

SUM



Nicholas A. Toumpas  
Commissioner

José Thier Montero  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6527  
603-271-4517 1-800-852-3345 Ext. 4517  
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MTT  
34

March 5, 2014

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

SOLE SOURCE

**REQUESTED ACTION**

100% Federal funds

Authorize the Department of Health and Human Services, Division of Public Health Services, to exercise a **sole source** amendment to an agreement with Early Learning New Hampshire, Purchase Order # 1032728 (Vendor # 159000-B001), 2 Delta Drive, Concord, NH 03301, by increasing the Price Limitation by \$210,000 from \$283,335 to \$493,335 to provide services to prevent and mitigate Toxic Stress in children from birth to age three, effective the date of Governor and Council approval through June 30, 2016. This agreement was originally approved by Governor and Council on September 4, 2013, Item #52.

Funds are available in the following account(s) for SFY 2014 and SFY 2015, and are anticipated to be available in SFY 2016 upon the availability and continued appropriation of funds in the future operation budget, with authority to adjust amounts within the price limitation and amend the related terms of the contract without further approval from Governor and Executive Council.

05-95-90-902010-1299 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, FEDERAL PROJECT LAUNCH

Fiscal Year	Class/ Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2014	102-500731	Contracts for Prog Svc	90002996	83,335	0	83,335
SFY 2015	102-500731	Contracts for Prog Svc	90002996	100,000	0	100,000
SFY 2016	102-500731	Contracts for Prog Svc	90002996	100,000	0	100,000
			Sub Total	\$283,335	\$0	\$283,335

05-95-90-902010-5190- HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
 HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY  
 SERVICES, MATERNAL AND CHILD HEALTH

Fiscal Year	Class/ Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2014	102-500731	Contracts for Prog Svc	90004102	0	70,000	70,000
SFY 2015	102-500731	Contracts for Prog Svc	90004102	0	70,000	70,000
SFY 2016	102-500731	Contracts for Prog Svc	90004102	0	70,000	70,000
			Sub Total	\$0	\$210,00	\$210,00
			Total	\$283,335	\$210,000	\$493,335

**EXPLANATION**

This **sole source** request is being made because Early Learning New Hampshire has unique qualifications and expertise with Early Childhood Comprehensive Systems administration. As the coordinating body for Spark NH, the state's early childhood advisory council, their previous experience with coordinating activities in NH, including the development of the state's Comprehensive Early Childhood Plan (2013) and their existing work with Project LAUNCH makes this contractor ideally suited for implementing the activities of the this project.

Funds in this agreement will be used to further implement the early childhood comprehensive system grant originally awarded to the state on August 13, 2013. Early Childhood Comprehensive Systems grants help states and communities build and integrate early childhood service systems that better meet the needs of children and families by focusing on access to health care and medical homes, social-emotional development including mental health, family support, early care and education, and parent education.

In order to receive an Early Childhood Comprehensive Systems grant the state identified a team consisting of state-level leaders of programs serving the needs of early childhood. In New Hampshire, Spark NH is the state's designated Early Childhood Advisory Council charged with providing leadership that promotes a comprehensive, coordinated, sustainable early childhood system that achieves positive outcomes for young children and families. This designation makes Spark NH the most appropriate entity for the implementation of all Early Childhood Comprehensive Systems grant activities. Since Early Learning NH is the fiscal agent for Spark NH, it (Early Learning NH) is the legal entity holding the contract for the Early Childhood Comprehensive Systems project.

Early Learning NH has been successful in meeting the targets outlined in the original contract and indicates that 10% of Spark NH Council members are consumers/family members. In addition, the Evaluation Committee is drafting a survey in which Council members will indicate their satisfaction with coordination. This is on schedule for distribution in the summer 2014.

Early Learning NH will use funds in this amendment to support Spark NH as the Early Childhood Comprehensive Systems team that will work to prevent and mitigate toxic stress in children from birth to age three. Toxic stress response can occur when a child experiences strong, frequent, and/or prolonged adversity such as physical or emotional abuse without adequate adult support. This kind of stress response can disrupt the development of brain and increase the risk for stress-related disease and cognitive impairment into adulthood. These problems can be prevented and/or mitigated by high quality developmentally appropriate care and treatment.

During the grant period, members of Spark NH and its committees will work with a consultant to create a public awareness toolkit designed to increase public awareness that children from birth to age three may experience toxic stress. The toolkit will include a master narrative for communicating about toxic stress and effective screening and treatment programs in ways that will increase general public awareness and understanding of how toxic stress occurs, its effect on children, and effective programs to prevent and treat the impact of toxic stress in families. The purpose of these activities is to create awareness of the problem of toxic stress and of strategies that have proven to either prevent it before it occurs or treat if it is does. Early Learning NH will disseminate and educate stakeholders on use of messaging tools and resources.

Should Governor and Executive Council not authorize this Request, Maternal and Child Health will not have the capacity or the expertise to fulfill the requirements of the HRSA funded Early Childhood Comprehensive Systems grant.

The following performance measures will be used to measure the effectiveness of the agreement:

- 200 individuals will receive information and educational materials focused on the impact of toxic stress on children and its ability to derail healthy development.
- 120 individuals will attend Statewide Event(s) learning core story of child development including Toxic Stress and concrete, specific examples of effective policies.
- Spark NH will convene and administer quarterly Early Childhood Advisory Council meetings and monthly Committees meetings to ensure partnerships with early childhood systems leaders of programs focused on healthy child development and mitigation of toxic stress.

Area served: Statewide

Source of Funds: Source of Funds is 100% Federal Funds from the US Department of Health and Human Services, Health Resources and Services Administration.

