

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

The Contractor certifies, by signing and submitting this contract, to the best of his/her knowledge and belief, that:

- a. No federal appropriated funds have been paid or shall be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of any State or Federal Agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal amendment, or modification of any Federal contract grant, loan, or cooperative agreement.
- b. If any funds other than federally appropriated funds have been paid or shall be paid to any person for influencing or attempting to influence an officer or employee of any Federal Agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the "Disclosure of Lobbying Activities" form in accordance with its instructions (<http://www.whitehouse.gov/omb/grants/sflllin.pdf>).
- c. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making and entering into this transaction imposed by Section 1352, Title 31 and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- d. The Contractor also agrees, by signing this contract that it shall require that the language of this certification be included in subcontracts with all Sub-Contractor(s) and lower-tier Sub-Contractors which exceed \$100,000 and that all such Sub-Contractors and lower-tier Sub-Contractors shall certify and disclose accordingly.
- e. The DOE shall keep the firm's certification on file as part of its original contract. The Contractor shall keep individual certifications from all Sub-Contractors and lower-tier Sub-Contractors on file. Certification shall be retained for three (3) years following completion and acceptance of any given project.

Contractor Initials   
Date 9/9/19

## Exhibit G

### Rights to Inventions Made Under a Contract, Copy Rights and Confidentiality

#### Rights to Inventions Made Under a Contract or Agreement

Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the DOE.

Any discovery or invention that arises during the course of the contract shall be reported to the DOE. The Contractor is required to disclose inventions promptly to the contracting officer (within 2 months) after the inventor discloses it in writing to contractor personnel responsible for patent matters. The awarding agency shall determine how rights in the invention/discovery shall be allocated consistent with "Government Patent Policy" and Title 37 C.F.R. § 401.

#### Confidentiality

All Written and oral information and materials disclosed or provided by the DOE under this agreement constitutes Confidential Information, regardless of whether such information was provided before or after the date on this agreement or how it was provided.

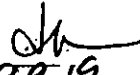
The Contractor and representatives thereof, acknowledge that by making use of, acquiring or adding to information about matters and data related to this agreement, which are confidential to the DOE and its partners, must remain the exclusive property of the DOE.

Confidential information means all data and information related to the business and operation of the DOE, including but not limited to all school and student data contained in NH Title XV, Education, Chapters 186-200.

Confidential information includes but is not limited to, student and school district data, revenue and cost information, the source code for computer software and hardware products owned in part or in whole by the DOE, financial information, partner information (including the identity of DOE partners), Contractor and supplier information, (including the identity of DOE Contractors and suppliers), and any information that has been marked "confidential" or "proprietary", or with the like designation. During the term of this contract the Contractor agrees to abide by such rules as may be adopted from time to time by the DOE to maintain the security of all confidential information. The Contractor further agrees that it will always regard and preserve as confidential information/data received during the performance of this contract. The Contractor will not use, copy, make notes, or use excerpts of any confidential information, nor will it give, disclose, provide access to, or otherwise make available any confidential information to any person not employed or contracted by the DOE or subcontracted with the Contractor.

#### Ownership of Intellectual Property

The DOE shall retain ownership of all source data and other intellectual property of the DOE provided to the Contractor in order to complete the services of this agreement. As well the DOE will retain copyright ownership for any and all materials, patents and intellectual property produced, including, but not limited to, brochures, resource directories, protocols, guidelines, posters, or reports. The Contractor shall not reproduce any materials for purposes other than use for the terms under the contract without prior written approval from the DOE.

Contractor Initials   
Date 9.9.19

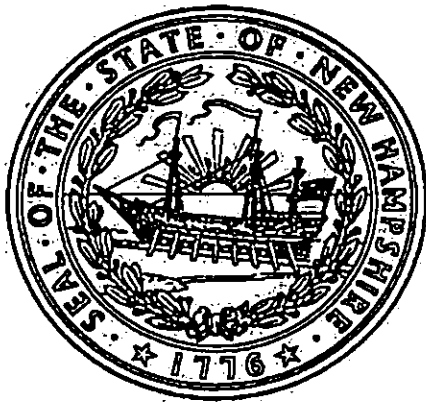
**State of New Hampshire**  
**Department of State**

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that GRANITE STATE INDEPENDENT LIVING is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on January 29, 1980. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 63257

Certificate Number: 0004568732



IN TESTIMONY WHEREOF,  
I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 19th day of August A.D. 2019.

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

William M. Gardner  
Secretary of State



# Granite State Independent Living

## Certificate of Authority

I, Liza Colby, Secretary of Granite State Independent Living do hereby certify that:

1. I am duly elected Secretary of Granite State Independent Living, a State of New Hampshire corporation;
2. I maintain and have custody and am familiar with the Seal and minute books of the Corporation;
3. I am duly authorized to issue certificates with respect to the contents of such books;
4. The following are true, accurate and complete copies of the resolution duly adopted by the Board of Directors at a vote, duly held on August 26, 2019, which meeting was duly held in accordance with the State of New Hampshire law and the by-laws of the Corporation;
5. The foregoing resolutions have not been amended or revoked and remain in full force and effect as of the date hereof: and:
6. The following person(s) has (have) been duly elected to and now occupy the office (s) indicated below:

Eric Schlepffhorst, Chair  
 Theo Vougias, 2<sup>nd</sup> Vice Chair  
 Liza Colby, Secretary  
 Ken Traum, Treasurer

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

September 9 2019.

Liza Colby  
 Liza Colby, Secretary

State Of New Hampshire

County Of Merrimack

The foregoing instrument was acknowledged before me this 9<sup>th</sup> day of September 2019 before me, Casey Strickulis, the undersigned Officer, personally appeared Liza Colby who acknowledged herself to be the Secretary of Granite State Independent Living, a Corporation, and that she, as such Secretary being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the Corporation by herself as secretary.

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

Casey Strickulis  
 Notary Public

SEAL:

My Commission Expires:

CASEY N. STRICKULIS, Notary Public  
 State of New Hampshire  
 My Commission Expires November 4, 2020



# Granite State Independent Living

## Resolutions of the Board of Directors

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

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

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

**Whereas:** the New Hampshire Department of Education: Vocational Rehabilitation seeks to enter into a contract for \$367,235.00 with GSIL for such services identified in the approved application.

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

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

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

## Certificate of Vote

The undersigned, being the Secretary of Granite State Independent Living., a New Hampshire voluntary corporation ("Corporation"), does hereby certify that the Board of Directors of the Corporation did approve the resolutions set forth above, at a duly called vote of said Board of Directors held on August 26, 2019

DATED: Sept 9 2019

Liza Colby  
Liza Colby, Secretary

My Commission Expires:

Casey Strickulis  
Notary Public

(SEAL)

CASEY N. STRICKULIS, Notary Public  
State of New Hampshire  
My Commission Expires November 4, 2020

Client#: 492954

GRANISTA6

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 8/20/2019

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

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

PRODUCER: USI Insurance Services LLC, 3 Executive Park Drive, Suite 300, Bedford, NH 03110, 855 874-0123. CONTACT NAME, PHONE (A/C, No, Ext): 855 874-0123, FAX (A/C, No):. INSURER(S) AFFORDING COVERAGE: INSURER A: Philadelphia Indemnity Insurance Co., NAIC #: 18058; INSURER B: Granite State Healthcare & Human Svc WC, NONAIC; INSURER C:; INSURER D:; INSURER E:; INSURER F:.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

Table with columns: INSR LTR, TYPE OF INSURANCE, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liab, and Workers Compensation and Employers' Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Additional Insured Status is Provided When Required By Contract per Form PI-GLD-HS(10/11)with respect to the Commercial General Liability. (See Attached Descriptions)

CERTIFICATE HOLDER: State of NH, Department of Education, 21 South Fruit Street, Suite 20, Concord, NH 03301. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: See list

Search

Search

## Our Mission & Values

Granite State Independent Living (GSIL) is a statewide nonprofit organization whose mission is to promote quality of life with independence for people with disabilities and seniors through advocacy, information, education, support and transition services.

- At Granite State Independent Living we believe in the importance of mutual **RESPECT** and we celebrate diversity.
- At Granite State Independent Living we believe all individuals should have **CHOICES**.
- At Granite State Independent Living we believe in individual **EMPOWERMENT**.
- At Granite State Independent Living we believe that all individuals have the right to define their own level of **INDEPENDENCE**.
- At Granite State Independent Living we believe in **COLLABORATION**.
- At Granite State Independent Living everything we do is done with **INTEGRITY**.

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## Board of Directors

We are able to speak and think with authority on behalf of the people we serve and support because we are led by a board of directors and staff of which over 51% are people with disabilities.

**Chair** – L. Eric Schlepphorst, MD (2020 -2)

Geoffrey Souther (2021-1)

**2nd Vice Chair** – Theo Vougas (2019-1)

Carol Conforti-Adams (2020-1)

**Treasurer** – Ken Traum (2019-1)

Mike Byrne (2021-1)

**Secretary** – Liza Colby (2020-2)

Rev. Edward L. Costa Jr (2021-1)

Lorna Greer (2019-2)

Jaroslav Hecka (2021-1)

Ron Hoy – (2019-2)

Iris Polley (2022-1)

Sara Lauze (2020-1)

Dave Qualey (2022-1)

**GRANITE STATE INDEPENDENT LIVING**

**Financial Statements**

**For the Year Ended September 30, 2018**

**(With Independent Auditors' Report Thereon)**



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## INDEPENDENT AUDITORS' REPORT

To the Board of Directors  
Granite State Independent Living

**Additional Offices:**

Nashua, NH  
Andover, MA  
Greenfield, MA  
Ellsworth, ME

### **Report on the Financial Statements**

We have audited the accompanying financial statements of Granite State Independent Living (a nonprofit organization), which comprise the statement of financial position as of September 30, 2018, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

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

### **Auditors' Responsibility**

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that

are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Granite State Independent Living as of September 30, 2018 and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Report on Summarized Comparative Information**

We have previously audited Granite State Independent Living's fiscal year 2017 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated February 1, 2018. In our opinion, the summarized comparative information presented herein as of and for the year ended September 30, 2017 is consistent, in all material respects, with the audited financial statements from which it has been derived.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated January 17, 2019 on our consideration of Granite State Independent Living'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 solely 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 effectiveness of Granite State Independent Living's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Granite State Independent Living's internal control over financial reporting and compliance.

*Melanson Heath*

January 17, 2019

**GRANITE STATE INDEPENDENT LIVING**

Statement of Financial Position

September 30, 2018

(with comparative totals as of September 30, 2017)

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>2018 Total</u>	<u>2017 Total</u>
<b>ASSETS</b>					
<b>Current Assets:</b>					
Cash and cash equivalents	\$ 3,152,991	\$ 36,809	\$ 9,085	\$ 3,198,885	\$ 2,808,172
Restricted cash	30,082	-	-	30,082	23,386
Accounts receivable:					
Medicaid, net of allowance of \$27,583	1,191,143	-	-	1,191,143	1,376,076
Title VII, net of allowance of \$149	1,146	-	-	1,146	65,870
Other, net of allowance of \$48,684	732,404	-	-	732,404	592,878
Prepaid expenses	110,337	-	-	110,337	378,998
Workers' compensation collateral	379,309	-	-	379,309	340,597
<b>Total Current Assets</b>	<b>5,597,412</b>	<b>36,809</b>	<b>9,085</b>	<b>5,643,306</b>	<b>5,585,977</b>
Investments	803,494	-	184,847	988,341	976,969
Property and Equipment, net	1,231,657	-	-	1,231,657	1,453,543
<b>TOTAL ASSETS</b>	<b>\$ 7,632,563</b>	<b>\$ 36,809</b>	<b>\$ 193,932</b>	<b>\$ 7,863,304</b>	<b>\$ 8,016,489</b>
<b>LIABILITIES AND NET ASSETS</b>					
<b>Current Liabilities:</b>					
Accounts payable	\$ 139,947	\$ -	\$ -	\$ 139,947	\$ 147,027
Accrued payroll and related liabilities	874,289	-	-	874,289	1,014,348
Accrued expenses	414,077	-	-	414,077	214,413
Deferred revenue	118,194	-	-	118,194	63,664
Current portion of contracts payable	7,950	-	-	7,950	7,950
<b>Total Current Liabilities</b>	<b>1,554,457</b>	<b>-</b>	<b>-</b>	<b>1,554,457</b>	<b>1,447,422</b>
<b>Long-Term Liabilities:</b>					
Contracts payable, net of current portion	15,238	-	-	15,238	23,188
<b>Total Liabilities</b>	<b>1,569,695</b>	<b>-</b>	<b>-</b>	<b>1,569,695</b>	<b>1,470,610</b>
<b>Net Assets:</b>					
Unrestricted	6,062,868	-	-	6,062,868	6,321,812
Temporarily restricted	-	36,809	-	36,809	37,793
Permanently restricted	-	-	193,932	193,932	186,274
<b>Total Net Assets</b>	<b>6,062,868</b>	<b>36,809</b>	<b>193,932</b>	<b>6,293,609</b>	<b>6,545,879</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 7,632,563</b>	<b>\$ 36,809</b>	<b>\$ 193,932</b>	<b>\$ 7,863,304</b>	<b>\$ 8,016,489</b>

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

**GRANITE STATE INDEPENDENT LIVING**

Statement of Activities

For the Year Ended September 30, 2018

(with comparative totals for the year ended September 30, 2017)

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>2018 Total</u>	<u>2017 Total</u>
<b>Support and Revenue:</b>					
Support:					
Grants	\$ 2,913,685	\$ 39,564	\$ -	\$ 2,953,249	\$ 3,318,020
Public support	71,805	-	6,725	78,330	110,576
Special events, net	30,730	-	-	30,730	23,777
Revenue:					
Program fees	17,077,454	-	-	17,077,454	16,860,585
Interest	6,185	-	-	6,185	3,557
Miscellaneous	4,189	-	-	4,189	8,282
Investment income	10,438	-	933	11,371	43,937
Net assets released from restriction	<u>40,548</u>	<u>(40,548)</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Support and Revenue</b>	<b>20,154,834</b>	<b>(984)</b>	<b>7,658</b>	<b>20,161,508</b>	<b>20,168,734</b>
<b>Expenses:</b>					
Long-term care	14,189,114	-	-	14,189,114	13,429,808
Community economic development	3,641,270	-	-	3,641,270	3,780,079
General and administrative	2,425,500	-	-	2,425,500	2,535,072
Fundraising	<u>157,894</u>	<u>-</u>	<u>-</u>	<u>157,894</u>	<u>172,366</u>
<b>Total Expenses</b>	<b><u>20,413,778</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>20,413,778</u></b>	<b><u>19,917,325</u></b>
Change in Net Assets	(258,944)	(984)	7,658	(252,270)	251,409
Net Assets, Beginning of Year	<u>6,321,812</u>	<u>37,793</u>	<u>186,274</u>	<u>6,545,879</u>	<u>6,294,470</u>
Net Assets, End of Year	<b><u>\$ 6,062,868</u></b>	<b><u>\$ 36,809</u></b>	<b><u>\$ 193,932</u></b>	<b><u>\$ 6,293,609</u></b>	<b><u>\$ 6,545,879</u></b>