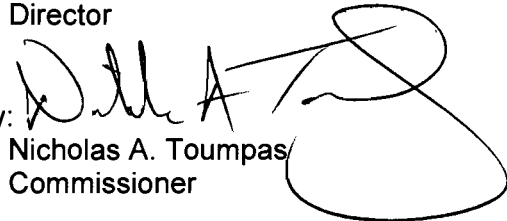
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



José Thier Montero, MD, MHCDS  
Director

Approved by:



Nicholas A. Toumpas  
Commissioner



**State of New Hampshire  
Department of Health and Human Services  
Amendment #1 to the Early Learning New Hampshire Contract**

This 1<sup>st</sup> Amendment to the Early Learning New Hampshire contract (hereinafter referred to as "Amendment One") dated this 5<sup>th</sup> day of March, 2014, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Early Learning New Hampshire (hereinafter referred to as "the Contractor"), a corporation with a place of business at 2 Delta Drive, Concord, New Hampshire 03301.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on September 4, 2013, the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to the General Provisions, Paragraph 18, the State may modify the scope of work and the payment schedule of the contract by written agreement of the parties;

WHEREAS, the Department desires to provide additional Project Launch services to prevent and mitigate Toxic Stress in children from birth to three years of age.

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree as follows:

To amend as follows:

- Form P-37, Block 1.8 to read:  
\$493,335
- Exhibit A, Scope of Services to add:  
Exhibit A – Amendment 1
- Exhibit B, Purchase of Services, Contract Price, to add:

Paragraph 1.1 to Paragraph 1.

The contract price shall increase by \$70,000 for SFY 2014, \$70,000 for SFY 2015, and \$70,000 for SFY 2016. The contract shall total \$493,335 for the contract term.

Paragraph 1.2 to Paragraph 1:

Funding in the amount of \$210,000 is available from 05-95-90-902010-5190-102-500731, 100% Federal Funds from the US Department of Health and Human Services, Health Resources and Services Administration, CFDA #93.110.

Delete Paragraph 6

Replace with:

6. Written requests for adjustments to amounts within the price limitation will not be accepted after May 30<sup>th</sup> of each contract year.



Add Paragraph 8

8. Notwithstanding paragraph 18 of the General Provisions P-37, an amendment limited to adjustments to amounts between and among account numbers, within the price limitation, may be made by written agreement of both parties and may be made without obtaining approval of the Governor and Executive Council.

- Budget:  
Delete Project LAUNCH Budgets 2014, 2015 and 2016  
Replace with:  
Exhibit B-1 (2014) – Amendment 1 Project LAUNCH  
Exhibit B-1 (2015) – Amendment 1 Project LAUNCH  
Exhibit B-1 (2016) – Amendment 1 Project LAUNCH

Add:

Exhibit B-1 (2014) – Amendment 1 MCH Toxic Stress  
Exhibit B-1 (2015) – Amendment 1 MCH Toxic Stress  
Exhibit B-1 (2016) – Amendment 1 MCH Toxic Stress

- Key Personnel Sheet:  
Delete Key Administrative Personnel sheet Project LAUNCH  
Replace with: Key Administrative Personnel – Amendment 1 Project LAUNCH

Add:

Key Administrative Personnel – Amendment 1 MCH Toxic Stress

This amendment shall be effective upon the date of Governor and Executive Council approval.



IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire  
Department of Health and Human Services

3/5/14

Date

Brook Dupee  
Bureau Chief

Early Learning New Hampshire

March 5, 2014

Date

Jackie Cowell  
Executive Director

Acknowledgement:

State of NH, County of MERRIMACK on March 5, 2014 before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

Maryellen Schule

Signature of Notary Public or Justice of the Peace

MARYELLEN SCHULE - NOTARY  
Name and Title of Notary or Justice of the Peace



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

3-7-14  
Date

Rosemary Wiant  
Name: Rosemary Wiant  
Title: Assistant Attorney General

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:



## Exhibit A – Amendment 1

### SCOPE OF SERVICES

This Exhibit A – Amendment 1 modifies the Exhibit A, Scope of Services, by adding references to Health Resources and Services Administration (HRSA), Toxic Stress requirements in children from birth to three years of age in previous sections of the original contract as follows:

#### II. Minimal Standards of Core Services

##### A. Service Requirements

##### 1. Infrastructure Development

- f. Spark New Hampshire is the state Early Childhood Comprehensive Systems team. As such, members will work to prevent and mitigate toxic stress in children from birth to three with partners such as the Coalition Against Domestic and Sexual Violence, the New Hampshire Children's Trust (child abuse prevention), New Hampshire's child protection services, the New Hampshire Association For Infant Mental Health, Maternal, Infant and Early Childhood Home Visiting and other home visiting services, and others involved with the care and education of young children.
- g. Create a public awareness toolkit designed to increase public understanding that children from birth to three can have significant mental health problems which can cause serious consequences to their development; that early exposure to child abuse or neglect, violence, extreme poverty and other environmental threats (toxic stress) can cause significant mental health problems, and that these problems can be prevented, mitigated and even cured by high quality, developmentally appropriate care and treatment.

##### D. Meetings and Trainings

The Contractor will be responsible to send staff to meetings and trainings required by the MCHS, including but not limited to Local and State Young Child Wellness Council meetings, SAMHSA and **HRSA** Grantee meetings, calls and webinars as required.

*[Handwritten Signature]*  
3/5/14



## Exhibit B-1 (2014) - Amendment 1 Proj Launch Budget

### New Hampshire Department of Health and Human Services

Bidder/Program Name: Early Learning NH

Budget Request for: Project LAUNCH

(Name of RFP)

Budget Period: SFY 14 - Sep 4, 2013 through Jun 30, 2014

Item	Direct Incremental	Indirect Fixed	Total	Allocation Method to Indirect/Fixed Cost
1. Total Salary/Wages	\$ 51,285.00	\$ -	\$ 51,285.00	
2. Employee Benefits	\$ 4,127.00	\$ -	\$ 4,127.00	
3. Consultants	\$ 3,000.00	\$ -	\$ 3,000.00	
4. Equipment:	\$ 2,000.00	\$ -	\$ 2,000.00	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:		\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ 2,584.00	\$ -	\$ 2,584.00	
6. Travel	\$ 3,385.00	\$ -	\$ 3,385.00	
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ 900.00	\$ -	\$ 900.00	
Postage	\$ 167.00	\$ -	\$ 167.00	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
Council member reimbursement	\$ 960.00	\$ -	\$ 960.00	
Administrative Costs	\$ -	\$ 6,172.00	\$ 6,172.00	
Projects consistent with the NH Comprehensive Strategic Plan for Early Childhood, approved by the Spark NH Council	\$ 8,755.00	\$ -	\$ 8,755.00	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
<b>TOTAL</b>	<b>\$ 77,163.00</b>	<b>\$ 6,172.00</b>	<b>\$ 83,335.00</b>	

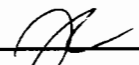
8-10% standard rate. It is the practice of Early Learning NH to assess an 8-10% administrative cost to all grants. This covers costs to administer the grant.

Indirect As A Percent of Direct

8.0%

Contractor Initials: \_\_\_\_\_

Date: \_\_\_\_\_

  
3/5/14

**Exhibit B-1 (2015) - Amendment 1  
Proj Launch Budget**

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

**Bidder/Program Name:** Early Learning NH

**Budget Request for:** Project LAUNCH

*(Name of RFP)*

**Budget Period:** SFY 15 - Jul 1, 2014 through Jun 30, 2015

Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Overhead Cost
1. Total Salary/Wages	\$ 71,687.00	\$ -	\$ 71,687.00	8-10% standard rate. It is the practice of Early Learning NH to assess an 8-10% administrative cost to all grants. This covers costs to administer the grant.
2. Employee Benefits	\$ 5,653.00	\$ -	\$ 5,653.00	
3. Consultants	\$ 3,600.00	\$ -	\$ 3,600.00	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ 3,000.00	\$ -	\$ 3,000.00	
6. Travel	\$ 3,870.00	\$ -	\$ 3,870.00	
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ 1,200.00	\$ -	\$ 1,200.00	
Postage	\$ 200.00	\$ -	\$ 200.00	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
Member Travel and Child Care Reimbursement	\$ 1,150.00	\$ -	\$ 1,150.00	
Administrative costs	\$ -	\$ 8,000.00	\$ 8,000.00	
Public Awareness/ Presentation Meeting	\$ 1,640.00	\$ -	\$ 1,640.00	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
<b>TOTAL</b>	<b>\$ 92,000.00</b>	<b>\$ 8,000.00</b>	<b>\$ 100,000.00</b>	

**Indirect As A Percent of Direct**

8.7%

Contractor Initials:                     

Date:                     

*JK*  
3/5/14

**Exhibit B-1 (2016) - Amendment 1  
Proj Launch Budget**

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

**Bidder/Program Name:** Early Learning NH

**Budget Request for:** Project LAUNCH

*(Name of RFP)*

**Budget Period:** SFY 16 - Jul 1, 2015 through Jun 30, 2016

Item	Direct Incremental	Indirect Fixed	Total	Allocation Method to Indirect/Total Cost
1. Total Salary/Wages	\$ 73,457.00	\$ -	\$ 73,457.00	
2. Employee Benefits	\$ 5,673.00	\$ -	\$ 5,673.00	
3. Consultants	\$ 3,600.00	\$ -	\$ 3,600.00	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	8-10% standard rate. It is the practice of Early Learning NH to assess an 8-10% administrative cost to all grants. This covers costs to administer the grant.
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ 2,850.00	\$ -	\$ 2,850.00	
6. Travel	\$ 3,870.00	\$ -	\$ 3,870.00	
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ 1,200.00	\$ -	\$ 1,200.00	
Postage	\$ 200.00	\$ -	\$ 200.00	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
Indirect expenses		\$ 8,000.00	\$ 8,000.00	
Council Member reimbursement	\$ 1,150.00		\$ 1,150.00	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
<b>TOTAL</b>	<b>\$ 92,000.00</b>	<b>\$ 8,000.00</b>	<b>\$ 100,000.00</b>	

Indirect As A Percent of Direct

8.7%

Contractor Initials: \_\_\_\_\_

Date: \_\_\_\_\_

*[Signature]*  
3/5/14

**Exhibit B-1 (2014) - Amendment 1  
MCH Toxic Stress Budget**

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

**Bidder/Contractor Name:** Early Learning NH

**Budget Request for:** ECCS - MCH Mitigation of Toxic Stress

*(Name of RFP)*

**SFY 14 - date of G&C approval through Jun 30,**

**Budget Period:** 2014

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method or Indirect/Fixed Cost
1. Total Salary/Wages	\$ 26,042.20	\$ -	\$ 26,042.20	
2. Employee Benefits	\$ 1,538.80	\$ -	\$ 1,538.80	
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	
6. Travel	\$ -	\$ -	\$ -	
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
Public Awareness event on the core story of child development and mitigation of toxic stress	\$ 8,000.00	\$ -	\$ 8,000.00	
Projects in the NH Comprehensive Strategic Plan for Early Childhood determined by the Spark NH Council	\$ 29,234.00	\$ -	\$ 29,234.00	
Administrative Costs	\$ -	\$ 5,185.00	\$ 5,185.00	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
<b>TOTAL</b>	<b>\$ 64,815.00</b>	<b>\$ 5,185.00</b>	<b>\$ 70,000.00</b>	

8-10% standard rate. It is the practice of Early Learning NH to assess an 8-10% administrative cost to all grants. This covers costs to administer the grant.