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

**GRANITE STATE INDEPENDENT LIVING**

Statement of Functional Expenses

For the Year Ended September 30, 2018

(with comparative totals for the year ended September 30, 2017)

	Long-Term Care	Community Economic Development	Total Program	General and Administrative	Fundraising	2018 Total	2017 Total
Personnel expense:							
Salaries and wages	\$ 10,894,762	\$ 2,013,952	\$ 12,908,714	\$ 1,390,006	\$ 96,567	\$ 14,395,287	\$ 13,991,602
Employee benefits	1,926,966	496,725	2,423,691	252,424	26,930	2,703,045	2,472,241
Payroll taxes	882,674	157,863	1,040,537	109,768	7,102	1,157,407	1,143,450
Advertising	63,908	10,184	74,092	12,598	3,933	90,623	79,072
Provision for bad debts	24,571	367	24,938	-	-	24,938	93,644
Board of Directors	-	-	-	8,392	125	8,517	14,944
Building occupancy	86,022	247,167	333,189	121,933	5,900	461,022	433,043
Computer	18,413	5,823	24,236	62,110	1,401	87,747	146,430
Consultants	-	12,046	12,046	2,625	-	14,671	80,262
Depreciation	37,444	119,857	157,301	120,008	265	277,574	244,757
Dues and subscriptions	1,965	2,600	4,565	4,182	285	9,032	9,678
Equipment lease and maintenance	130	1,693	1,823	46,152	-	47,975	42,894
Grants	921	241,991	242,912	-	-	242,912	155,546
Insurance	-	21,669	21,669	64,603	-	86,272	87,693
Interpreter	720	1,785	2,505	-	-	2,505	4,670
Meals and entertainment	-	1,350	1,350	-	6	1,356	920
Meetings and events	2,706	4,556	7,262	1,769	-	9,031	13,738
Miscellaneous	5,432	69,422	74,854	20,545	1,987	97,386	196,397
Office, printing, postage, and supplies	66,119	17,681	83,800	65,623	11,302	160,725	173,419
Professional development	4,345	6,165	10,510	7,781	200	18,491	15,831
Professional fees	35,348	4,922	40,270	92,681	-	132,951	118,326
Telephone	33,201	26,593	59,794	38,822	929	99,545	97,936
Transportation	5,000	73,955	78,955	1,939	43	80,937	90,361
Travel	98,467	102,904	201,371	1,539	919	203,829	210,471
<b>Total Functional Expenses</b>	<b>\$ 14,189,114</b>	<b>\$ 3,641,270</b>	<b>\$ 17,830,384</b>	<b>\$ 2,425,500</b>	<b>\$ 157,894</b>	<b>\$ 20,413,778</b>	<b>\$ 19,917,325</b>

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

**GRANITE STATE INDEPENDENT LIVING**

Statement of Cash Flows

For the Year Ended September 30, 2018

(with comparative totals for the year ended September 30, 2017)

	<u>2018</u>	<u>2017</u>
Cash Flows From Operating Activities:		
Change in net assets	\$ (252,270)	\$ 251,409
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities:		
Depreciation	277,574	244,757
Gain on disposal of asset	(200)	(3,000)
Unrealized (gain) loss	7,671	(21,853)
Provision for bad debt	24,938	93,644
Restricted contributions	(6,725)	(23,000)
Changes in operating assets and liabilities:		
Accounts receivable	85,193	(604,900)
Prepaid expenses	268,661	120,943
Workers' compensation collateral	(38,712)	(97,138)
Accounts payable	(7,080)	5,933
Accrued payroll and related liabilities	(140,059)	76,685
Accrued expenses	199,664	39,719
Deferred revenue	<u>54,510</u>	<u>(754,729)</u>
Net Cash Provided (Used) By Operating Activities	473,165	(671,530)
Cash Flows From Investing Activities:		
Purchases of investments	(19,042)	(273,000)
Purchase of property and equipment, net of disposals	<u>(55,489)</u>	<u>(625,477)</u>
Net Cash Used By Investing Activities	(74,531)	(898,477)
Cash Flows From Financing Activities:		
Proceeds from restricted contributions	6,725	23,000
Payments of contracts payable	<u>(7,950)</u>	<u>(7,950)</u>
Net Cash Provided (Used) By Financing Activities	<u>(1,225)</u>	<u>15,050</u>
Net Change in Cash, Cash Equivalents, and Restricted Cash	397,409	(1,554,957)
Cash, Cash Equivalents, and Restricted Cash, Beginning of Year	<u>2,831,558</u>	<u>4,386,515</u>
Cash, Cash Equivalents, and Restricted Cash, End of Year	<u>\$ 3,228,967</u>	<u>\$ 2,831,558</u>

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

# GRANITE STATE INDEPENDENT LIVING

## Notes to Financial Statements

For the Year Ended September 30, 2018

### 1. Organization

Granite State Independent Living (the Organization), is a New Hampshire non-profit corporation providing a wide range of services to improve the quality of life for individuals with disabilities in New Hampshire. This is accomplished through ensuring the availability of a broad range of services, advocacy efforts, and the establishment of social support. The Organization impacts lives through two primary service areas:

- *Long-Term Care Program.* The Organization offers a variety of personal care service programs based on eligibility. Personal care attendants provide non-medical, hands-on assistance with activities of daily living for seniors and adults living with disabilities. A personal care worker helps individuals bathe, dress, eat, and navigate a range of other daily tasks. In addition to providing assistance with activities of daily living, personal care workers can assist with housekeeping chores, meal preparation, and medication management. Personal care services can be delivered in either a private home, residential care setting, or an individual's place of employment. The Organization also provides nursing facility transition services.
- *Community Economic Development Program.* The Organization is committed to assisting seniors and consumers with disabilities so they can function well within their community and pursue personal goals, whether through employment or earning academic credit through youth transition programs. Options are discussed through a call to the Information & Referral Program Service Coordinators, who help individuals set their goals. Services provided can include benefit planning, transportation, ASL referral, peer support, and access modification. Additional services offered may include placement, job coaching, and employment through the Ticket to Work Program.

### 2. Significant Accounting Policies

#### ***Comparative Financial Information***

The accompanying 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 (GAAP). Accordingly, such information should be read in conjunction with the



audited financial statements for the year ended September 30, 2017, from which the summarized information was derived.

### ***Cash and Cash Equivalents***

All cash and highly liquid financial instruments with original maturities of three months or less, and which are neither held for nor restricted by donors for long-term purposes, are considered to be cash and cash equivalents. Cash and highly liquid financial instruments restricted for permanent endowment or other long-term purposes are excluded from this definition.

### ***Accounts Receivable***

Accounts receivable consist primarily of noninterest-bearing amounts due for services and programs. The allowance for uncollectable accounts receivable is based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Accounts receivable are written off when deemed uncollectable.

### ***Investments***

The Organization carries investments in marketable securities with readily determinable fair values and all investments in debt securities at their fair values in the Statement of Financial Position. Unrealized gains and losses are included in the change in net assets in the accompanying Statement of Activities.

### ***Property and Equipment***

Property and equipment additions over \$1,000 are recorded at cost, if purchased, and at fair value at the date of donation, if donated. Depreciation is computed using the straight-line method over the estimated useful lives of the assets ranging from 3 to 40 years, or in the case of capitalized leased assets or leasehold improvements, the lesser of the useful life of the asset or the lease term. When assets are sold or otherwise disposed of, the cost and related accumulated depreciation is removed, and any resulting gain or loss is included in the Statement of Activities. Costs of maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed.

The carrying values of property and equipment are reviewed for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. When considered impaired, an impairment loss is recognized to the extent carrying value exceeds the fair value of the asset. There were no indicators of asset impairment in fiscal year 2018.