Indirect As A Percent of Direct

8.0%

Contractor Initials: 

Date: 3/5/14

**Exhibit B-1 (2015) - Amendment 1  
MCH Toxic Stress Budget**

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

**Bidder/Contractor Name:** Early Learning NH

**Budget Request for:** Project LAUNCH - MCH Toxic Stress

*(Name of RFP)*

**Budget Period:** SFY 15 - Jul 1, 2014 through Jun 30, 2015

Location	Direct Incremental	Indirect Fixed	Total	Allocation Method to Bidder/Contractor
1. Total Salary/Wages	\$ 59,064.81	\$ -	\$ 59,064.81	
2. Employee Benefits	\$ 4,755.19	\$ -	\$ 4,755.19	
3. Consultants	\$ -	\$ -	\$ -	8-10% standard rate. It is the practice of Early Learning NH to assess an 8-10% administrative cost to all grants. This covers costs to administer the grant.
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	
6. Travel	\$ -	\$ -	\$ -	
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
Public awareness materials- mitigation of toxic stress	\$ 995.00	\$ -	\$ 995.00	
Administrative costs	\$ -	\$ 5,185.00	\$ 5,185.00	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
<b>TOTAL</b>	<b>\$ 64,815.00</b>	<b>\$ 5,185.00</b>	<b>\$ 70,000.00</b>	

**Indirect As A Percent of Direct**

8.0%

Contractor Initials: \_\_\_\_\_

Date: \_\_\_\_\_

*[Signature]*  
3/5/14

## Exhibit B-1 (2016) - Amendment 1 MCH Toxic Stress Budget

### New Hampshire Department of Health and Human Services

Bidder/Contractor Name: Early Learning NH

Budget Request for: Project LAUNCH - MCH Toxic Stress  
(Name of RFP)

Budget Period: SFY 16 - Jul 1, 2015 through Jun 30, 2016

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 59,717.83	\$ -	\$ 59,717.83	
2. Employee Benefits	\$ 5,096.92	\$ -	\$ 5,096.92	
3. Consultants	\$ -	\$ -	\$ -	8-10% standard rate. It is the practice of Early Learning NH to assess an 8-10% administrative cost to all grants. This covers costs to administer the grant.
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	
6. Travel	\$ -	\$ -	\$ -	
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
Administrative Costs	\$ -	\$ 5,185.25	\$ 5,185.25	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
<b>TOTAL</b>	<b>\$ 64,814.75</b>	<b>\$ 5,185.25</b>	<b>\$ 70,000.00</b>	

Indirect As A Percent of Direct

8.0%

Contractor Initials: \_\_\_\_\_

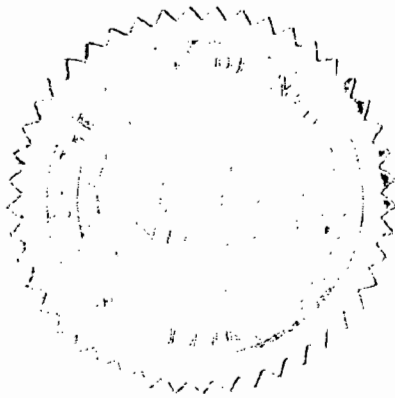
Date: \_\_\_\_\_

*[Signature]*  
3/5/14

State of New Hampshire  
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that EARLY LEARNING NEW HAMPSHIRE is a New Hampshire nonprofit corporation formed August 4, 2000. I further certify that it is in good standing as far as this office is concerned, having paid the fees required by law.



In TESTIMONY WHEREOF, I hereto  
set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 6<sup>th</sup> day of June, A.D. 2013

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

William M. Gardner  
Secretary of State

**CERTIFICATE OF VOTE/AUTHORITY**

I, Carol H. Michael, hereby certify that I am the Secretary of the Board of Directors of Early Learning New Hampshire and that by consent of the Board of Directors at a regular meeting held on Wednesday, February 19, 2014, the following vote was adopted and is in effect until January 31, 2015:

The Board of Directors of Early Learning New Hampshire hereby authorizes Jackie Cowell as Executive Director, to execute all documents by the organization including, deeds, mortgages, leases, promissory notes, checks and other instruments; and to enter into contracts or execute and deliver any instrument in the name of and on behalf of the organization, along with authorization of a member of the Executive Committee of the Board of Directors.

IN WITNESS WHEREOF, I have hereunto set my hand as the Secretary of the Board of Directors of Early Learning New Hampshire this 5<sup>TH</sup> day of March, 2014.

*Carol H. Michael*

\_\_\_\_\_  
Carol H. Michael  
Secretary, Board of Directors  
Early Learning New Hampshire

State of NEW HAMPSHIRE

County of MERRIMACK

The foregoing instrument was acknowledged before me this 5<sup>th</sup> day of MARCH, 2014 by Carol H. Michael.

*MaryEllen Schüle*

\_\_\_\_\_  
Notary Public

My Commission Expires: 8/24/2016





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
7/31/2013

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

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

<b>PRODUCER</b> Sevigney-Lyons Insurance Abenaki Professional Park PO Box 1249 Wells ME 04090-1249		<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (207) 646-8388 FAX (A/C, No): (207) 646-6935 E-MAIL ADDRESS:	
<b>INSURED</b> Early Learning NH, Inc. 2 Delta Dental Drive Concord NH 03301		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Philadelphia Insurance Co NAIC # 23850 INSURER B: Travelers INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: Master REVISION NUMBER:

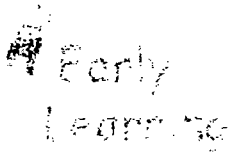
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE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

INSR LTR	TYPE OF INSURANCE	ADOL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			PHPK999839	4/22/2013	4/22/2014	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPI/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						EACH OCCURRENCE \$ AGGREGATE \$
B	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB1D18886	4/22/2013	4/22/2014	

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

10 days notice of cancellation for non-pay; 30 days notice of non-renewal

<b>CERTIFICATE HOLDER</b> Director, Div of Public Health Services New Hampshire DHHS 29 Hazen Drive Concord, NH 03301-6504	<b>CANCELLATION</b> 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 Lucas Sevigny/SLK
--	---



#### Mission Statement

Early Learning NH is a 501(c)3 non-profit organization committed to ensuring that all New Hampshire children have the opportunity to reach their full potential by: supporting early learning programs, such as child care, Head Start, preschool, and afterschool, and the children and families they serve; raising awareness about the importance of the early years; championing effective early learning policy; and building public-private partnerships that promote innovation and investment to strengthen early learning in our state.

**EARLY LEARNING NEW HAMPSHIRE**

Financial Statements  
December 31, 2012 and 2011

**EARLY LEARNING NEW HAMPSHIRE**  
**Financial Statements**  
**For The Years Ended December 31, 2012 and 2011**

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# McLarney & Company, LLC

*Certified Public Accountants & Business Advisors*

Brian F. McLarney, MBA, CPA/PFS  
James O. Nash, MSA, CPA

Robert F. Siggins, MST, CPA  
Shawn R. Tewksbury, CPA, CFP

## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of  
Early Learning New Hampshire  
Two Delta Drive  
Concord, New Hampshire 03301

We have audited the accompanying statement of financial position of Early Learning New Hampshire (a nonprofit organization) as of December 31, 2012 and 2011, and the related statements of activities, functional expenses, and cash flows for the years then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Early Learning New Hampshire as of December 31, 2012 and 2011, and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 27, 2013, on our consideration of Early Learning New Hampshire's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

*McLarney & Company, LLC*  
McLarney & Company, LLC  
June 27, 2013

EARLY LEARNING NEW HAMPSHIRE  
 Statements of Financial Position  
 December 31, 2012 and 2011

ASSETS

	<i>Operating Unrestricted</i>	<i>Temporarily Restricted</i>	<i>Permanently Restricted</i>	<i>Total 2012</i>	<i>Total 2011</i>
<u>Current Assets</u>					
Cash	\$ 39,075	\$ 371,350	\$ -	\$ 410,424	\$ 575,052
Accounts Receivable	9,163	-	-	9,163	72,259
Prepaid Expenses	5,538	-	-	5,538	4,164
Deposits	2,100	-	-	2,100	2,100
Total Current Assets	<u>55,875</u>	<u>371,350</u>	<u>-</u>	<u>427,225</u>	<u>653,576</u>
<u>Fixed Assets</u>					
Office Equipment, Computers	23,057	-	-	23,057	27,697
Accumulated Depreciation	(14,130)	-	-	(14,130)	(18,486)
Total Fixed Assets	<u>8,926</u>	<u>-</u>	<u>-</u>	<u>8,926</u>	<u>9,211</u>
 TOTAL ASSETS	 <u>\$ 64,801</u>	 <u>\$ 371,350</u>	 <u>\$ -</u>	 <u>\$ 436,151</u>	 <u>\$ 662,787</u>

LIABILITIES AND NET ASSETS

<u>Current Liabilities</u>					
Accounts Payable	\$ 9,797	\$ -	\$ -	\$ 9,797	\$ 4,988
Deferred Revenue	807	367,382	-	368,189	542,867
Accrued Expenses	9,769	-	-	9,769	8,500
Deposit	700	-	-	700	700
Payroll Taxes Payable	4,245	-	-	4,245	5,114
Total Current Liabilities	<u>25,317</u>	<u>367,382</u>	<u>-</u>	<u>392,699</u>	<u>562,170</u>
<u>Net Assets</u>					
Net Assets	<u>39,484</u>	<u>3,968</u>	<u>-</u>	<u>43,451</u>	<u>100,617</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 64,801</u>	<u>\$ 371,350</u>	<u>\$ -</u>	<u>\$ 436,151</u>	<u>\$ 662,787</u>

See Accompanying Notes and Accountant's Report

EARLY LEARNING NEW HAMPSHIRE  
 Statements of Activities  
 For the Years Ended December 31, 2012 and 2011

	<i>Operating Unrestricted</i>	<i>Temporarily Restricted</i>	<i>Permanently Restricted</i>	<i>Total 2012</i>	<i>Total 2011</i>
<b>Revenue and Support</b>					
Contributions	\$ 1,277	\$ -	\$ -	\$ 1,277	\$ 250
Foundation Grants	162,298	-	-	162,298	116,698
State Grants	-	174,243	-	174,243	122,652
Membership Dues	20,508	-	-	20,508	12,441
Program Service Revenue	37,814	-	-	37,814	32,707
Rental Income	10,200	-	-	10,200	12,950
Interest Income	9	532	-	542	3,469
In-kind Donations	13,275	-	-	13,275	14,487
Grants released from restriction	-	-	-	-	-
<b>TOTAL REVENUE AND SUPPORT</b>	<b>245,380</b>	<b>174,775</b>	<b>-</b>	<b>420,156</b>	<b>315,655</b>
<b>Expenses</b>					
<b>Program Services</b>					
ARRA - Spark NH	-	174,243	-	174,243	122,652
Membership Services	176,395	-	-	176,395	191,914
Public Policy	32,875	-	-	32,875	32,573
<b>Total Program Services</b>	<b>209,270</b>	<b>174,243</b>	<b>-</b>	<b>383,513</b>	<b>347,139</b>
<b>Supporting Services</b>					
General & Administrative	75,302	-	-	75,302	83,217
Fund Development	13,276	-	-	13,276	13,121
Lobbying Expenses	5,230	-	-	5,230	5,198
<b>Total Supporting Services</b>	<b>93,808</b>	<b>-</b>	<b>-</b>	<b>93,808</b>	<b>101,535</b>
<b>TOTAL EXPENSES</b>	<b>303,078</b>	<b>174,243</b>	<b>-</b>	<b>477,321</b>	<b>448,674</b>
Increase (Decrease) in Net Assets	(57,698)	532	-	(57,165)	(133,020)
<b>NET ASSETS, BEGINNING OF YEAR</b>	<b>\$ 97,181</b>	<b>\$ 3,435</b>	<b>\$ -</b>	<b>\$ 100,617</b>	<b>\$ 233,637</b>
<b>NET ASSETS, END OF YEAR</b>	<b>\$ 39,484</b>	<b>\$ 3,968</b>	<b>\$ -</b>	<b>\$ 43,451</b>	<b>\$ 100,617</b>