## ***Net Assets***

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

*Unrestricted Net Assets* – Net assets available for use in general operations.

*Temporarily Restricted Net Assets* – Net assets subject to donor restrictions that may or will be met by expenditures or actions and/or the passage of time. Contributions are reported as temporarily restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the Statement of Activities as net assets released from restrictions.

*Permanently Restricted Net Assets* – Net assets whose use is limited by donor-imposed restrictions that neither expire by the passage of time nor can be fulfilled or otherwise removed. The restrictions stipulate that resources be maintained permanently, but permit expending of the income generated in accordance with the provisions of the agreements.

## ***Revenue and Revenue Recognition***

Revenue is recognized when earned. Program service fees and payments under cost-reimbursable contracts received in advance are deferred to the applicable period in which the related services are performed or expenditures are incurred, respectively.

## ***Accounting for Contributions***

Contributions are recognized when received. All contributions are reported as increases in unrestricted net assets unless use of the contributed assets is specifically restricted by the donor. Amounts received that are restricted by the donor to use in future periods or for specific purposes are reported as increases in either temporarily restricted or permanently restricted net assets, consistent with the nature of the restriction. Unconditional promises with payments due in future years have an implied restriction to be used in the year the payment is due and, therefore, are reported as temporarily restricted until the payment is due unless the contribution is clearly intended to support activities of the current fiscal year or is received with permanent restrictions. Conditional promises, such as matching grants, are not recognized until they become unconditional, that is, until all conditions on which they depend are substantially met.

### ***Gifts-in-Kind Contributions***

The Organization periodically receives contributions in a form other than cash or investments. Contributed property and equipment is recognized as an asset at its estimated fair value at the date of gift, provided that the value of the asset and its estimated useful life meets the Organization's capitalization policy. Donated use of facilities is reported as contributions and as expenses at the estimated fair value of similar space for rent under similar conditions. If the use of the space is promised unconditionally for a period greater than one year, the amount is reported as a contribution and an unconditional promise to give at the date of gift, and the expense is reported over the term of use. Donated supplies are recorded as contributions at the date of gift and as expenses when the donated items are placed into service or distributed.

The Organization benefits from personal services provided by a substantial number of volunteers. Those volunteers have donated significant amounts of time and services in the Organization's program operations and in its fund-raising campaigns. However, the majority of the contributed services do not meet the criteria for recognition in the financial statements. Generally Accepted Accounting Principles allow recognition of contributed services only if (a) the services create or enhance nonfinancial assets or (b) the services would have been purchased if not provided by contribution, require specialized skills, and are provided by individuals possessing those skills.

### ***Grant Revenue***

Grant revenue is recognized when qualifying costs are incurred for cost-reimbursement grants or contracts or when a unit of service is provided for performance grants. Grant revenue from federal agencies is subject to independent audit under the Office of Management and Budget's, *Uniform Grant Guidance*, and review by grantor agencies. The review could result in the disallowance of expenditures under the terms of the grant or reductions of future grant funds. Based on prior experience, the Organization's management believes that costs ultimately disallowed, if any, would not materially affect the financial position of the Organization.

### ***Advertising Costs***

Advertising costs are expensed as incurred and are reported in the Statement of Activities and Statement of Functional Expenses.

### ***Functional Allocation of Expenses***

The costs of program and supporting services activities have been summarized on a functional basis in the Statement of Activities. The Statement of Functional Expenses presents the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

General and administrative expenses include those costs that are not directly identifiable with any specific program, but which provide for the overall support and direction of the Organization.

Fundraising costs are expensed as incurred, even though they may result in contributions received in future years.

### ***Income Taxes***

Granite State Independent Living has been recognized by the Internal Revenue Service (IRS) as exempt from federal income taxes under Internal Revenue Code (IRC) Section 501(a) as an organization described in IRC Section 501(c)(3), qualifies for charitable contribution deductions, and has been determined not to be a private foundation. The Organization is annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS. In addition, the Organization is subject to income tax on net income that is derived from business activities that are unrelated to its exempt purpose. In fiscal year 2018, the Organization was not subject to unrelated business income tax and did not file an Exempt Organization Business Income Tax Return (Form 990-T) with the IRS.

### ***Estimates***

The preparation of financial statements in conformity with Generally Accepted Accounting Principles requires 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. Accordingly, actual results may differ from those estimates.

### ***Financial Instruments and Credit Risk***

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

## ***Fair Value Measurements***

Certain assets and liabilities are reported at fair value in the financial statements. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction in the principal, or most advantageous, market at the measurement date under current market conditions, regardless of whether that price is directly observable or estimated using another valuation technique. Inputs used to determine fair value refer broadly to the assumptions that market participants would use in pricing the asset or liability, including assumptions about risk. Inputs may be observable or unobservable. Observable inputs are inputs that reflect the assumptions market participants would use in pricing the asset or liability based on market data obtained from sources independent of the reporting entity. Unobservable inputs are inputs that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset or liability based on the best information available. A three-tier hierarchy categorizes the inputs as follows:

Level 1 – Quoted prices (unadjusted) in active markets for identical assets or liabilities that are accessible at the measurement date.

Level 2 – Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. These include quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that are observable for the asset or liability, and market-corroborated inputs.

Level 3 – Unobservable inputs for the asset or liability. In these situations, inputs are developed using the best information available in the circumstances.

When available, the Organization measures fair value using Level 1 inputs because they generally provide the most reliable evidence of fair value. However, Level 1 inputs are not available for many of the assets and liabilities that the Organization is required to measure at fair value (for example, unconditional contributions receivable and in-kind contributions).

The primary uses of fair value measures in the Organization's financial statements are:

- initial measurement of noncash gifts, including gifts of investment assets and unconditional contributions receivable.
- recurring measurement of investments (Note 5).
- recurring measurement of contracts payable (Note 8).

The carrying amounts of cash and cash equivalents, restricted cash, accounts receivable, prepaid expenses, workers' compensation collateral, accounts payable, accrued payroll and related liabilities, accrued expenses, and deferred revenue approximate fair value due to their short-term nature.

**3. Restricted Cash**

The Organization is the fiscal sponsor for Transport NH, an advocacy organization currently seeking exempt status as an organization described in IRC Section 501(c)(3).

**4. Workers' Compensation Collateral**

The Organization self-funds its workers' compensation benefits. At September 30, 2018 and 2017, the Organization accrued estimated losses on incurred but not reported claims of \$382,191 and \$170,123, respectively, included in accrued expenses in the Statement of Financial Position. At September 30, 2018 and 2017, the Organization reported \$379,309 and \$340,597, respectively, as workers' compensation collateral related to cash held by an insurance company on behalf of the Organization.

**5. Investments**

Investments consist of the following at September 30, 2018:

<u>Investment Type</u>	<u>Cost</u>	<u>Fair Value</u>	<u>Level 1</u>	<u>Level 2</u>
Mutual funds	\$ 263,033	\$ 283,495	\$ -	\$ 283,495
U.S. Treasury obligations	185,052	179,759	-	179,759
U.S. Corporate bonds	328,977	314,906	-	314,906
U.S. Common stocks	192,361	210,181	210,181	-
Total investments	<u>\$ 969,423</u>	<u>\$ 988,341</u>	<u>\$ 210,181</u>	<u>\$ 778,160</u>

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of the investment, the greater the sensitivity of its fair value to changes in market interest rates. Information about the sensitivity of the fair values of the Organization's investments to interest rate fluctuations is as follows:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Investment Maturities (in Years)</u>				<u>N/A</u>
		<u>Less Than 1</u>	<u>1-5</u>	<u>6-10</u>	<u>More Than 10</u>	
Mutual funds	\$ 283,495	\$ -	\$ -	\$ -	\$ -	\$ 283,495
U.S. Treasury obligations	179,759	14,847	97,831	67,081	-	-
U.S. Corporate bonds	314,906	14,929	217,664	82,313	-	-
U.S. Common stocks	<u>210,181</u>	-	-	-	-	<u>210,181</u>
Total	<u>\$ 988,341</u>	<u>\$ 29,776</u>	<u>\$ 315,495</u>	<u>\$ 149,394</u>	<u>\$ -</u>	<u>\$ 493,676</u>

The Organization's investment policy states that not more than 10% (at cost) of the investment portfolio may be invested in the securities of any one issue, with the exception of the U.S. Government or its agencies. The maximum amount invested in the securities of issuers in the same industry shall not be more than 25% (at cost) of the portfolio. At September 30, 2018, the Organization invested \$129,993 in Freddie Mac U.S. Treasury obligations, which accounted for 13% of total investments (at cost).

As discussed in Note 2 to these financial statements, the Organization is required to report its fair value measurements in one of three levels, which are based on the ability to observe in the marketplace the inputs to the Organization's valuation techniques. Level 1, the most observable level of inputs, is for investments measured at quoted prices in active markets for identical investments as of the September 30, 2018. Level 2 is for investments measured using inputs such as quoted prices for similar assets, quoted prices for the identical asset in inactive markets, and for investments measured at net asset value that can be redeemed in the near term. Level 3 is for investments measured using inputs that are unobservable, and is used in situations for which there is little, if any, market activity for the investment.

## 6. Property, Equipment, and Depreciation

A summary of the major components of property and equipment is presented below:

	<u>2018</u>	<u>2017</u>
Land	\$ 69,198	\$ 69,198
Buildings and improvements	1,380,261	1,368,071
Furniture, fixtures, and equipment	1,022,220	1,000,565
Vehicles	<u>667,912</u>	<u>683,412</u>
Subtotal	3,139,591	3,121,246
Less: accumulated depreciation	<u>(1,907,934)</u>	<u>(1,667,703)</u>
Total	<u>\$ 1,231,657</u>	<u>\$ 1,453,543</u>

Depreciation expense for the year ended September 30, 2018 totaled \$277,574.

7. **Line of Credit**

At September 30, 2018, the Organization had a \$1,000,000 revolving line of credit with a bank, secured by all assets. Borrowings under the line bear interest at the bank's LIBOR Advantage rate plus 3.50%, with a floor of 5.00%, adjusted monthly. Interest only payments are required monthly with the principal payable on demand. At September 30, 2018, the entire amount was available.

8. **Contracts Payable**

In fiscal year 2016, the Organization entered into a lease agreement for a new Nashua office location. The Organization was required to make leasehold improvements which were paid in full by the lessor. As part of the terms of the agreement, the Organization is required to pay the lessor \$663 monthly, in addition to the base rent, for the improvements performed by the lessor. At September 30, 2018, the outstanding balance was \$23,188. The following is a summary of future payments:

<u>Fiscal Year</u>	<u>Amount</u>
2019	\$ 7,950
2020	7,950
2021	<u>7,288</u>
Total	<u>\$ 23,188</u>

As discussed in Note 2 to these financial statements, the Organization is required to report its fair value measurements in one of three levels, which are based on the ability to observe in the marketplace the inputs to the Organization's valuation techniques. Level 3 is for liabilities measured using inputs that are unobservable, and is used in situations for which there is little, if any, market activity for the liability. The estimated fair value of contracts payable at September 30, 2018 was \$23,188. The following is a summary of the contracts payable Level 3 activity:

	<u>Fair Value Measurements Using Significant Unobservable Inputs Level 3</u>
	<u>Contracts Payable</u>
Beginning Balance, October 1, 2017	\$ 31,138
Additions	-
Reductions	(7,950)
Transfers in to Level 3	<u>-</u>
Ending Balance, September 30, 2018	<u>\$ 23,188</u>



## 9. Endowments

The Organization's endowment (the Endowment) consists of individual funds established by donors to provide funding for specific activities and general operations. Net assets associated with endowment funds are classified and reported based on the existence or absence of donor-imposed restrictions.

The Board of Directors has interpreted the New Hampshire Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds, unless there are explicit donor stipulations to the contrary. At September 30, 2018, there were no such donor stipulations. As a result of this interpretation, permanently restricted net assets are classified as (a) the original value of gifts donated to the Endowment, (b) the original value of subsequent gifts donated to the Endowment (including contributions receivable net of discount and allowance for doubtful accounts), and (c) accumulations to the Endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added. The remaining portion of the donor-restricted endowment is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the Organization in a manner consistent with the standard of prudence prescribed by UPMIFA. The following factors were considered in making a determination to appropriate or accumulate donor-restricted endowment funds:

- The duration and preservation of the fund
- The purposes of the Organization and the donor-restricted endowment fund
- General economic conditions
- The possible effect of inflation and deflation
- The expected total return from income and the appreciation of investments
- Other resources of the Organization
- The investment policies of the Organization

Net asset composition of endowment investments as of September 30, 2018 consisted of \$184,847 of permanently donor-restricted endowment funds.

### *Investment and Spending Policies*

The Organization has adopted investment and spending policies for the investment funds that attempt to provide a predictable stream of funding for operations while seeking to maintain the purchasing power of the investment assets. Over time, long-term rates of return should be equal to an amount sufficient to maintain the purchasing power of the investment assets, to provide the necessary capital to fund the spending policy, and to cover the

costs of managing the investment funds. The target minimum rate of return is the Consumer Price Index plus 5% on an annual basis. Actual returns in any given year may vary from this amount. To satisfy this long-term rate-of-return objective, the investment portfolio is structured on a total-return approach through which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). A significant portion of the funds are invested to seek growth of principal over time or unless the Organization needs to access for immediate need, with Board approval.

The investment fund spending-rate formula is used to determine the maximum amount to spend from the investment fund each year. The rate, determined and adjusted from time to time by the Board of Directors, is applied to the average fair value of the investment fund investments for the prior 12 quarters at December 31 of each year to determine the spending amount for the upcoming year. During fiscal year 2018, the spending rate maximum was 4.5%. In establishing this policy, the long-term expected return on the investment fund was considered, the rate set with the objective of maintaining the purchasing power of the investment fund over time.

Changes in the permanently restricted endowment net assets for the year ended September 30, 2018 are as follows:

	<u>Permanently Restricted</u>
Endowment net assets, beginning of year	\$ 186,274
Interest and dividends	4,251
Net appreciation (depreciation)	(3,596)
Investment fees	<u>(2,082)</u>
Endowment net assets, end of year	<u>\$ 184,847</u>

**10. Temporarily and Permanently Restricted Net Assets**

Temporarily restricted net assets were available for the following purposes at September 30, 2018 and 2017:

	<u>2018</u>	<u>2017</u>
Access modification program	\$ 16,461	\$ 16,983
Community economic development program	6,790	6,790
IMPACCT program	<u>13,558</u>	<u>14,020</u>
Temporarily restricted net assets	<u>\$ 36,809</u>	<u>\$ 37,793</u>

Net assets are released from restrictions by incurring expenses satisfying the restricted purpose or by the passage of time for net assets with time restrictions.

Permanently restricted net assets consist of endowment funds restricted by donors for investment in perpetuity.

**11. Retirement Plan**

The Organization provides a tax-deferred annuity plan qualified under Section 403(b) of the Internal Revenue Code. All salaried employees working 30 or more hours a week and are 21 years of age or older may participate in the plan. The Organization matches up to 100% of employee contributions to the plan, to a maximum of 6% of salaries, depending on the years of service. The Organization contributed \$118,410 and \$93,363 for the years ended September 30, 2018 and 2017, respectively.