See Accompanying Notes and Accountant's Report

**EARLY LEARNING NEW HAMPSHIRE**

Statements of Functional Expenses

For the Years Ended December 31, 2012 and 2011

	ARRA - Spark NH	Member- ship Services	Public Policy	Total Program Services	General & Management	Fund Development	Lobbying Expenses	2012 Total Expenses	2011 Total Expenses
Direct Program Related Expense	40,980	122,804	-	163,784	-	-	-	163,784	147,696
Salaries and Wages	94,504	40,741	27,447	162,692	15,029	11,053	4,347	193,121	160,388
Payroll Taxes	7,434	3,177	2,187	12,798	1,197	881	346	15,222	14,222
Employee Benefits	-	3,243	2,994	6,237	4,491	1,247	499	12,474	9,380
Education & Staff Development	-	-	-	-	-	-	-	-	-
Bookkeeping & Accounting	9,820	-	-	9,820	11,463	-	-	21,283	42,465
Professional Consulting & Legal	-	5,000	-	5,000	-	-	-	5,000	5,285
Conferences & Travel	1,225	381	-	1,606	271	-	-	1,877	1,067
Telephone & Communications	600	856	247	1,703	666	95	38	2,502	2,407
Meeting Costs & Facilitation	5,526	-	-	5,526	-	-	-	5,526	14,459
Postage	-	-	-	-	209	-	-	209	344
Printing & Reproduction	705	-	-	705	708	-	-	1,414	1,866
Dues & Subscriptions	-	-	-	-	385	-	-	385	485
Office Expense	776	-	-	776	1,033	-	-	1,809	3,957
Advertising & Marketing	13,000	143	-	13,143	-	-	-	13,143	2,150
Other Expenses	(327)	50	-	(276)	(148)	-	-	(425)	1,948
Insurance	-	-	-	-	4,803	-	-	4,803	3,936
Maintenance & Cleaning	-	-	-	-	276	-	-	276	194
Rent	-	-	-	-	30,900	-	-	30,900	32,600
Total Expenses Before Depreciation	174,243	176,395	32,875	383,513	71,283	13,276	5,230	473,302	444,849
Depreciation Expense	-	-	-	-	4,019	-	-	4,019	3,825
<b>TOTALS</b>	<b>174,243</b>	<b>176,395</b>	<b>32,875</b>	<b>383,513</b>	<b>75,302</b>	<b>13,276</b>	<b>5,230</b>	<b>477,321</b>	<b>448,674</b>

See Accompanying Notes and Accountant's Report



EARLY LEARNING NEW HAMPSHIRE  
Statement of Cash Flows  
December 31, 2012 and 2011

	<u>2012</u>	<u>2011</u>
Cash Flows From Operating Activities		
Net income (loss)	\$ (57,165)	\$ (133,020)
Adjustments to reconcile net income (loss) to net cash provided (used) by operating activities		
Depreciation	4,019	3,825
(Increase) decrease in accounts receivable	63,096	103,968
(Increase) decrease in deposits	-	-
(Increase) decrease in prepaid assets	(1,373)	(2,979)
Increase (decrease) in deferred revenue	(174,678)	541,422
Increase (decrease) in accounts payable	4,808	(21,983)
Increase (decrease) in other accrued liabilities	1,269	8,500
Increase (decrease) in security deposits	-	(700)
Increase (decrease) in payroll taxes	(870)	1,889
	<u>(103,728)</u>	<u>633,943</u>
Total adjustments		
Net Cash Provided (Used) by Operating Activities	<u>\$ (160,894)</u>	<u>\$ 500,923</u>
Cash Flows From Investing Activities		
Plant & equipment purchases	<u>(3,734)</u>	<u>-</u>
Net Cash Provided (Used) by Investing Activities	<u>(3,734)</u>	<u>-</u>
NET INCREASE (DECREASE) IN CASH	(164,628)	500,923
CASH AT BEGINNING OF YEAR	<u>575,052</u>	<u>74,129</u>
CASH AT END OF YEAR	<u>\$ 410,424</u>	<u>\$ 575,052</u>

See Accompanying Notes and Accountant's Report



Search



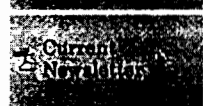
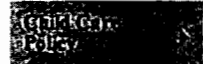
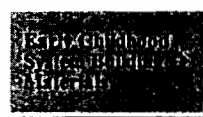
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Position	Name	Company
President	Scott Spradling	<a href="#">The Spradling Group</a>
Vice-President	Kathy Bogle Shields	<a href="#">NH Community Development Finance Authority</a>
Past President	Thomas Raffio	<a href="#">Northeast Delta Dental</a>
Treasurer	Nannu Nobis	<a href="#">Nobis Engineering</a>
Secretary	Carol Michael	<a href="#">Consultant</a>
	Carolyn Benthien	<a href="#">Benthien Associates</a>
	Dr. George Cushing	<a href="#">SAU 50</a>
	Katharine Eneguess	<a href="#">White Mountains Community College</a>
	Carol Garhart	<a href="#">Holy Cross Early Childhood Center</a>
	Jack Lightfoot	<a href="#">Child &amp; Family Services of NH</a>
	Neal Scott	<a href="#">Neal Scott</a>
	Rep. Mary Jane Wallner	<a href="#">Merrimack Valley Day Care Services, NH House of Representatives</a>