**12. Operating Leases**

The Organization leases office space under the terms of non-cancellable lease agreements that are scheduled to expire at various times through 2022. The Organization also rents additional facilities on a month to month basis. Rent expense under these agreements totaled \$274,101 and \$272,594 for the years ended September 30, 2018 and 2017, respectively.

Estimated future minimum lease payments are as follows:

<u>Fiscal Year</u>	<u>Amount</u>
2019	\$ 142,045
2020	85,416
2021	54,806
2022	<u>10,153</u>
Total future minimum rental payments	<u>\$ 292,420</u>

The Organization also leases office equipment under non-cancellable lease agreements that are scheduled to expire at various times through 2021. Equipment rental expense totaled \$44,649 and \$36,850 for the years ended September 30, 2018 and 2017, respectively.

**13. Concentrations of Risk**

A material part of the Organization's revenue is dependent upon government sources, the loss of which would have a materially adverse effect on the

Organization. During the years ended September 30, 2018 and 2017, Medicaid accounted for 41% and 39%, respectively, of total revenues and 62% and 68%, respectively, of total accounts receivable. The State of New Hampshire contracts with managed care organizations to reimburse the Organization as a provider of services rendered.

**14. Supplemental Disclosures of Cash Flow Information**

The following table provides a reconciliation of cash, cash equivalents, and restricted cash reported within the Statement of Financial Position that sum to the total of the same such amounts shown in the Statement of Cash Flows.

	<u>2018</u>	<u>2017</u>
Cash and cash equivalents	\$ 3,198,885	\$ 2,808,172
Restricted cash	<u>30,082</u>	<u>23,386</u>
Total cash, cash equivalents, and restricted cash shown in the Statement of Cash Flows	<u>\$ 3,228,967</u>	<u>\$ 2,831,558</u>

**15. Reclassifications**

Certain reclassifications of amounts previously reported have been made to the accompanying financial statements to maintain consistency between periods presented. The reclassifications had no impact on previously reported net assets.

**16. Subsequent Events**

Subsequent events have been evaluated through January 17, 2019, which is the date the financial statements were available to be issued.

# CHRISTOPHER PURINGTON

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## HONORS

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

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## SKILLS

### Leadership

Entrepreneurship  
Organizational Change  
Project Management  
Team Leadership

### Marketing

Business Development  
Digital Marketing  
Strategic Communications  
Vendor Management

### Operations

Budget Management  
Lean Business Transformation  
Non-Profit Administration  
Sales Management

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## EXPERIENCE

### GRANITE STATE INDEPENDENT LIVING (GSIL) - Concord, NH

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

**Vice President of Community Economic Development**

2/2015 - Present

**Director of Business Development**

6/2011 - 2/2015

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

### BETTER BEYOND 50 - Merrimack, NH

2009 - Present

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

**General Manager**

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

**GATEWAYS COMMUNITY SERVICES - Nashua, NH**

2009 - 2011

*Regional non-profit that provides disability and senior services*

**Project Manager**

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

**GEARBOX RACQUETBALL - Bonita, CA**

2007 - 2013

*International athletic equipment and apparel manufacturer*

**Sponsored Marketing Representative**

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

**COMMUNITY BRIDGES - Concord, NH**

2007 - 2008

*Regional non-profit that provides disability and senior services*

**Career Development Specialist**

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

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**EDUCATION**

**Lean Green Belt Certification - MORE EFFECTIVE CONSULTING - Nashua, NH**  
*Continual business process improvement by increasing value and eliminating waste*

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

# SARAH B.E. MELASECCA

## EDUCATION

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2002

Franklin Pierce College

*B.S., Business Management, graduated Summa Cum Laude*

## PROFESSIONAL EXPERIENCE

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2012 – Present

Granite State Independent Living

*Director of Independent Living Services*

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

2011 – 2012

Granite State Independent Living

*Independent Living Services Program Manager*

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

2007 – 2011

Granite State Independent Living

*Housing Program Manager*

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

2004 – 2007

Laconia Area Community Land Trust

**Homeownership Director**

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

2003 – 2004

New Hampshire Federal Credit Union

**Mortgage Consultant/Consumer Loan Officer**

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

2002 – 2003

First Colebrook Bank

**Branch Manager/Assistant Vice President**

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

1999 – 2002

First Colebrook Bank

**Assistant Branch Manager/Assistant Vice President**

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

**PROFESSIONAL CERTIFICATIONS**

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**Professional Certifications and Trainings:**

- *Recovery Coach Academy, CCAR (2016)*
- *RENEW Facilitator Training Institute, UNH Institute on Disability/UCED (2016)*
- *Lean Yellow Belt Certification, NH Bureau of Education and Training (2015)*
- *Certified Aging-in-Place Specialist, National Association of Home Builders*

**NCHEC/NeighborWorks America® Certifications:**

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



Sara O'Dougherty

**Qualifications Summary:** Customer oriented professional with supervisory and/or Team Leader experience. Strong administrative and organizational skills to plan, manage, and execute day-to-day office operations. Experience in payroll preparation, billing, and knowledge of DOT regulations. Demonstrated ability to listen, communicate (written and verbal) with all levels of staff, vendors, and clients. Good decision-making skills and the ability to function well under stress while working in a fast-paced environment.

**Education:**

Granite State College-Concord, NH

June 2011

*Bachelor's Degree - Business Management*

- GPA 3.69

**Employment:**

Granite State Independent Living - Concord, NH

August 2015 - Present

*Transportation Manager*

- Coordinate the transportation needs of GSIL consumer, broker clients as well as those within the public seeking (mainly) wheelchair accessible transportation.
- Ensure that several company, funding agencies and governmental reports (that document the variety of services we provide each month) are generated.
- Oversee the maintenance of company vehicles to ensure the highest level of safety and efficiency.
- Oversee and actively participate as a State Certified School Bus Driver Trainer the training of all drivers including those with a school bus certificate
  - Maintain all driver qualification files
- Participate in: NH Transportation Assistance Program, NH State Coordinating Council for Community Transportation & Region 3-NHSCC

Student Transportation of America - Bradford, NH

July 2013 - March 2015

*Training Supervisor*

*State Certified Driver/ School Bus Driver Trainer*

- Prepare & maintain driver/monitor files of staff of 60+ including all documents for their required background checks & clearances, school bus, first aid & CPR certifications, physicals & licensing for state & company records

- Prepare & submit all weekly, monthly & annual reports of this training to pupil transportation with the state of NH as well as direct report supervisor with company

School Bus Driver - STA

Oct. 2010 – March 2015

- Provide safe, reliable transportation to school age children to & from school
- Prepare daily & weekly reports & paperwork necessary to document this task such as pre/post trip reports, mileage logs & student counts

Krystal's Restaurant - Aiken, SC

July 2008 - July 2009

Shift Manager

- Assisted General Mgr with the shift operations
- Supervised crew of between 5-10 during the breakfast and lunch shifts
- Assigned specific tasks during shifts to optimize customer service. At end of the shift I counted the drawers for the shift and prepared the deposits
- Processed shift inventory; ordered supplies based on need

Laidlaw Education Services – Peterborough, NH

June 2000 – April 2007

Branch Manager

- Successfully coordinated the day to day operations for the safe transportation of roughly 10,000 students for 4 separate school districts simultaneously
- This included assigning bus routes to drivers, reviewing the daily maintenance schedule to ensure that there are plenty of safe buses for each run, and help with training new and veteran drivers to keep in compliance with DOT standards.
- Processed weekly payroll for branch staff
- Processed branch invoices for billing
- Successfully maintained a monthly budget
- Oversaw maintenance of over 100 staff and vehicle files for DOT and company criteria
- Processed the necessary documentation of branch operations for company; including daily, weekly, monthly and annual reports
- Directed the recruitment of over 100 branch positions
- Trained, supervised and evaluated staff, coached improvements; resulted in multilateral staff achievement of work objectives
- Successfully refined and implemented new projects
- Maintained a very high level of customer satisfaction

Laidlaw Education Services (other positions)

Driver Trainer – State Certified

March 1997 – Present

# Derek Lavoy

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## Skills & Abilities

- 7 Years of commercial driving experience
- Certified School Bus Instructor
- Customer Service and Management experience

## Experience

### **TRANSPORTATION COORDINATOR | GSIL | 2016 - PRESENT**

- Processing daily van logs
- Managing the transportation reimbursement program
- Monthly billing
- Training of new hires to acquire a school bus certificate

### **DRIVER, CERTIFIED LEAD TRAINER | CONCORD SCHOOL DISTRICT | 2010 - 2016**

- Driving daily bus routes
- Training new drivers to attain the proper credentials for driving school bus
- Keeping existing drivers current with training and roster certified
- The Planning and execution of federally required school bus evacuation drills

### **SALES ASSOCIATE | DICK'S SPORTING GOODS | 2008 - 2010**

- Customer service
- Inventory counts
- Unloading of daily trucks
- Freight flow manager

### **FRONT DESK SHIFT LEADER | GREATER MANCHESTER FAMILY YMCA | 2006 - 2008**

- Customer service
- Membership retention
- Building security
- New membership

## Education

### **1990 - 1991 | COMMUNICATIONS CERIFICATE | NEW ENGLAND SCHOOL OF BRAODCASTING, BANGOR MAINE**

- Major: Radio Communications
- Minor: TV production

### **1986 - 1990 | HS DIPLOMA | PLYMOUTH AREA HIGH SCHOOL, PLYMOUTH NH**

Major: College Prep

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

**EDUCATION:** 2003 B.A. Degree with honors Cum Laude in Education from Notre Dame College, Manchester, NH.  
2012 COLORS Workshop, Concord, NH.  
2012 LEAN Yellow Belt Training, Concord, NH.  
2016 LEAN Green Belt Training, Concord, NH.

**EXPERIENCE:** 2/11/2013 to Current  
Granite State Independent Living  
CED Program & Compliance Admin.  
Formerly Data Management & Billing Asst.  
Concord, NH

Duties and responsibilities to include:

- \*Manage & coordinate department quality, compliance, data management, reporting, billing and process improvement needs by work with the CED V.P. and Directors.
- \*Manage CED reporting and database needs in partnership with IT.
- \*Manage the implementation & execution of consumer satisfaction/outcome surveys.
- \*Manage all CED program compliance needs & design and conduct CED program audits.
- \*Oversee CED contract & grant tracking, reporting and application needs.
- \*Update, file & organize department records & consumer files to ensure compliance and data integrity; archive outdated materials and documents.
- \*Manage & coordinate the development and maintenance of department policies & procedures, forms and documents.
- \*Provide education to CED staff related to regulations, compliance and quality, therefore must stay current with regulations, statues and GSIL policy/procedures.
- \*Submitting, tracking and reconciling billing for the CED department.
- \*Creating, identifying opportunities for business process improvement. Manage & Coordinate all CED process improvement efforts.
- \*Provide backup assistance as needed & available to the Finance department: Medicaid adjustments and manual claims billing.
- \*Oversight of the Transportation Reimbursement Program for the Transportation Department (train Coordinators and provide backup assistance as needed).
- \*Oversight and management of the monthly billing for the Transportation Programs and create the invoice for billing for the Finance Department.

10/15/2012 to 2/4/2013

Accountemps

Duties and responsibilities to include:

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

3/4/2002 to 6/29/2012

Community Bridges, Inc.

Duties and responsibilities to include:

- \*All aspects of accounts receivable including: invoicing, credit memos, debit memos,

Funding Administrator  
Bedford, NH

Reimbursement & A/R Technician  
Concord, NH

- applying/posting cash receipts and collections as needed.
- \*Reconciled company bank accounts.
- \*Maintained client data in the accounts receivable and Medicaid billing systems.
- \*Processed weekly transmission of Medicaid claims.
- \*Run and data analysis of pending and denied Medicaid claims reports.
- \*Processed resubmittals and write offs of denied Medicaid claims.
- \*Processed renewal and new Medicaid service applications.
- \*Tracked and pursued missing Medicaid attendance billing & Prior Authorizations.
- \*Managed, organized and ordered office supplies for the company.
- \*Provided backup assistance to the Accounts Payable position as needed.

9/1992 to 5/2001

Valinor, Inc. (Sysinct)

Duties and responsibilities to include:

Purchasing/A/R Billing/Operations  
Manchester, NH

- \*Invoicing, credit memos, debit memos and applied cash receipts.
- \*Maintained consultant/engineering project contracts & information.
- \*Processed consultant/engineer expense reports for payment.
- \*Processed credit applications and background checks.
- \*Coordinated travel arrangements for employees.
- \*Coordinated product research, quotes and ordering.
- \*Established and maintained ongoing relationships with vendors.
- \*Maintained inventory of training courseware and product literature library.
- \*Data entry of purchase orders and maintaining the organization database.
- \*Provided backup to switchboard as needed.
- \*Provided general office support to engineers, consultants and in-house staff.

**SOFTWARE:** Microsoft Windows environment including: Excel, Word & Outlook. AccPac Accounting System, Medicaid Billing Systems (NHLeads & MMIS), Great Plains/MS Dynamics, DACS, DocStar, Abila MIP Fund Accounting System, Internet browsers: Explorer, Mozilla/Firefox & Chrome.

*References are available and will be furnished upon request.  
Salary requirements are negotiable.*

# ERIN BASSEGIO

## PROFESSIONAL EXPERIENCE

*Employment & Independent Living Services Coordinator*  
*Granite State Independent Living, Dover, NH*

*October 2018 – Present*

- Identify and utilize local resources to support employment and independent living for people with disabilities.
- Complete intake assessments to determine consumer needs and conduct accurate evaluations.
- Maintain detailed records of consumer and community contacts through internal data systems.
- Support consumer self-advocacy efforts and advocate on behalf of consumers with potential employers and community services.

*Field Organizer*

*New Hampshire Democratic Party Coordinated Campaign, Dover, NH*

*July – August 2018*

- Recruited, trained, and led volunteers in Dover, Barrington, Rollinsford, and Somersworth.
- Managed data collection and entry into the VoteBuilder/NGP VAN database and effectively used information to target voters and potential volunteers.
- Established start-up of the Dover Field Office and participated in long-term strategic planning for region.
- Used social media outlets to maximize local campaign outreach and visibility.

*Assistant for the Clinical and Educational Resource Center*

*University of Rochester Medical Center, School of Nursing, Rochester, NY*

*September 2015 – July 2018*

- Operated the Resource Center which included assessing and troubleshooting problems and complaints from students, staff, faculty, and school visitors.
- Oversaw office operations such as database and resource management.
- Established and maintained positive working relationships with faculty and students in order to anticipate and understand educational needs.
- Assisted in scheduling and coordinating the simulation and skills laboratories.

*Corps Member*

*AmeriCorps National Civilian Community Corps-FEMA Corps, Vinton, IA*

*August 2014 – May 2015*

- Worked as an Information Technology Specialist and Logistical Planner for FEMA.
- Participated in and assisted in the arrangement of ten events with non-profit and volunteer organizations benefiting diverse communities in need across five states and the District of Columbia.
- Assisted in piloting and presenting the American Red Cross Pillowcase Project to 440 students in East L.A.