[Job Listings](#)



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[Post an Answer](#)

**Why Give?**

Early Learning NH  
 Two Delta Drive, Concord, NH 03301  
 Phone: (603) 226-7900 Fax: (603) 226-7290 [info@earlylearningnh.org](mailto:info@earlylearningnh.org)

# KEY ADMINISTRATIVE PERSONNEL - Amendment 1 Project Launch

## NH Department of Health and Human Services Division of Public Health Services

Agency Name: Early Learning NH

Name of Bureau/Section: Project LAUNCH

BUDGET PERIOD:		SFY 14	9/4/13 - 6/30/14	
NAME	JOB TITLE	SALARY	PERCENT PAID FROM THIS CONTRACT	AMOUNT PAID FROM THIS CONTRACT
Jackie Cowell	Executive Director	\$68,993	0.00%	\$0.00
Laura Milliken	Executive Director, Early Learning NH	\$78,429	28.82%	\$22,604.00
Carol Garhart	Young Child Wellness Expert	\$64,000	36.44%	\$23,321.00
<b>TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)</b>				<b>\$45,925.00</b>

BUDGET PERIOD:		SFY 15	7/1/14 - 6/30/15	
NAME	JOB TITLE	SALARY	PERCENT PAID FROM THIS CONTRACT	AMOUNT PAID FROM THIS CONTRACT
Jackie Cowell	Executive Director, Early Learning NH	\$71,063	0.00%	\$0.00
Laura Milliken	Director, Spark NH	\$80,782	33.38%	\$26,965.00
Carol Garhart	Young Child Wellness Expert	\$64,000	55.73%	\$35,670.00
<b>TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)</b>				<b>\$62,635.00</b>

BUDGET PERIOD:		SFY 16	7/1/15 - 6/30/16	
NAME	JOB TITLE	SALARY	PERCENT PAID FROM THIS CONTRACT	AMOUNT PAID FROM THIS CONTRACT
Jackie Cowell	Executive Director, Early Learning NH	\$73,195	0.00%	\$0.00
Laura Milliken	Director, Spark NH	\$83,205	34.54%	\$28,735.00
Carol Garhart	Young Child Wellness Expert	\$64,000	55.73%	\$35,670.00
<b>TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)</b>				<b>\$64,404.99</b>

# KEY ADMINISTRATIVE PERSONNEL - Amendment 1 MCH Toxic Stress

## NH Department of Health and Human Services

Contractor Name: Early Learning NH

Name of Bureau/Section: Project LAUNCH - MCH Toxic Stress

BUDGET PERIOD: SFY 14				
NAME	JOB TITLE	SALARY	PERCENT PAID FROM THIS CONTRACT	AMOUNT PAID FROM THIS CONTRACT
Jackie Cowell	Executive Director, Early Learning NH	\$68,993	0.00%	\$0.00
Laura Milliken	Director, Spark NH	\$78,429	21.81%	\$17,102.23
		\$0	0.00%	\$0.00
<b>TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)</b>				<b>\$17,102.23</b>

BUDGET PERIOD: SFY 15				
NAME	JOB TITLE	SALARY	PERCENT PAID FROM THIS CONTRACT	AMOUNT PAID FROM THIS CONTRACT
Jackie Cowell	Executive Director, Early Learning NH	\$71,063	0.00%	\$0.00
Laura Milliken	Director, Spark NH	\$80,782	66.62%	\$53,816.97
		\$0	0.00%	\$0.00
<b>TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)</b>				<b>\$53,816.97</b>

BUDGET PERIOD: SFY 16				
NAME	JOB TITLE	SALARY	PERCENT PAID FROM THIS CONTRACT	AMOUNT PAID FROM THIS CONTRACT
Jackie Cowell	Executive Director, Early Learning NH	\$73,195	0.00%	\$0.00
Laura Milliken	Director, Spark NH	\$83,205	65.46%	\$54,469.99
		\$0	0.00%	\$0.00
<b>TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)</b>				<b>\$54,469.99</b>

# JACKIE COWELL

---

## CAREER HIGHLIGHTS

### **EARLY LEARNING NH** CONCORD, NH

2005 to present

#### *Executive Director*

- Governor Lynch designated Early Learning NH as the coordinating body of the federally-mandated state early childhood advisory council – Spark NH.
- In partnership with area child care and Head Start programs and the United Way of the Greater Seacoast, established the Seacoast Early Learning Alliance – a ground-breaking group working together to find efficiencies and cost-and time-savings, leverage program and intellectual assets, and partner with area businesses in innovative ways – all to reinvest towards continuous quality improvement in programs for young children.
- Early Learning NH received the Mary Stuart Gile Award from the NH Dept. of Health & Human Services for its “commitment to the development of the next generation of early childhood professionals.” Ms. Cowell received “The Exemplary Leadership and Community Partnership Award” from the Division for Children, Youth and Families.

### **COMMUNITY CHILD CARE CENTER** PORTSMOUTH, NH

2001-2005

#### *Executive Director*

- Manage 40+ staff and collaborate with co-located agencies, including Head Start, public school preschool special education, and a community health center.
- At time of hire, operating grant representing 20% of annual budget began phasing out. Managed transition with support of board and staff without employee lay offs.
- In partnership with the school district, established the Community School of SAU50 in Greenland – the first, combined preschool and full-day child care program housed within a Seacoast public school.