## EDUCATION

*Master of Arts in Social and Public Policy*

*SUNY Empire State College, Saratoga Springs, NY*

*Graduated June 2018*

- 3.86 GPA
- Completed an advanced certificate in Community Advocacy

*Bachelor of Arts in Individualized Studies*

*Edinboro University of Pennsylvania, Edinboro, PA*

*Graduated May 2014*

- Coursework concentration in Health & Nursing Sciences
- Minor in Psychology

# Hilary Gilbert

**Objective:** To obtain employment in a professional organization that provides individuals with support in coordinating the services that will help them be successful in their personal goals and treatment plan. In addition to the latter, help clients obtain quality services that are individualized and appropriate for their needs and help them live their life to the fullest.

## **Professional Experience:**

Aug 2017- **Independent Living Services Coordinator**-Granite State Independent Living

Present

- Help individuals acquire equipment or services to live independently in their environment
- Attend meetings with other service coordinators to discuss recent developments in GSIL
- Perform home visits and complete paperwork with consumers to obtain services
- Record notes on contacts with consumers in DAC's system used by GSIL
- Work with the IMPACCT students in the classroom and after they finish the program

Aug 2006 to **Paraprofessional** Hollis-Brookline High School

Aug 2017

- Help students identify and develop strategies they can use on academic tasks
- Help students meet the goals and objectives as outlined in their IEP
- Collect data as outlined by case managers and therapists for students
- Give feedback to case managers and other team members regarding students' progress or issues

Feb 2005 to **Lead Preschool Teacher** Humpty Dumpty Learning Center

Sept 2004

- Design and implement curriculum for Pre-K age group
- Develop and complete daily notes, monthly newsletters and developmental assessments
- Communicate with parents on a daily basis about child's day and developmental issues

Sept 2002 to **Case Manager** Community Council

Sept 2003

- Link clients to community resources and supports
- Meet with clients and discuss concerns and treatment
- Implement Individual Treatment Plans as outlined by team
- Participate in weekly team meetings about clients
- Complete paperwork required for agencies and to obtain services for clients and other related paperwork for treatment of clients

2001 to (Part time) **Respite Provider** Area Agency V1

2004

- Locate recreational activities out in the community for clients to work on social and emotional skills and facilitate the successful implementation of these skills
- Provide Area Agency documentation regarding visits and services offered
- Work and develop skills for success in home and community
- Assist families in supporting the needs of the individual

## **Additional Experience:**

- Crotched Mountain Residential Life Skills Coach
- Head Start Lead Teacher
- Parent Aid for Southern NH Services (wrote reports regarding supervised family visits)
- Member of Family Support Advisory Council of Area Agency (presently Gateways)

## **Education:**

- B.A Psychology Dickinson College
- Para-educator 11 Certification
- Nonviolent Crisis Intervention Training
- Workshops related to special needs and mental health issues



## Skot Jervis

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



## Dawn M. Keddy



### HIGHLIGHTS OF QUALIFICATIONS

- Proficient in providing direct services, employment coaching, and referrals to consumers
- Compassionate in conversing with consumers in delicate situations
- Skilled in explaining detailed information, instructions, and regulations
- Adept at interviewing and counseling, especially with regard to detailed procedures
- Efficient in examination, verification, and submission of specialized data
- Proficient at learning and utilizing proprietary software

### RELEVANT EXPERIENCE

#### *Client Service*

- Provide employment coaching, counseling, and support
- Assist consumers in resume writing, mock interviewing, and job application process
- Provide guidance to acquire and submit proper forms, and follow procedures
- Maintain regular contact to address questions, concerns, or changes
- Match qualified consumers with prospective employers
- Ability to administer personality, career interest, and academic aptitude assessments

#### *Introducing and Explaining Programs*

- Present program orientations in a personalized setting
- Provide individualized instructions for consumer participation
- Guide and support consumers in identifying and reaching their employment goals
- Identify, mediate, and resolve conflicts

#### *Outreach and Reporting*

- Engage in outreach services to communities, employers, and individuals
- Attend employer and partner meetings to market and present programs
- Submit detailed and accurate program reports
- Maintain consumer records and perform routine evaluations
- Initiate and participate in advisory meetings
- Ability to draft and execute employment contracts

### EMPLOYMENT HISTORY

Granite State Independent Living	IL Services & Employment Coordinator	03/2017 - Present
New Hampshire Job Corps	Admissions Counselor	03/2016 - 03/2017
Tri-County CAP - Workplace Success Career Center	Community Job Specialist/ On-the-Job Training Developer	04/2013 - 03/2016
Tri-County CAP - Transit	Dispatcher	12/2012 - 04/2013
Androscoggin Valley Hospital	Patient Access Representative	10/2010 - 02/2012
AFLAC Assurance Co. Inc.	Insurance Agent	06/2007 - 06/2008
Berlin City Chevy	Service Advisor/Warranty Rep	09/2006 - 05/2007

### EDUCATION

## Key Personnel

### **Management and Administrative Personnel**

- ❖ Christopher Purington, Vice President of Community Economic Development, has been with GSIL for 8 years and has more than 10 years of experience in the fields of health and human services and workforce development. He utilizes his background in economic and small business development to advance services that provide greater quality of life and economic opportunity for individuals with disabilities throughout New Hampshire.
- ❖ Sarah Melasecca, Director of IL Services, has managed programs at GSIL for more than 12 years. Currently she provides supervision and coordination for Transportation, AMP and IL Service Coordinators (ILSC). Prior to this role, for more than 7 years she provided management and direct services related to housing issues, personal budgeting, and financial goals at GSIL and other non-profits.
- ❖ Sara O'Dougherty, Transportation Manager, has more than 3 years of experience at GSIL. Sara has over 20 years of school and commercial bus driving experience as well as an extensive background in driver training and management, and provides GSIL with knowledge of bus operations. She is committed to bringing a professional approach to ride scheduling and trip planning for the disability community.
- ❖ Holly Innerfield, CED Program and Compliance Administrator, 6 years at GSIL.

### **Independent Living Services Coordinators**

IL Services Coordinators have a combined 43 years at GSIL providing direct consumer services assisting consumers in becoming as independent as they choose through IL Skills Training, Peer Support, Advocacy, Information and Referral, and Transition Services. Their combination of unique life experience and professional and academic preparation enable them to effectively assist consumers when applying for individual funding and grants, enhancing independent living skills, and achieving goals.

- ❖ Erin Bassegio, IL Service Coordinator, Seacoast Region
- ❖ Hilary Gilbert, IL Service Coordinator, Hillsborough Region
- ❖ Skot Jervis, IL Service Coordinator, Monadnock Region
- ❖ Dawn Keddy, IL Service Coordinator, North Country
- ❖ Madeline Olio Ruano, IL Service Coordinator (Deaf and Hard of Hearing Specialist), Statewide
- ❖ IL Service Coordinator, Central Region, to be hired
- ❖ Teri Nordle, Staff ASL Interpreter
- ❖ Derek Lavoy, Lead Driver and Transportation Coordinator

### **Transition Specialists**

Lead Transition Specialists have extensive direct experience supporting transitioning youth in becoming as independent as they choose through IL Skills Training, Peer Support, Advocacy, Information and Referral, and Transition Services. Their combination of life experience and professional and academic preparation enable them to effectively assist youth to connect with further education and employment opportunities.

- ❖ Lynne Gregelevich, Associate Director of Educational Services
- ❖ Amanda Chase, Lead Transition Specialist
- ❖ Debbie Cortes, Lead Transition Specialist
- ❖ Manchester Lead Transition Specialist, to be hired
- ❖ Nashua Lead Transition Specialist, to be hired