### **CHILDREN’S ALLIANCE OF NEW HAMPSHIRE** CONCORD, NH

2000-2001

#### *Director of Development and Public Affairs*

- Created new fund development strategy with board of directors that led the agency to its largest budget surplus in its twelve year history – equivalent to one-third of the annual budget. Total gifts receivable at the end of the fiscal year amounted to an additional one-third.
- Designed new lay out for and responsible for production of agency’s statewide quarterly newsletter.

### **NEW HAMPSHIRE TECHNICAL INSTITUTE** CONCORD, NH

1997-2001

#### *Early Childhood Education Adjunct Faculty*

- Courses included *Organization and Management in Early Childhood Programs, Developmentally Appropriate School Age Programs, and Health, Safety and Nutrition in the Early Childhood Setting.*
- Increased by 500% the number of NHTI students involved in advocating for child care public policy and participating in statewide associations.

### **WHITE BIRCH COMMUNITY CENTER** HENNIKER, NH

1990-2000

#### *Executive Director*

- Established the center’s first, joint Faculty/Board strategic planning session. Plan used as a model by the United Way of Merrimack County and the New Hampshire Technical Institute.
- In less than eight years, increased program budget by over 100%. Kept number of administrative staff at original level by redesigning financial and office systems.
- Presented child care, community service, and/or nonprofit management topics to a wide range of groups and media, including NH Public Radio’s The Exchange, WMUR-TV 9’s keep kids s.a.f.e., Rotary Clubs, statewide conferences, and various high schools and colleges.

## JACKIE COWELL

Page Two

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**SAVE THE CHILDREN FEDERATION** SUDAN FIELD OFFICE, EAST AFRICA

1985-1990

### *Sponsorship Program Manager*

- Succeeded in increasing annual budget during a time when child sponsorship budgets were being cut worldwide.
- Trained a team that registered over 7,500 child sponsorships with the consent of all government agencies and individual parents. By the end of the first year, the number of communities requesting participation grew tenfold.
- During same time period, coordinated and dispatched the Field Office's fleet of 22 vehicles.

### *Hand-dug Wells Project Manager*

- Project was recognized and replicated internationally as it fostered local expertise, included a sustainable design, and developed inter-district leadership.

### *Relief Food Project Manager*

- Created performance evaluation forms and assisted in the development of Field Office personnel manual.
- The staff members whom I supervised were consistently rated outstanding, as individuals and as teams, by external and internal evaluators.
- Designed and implemented staff development trainings, including budget management, strategic planning, time management, word and data processing, and report writing.

**U.S. PEACE CORPS** MALI, WEST AFRICA

1980-1982

### *Teacher*

- As a Volunteer, taught trigonometry, algebra and probability to the 10<sup>th</sup> and 12<sup>th</sup> grade classes, in French.
  - Designed and implemented training for Peace Corps math teachers and coordinated student teaching arrangements with local school systems. Trained incoming volunteers in cross-cultural awareness and preventive health care.
- 

## EDUCATION

**UNIVERSITY OF VIRGINIA**, CHARLOTTESVILLE, VA – B.S. Psychology 1980

**WHEELOCK GRADUATE SCHOOL ADVANCED SEMINARS**, FINANCIAL AND LEGAL ASPECTS OF CENTER MANAGEMENT 1999

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## SELECTED PROFESSIONAL AFFILIATIONS

**SPARK NH** – governor-appointed early childhood advisory council – EXECUTIVE COMMITTEE MEMBER 2011 TO PRESENT

**NH CAN (CHILD ADVOCACY NETWORK)** – STEERING COMMITTEE MEMBER 2008 TO PRESENT

**NH CHILD CARE ADVISORY COUNCIL** – legislatively-mandated council – CURRENT MEMBER / CHAIR 2000-2002

**NH ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN** – CURRENT MEMBER / PUBLIC POLICY CHAIR 1997-2000

## LAURA J. MILLIKEN

### **EDUCATION:**

**Boston University School of Law**, Boston, MA

*Juris Doctor*, 1992, Honors: Paul J Liacos Scholar

**Barnard College, Columbia University**, New York, NY

Bachelor of Arts in Political Science, *cum laude*, 1989, Honors: Departmental Honors in Political Science, Phoebe M. Morrison Prize for Political Science, Barnard Bear Pin Award for Leadership

### **PROFESSIONAL EXPERIENCE:**

**Spark NH Early Childhood Advisory Council**, 2011- Present, Director

Coordinate and staff statewide, governor-appointed Early Childhood Advisory Council and 8 committees and 6 task forces of diverse early childhood stakeholders. Ensure compliance with funder requirements. Implement and oversee Council work plan. Coordinate monthly meetings and provide technical assistance to Council. Facilitate coordination and collaboration within and between Council, committees and task forces and outside stakeholders. Facilitate the implementation of recommendations and policy changes.

**Legal Advice and Referral Center** 2010- 2011, Contract Attorney

Counseled and advised low income clients telephonically in divorce, parenting, guardianship, termination of parental rights and other family law matters. Educated and empowered clients for *pro se* court appearances.

**District Court Domestic Violence Coordinating Councils** 1997 –1999, **Coordinator**

Facilitated and provided technical support for interdisciplinary, diverse groups who came into contact with victims of domestic violence. These included judges, attorneys, police, medical personnel, social service workers, and others. Helped Council to recommend and implement changes in infrastructure and policy. Helped draft legislation and testified in support in the legislature. Assisted in planning statewide training. Wrote grants and reports.

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Nicholas A. Toumpas  
Commissioner

José Thier Montero  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6527  
603-271-4517 1-800-852-3345 Ext. 4517  
Fax: 603-271-4519 TDD Access: 1-800-735-2964



G&C Approved

August 14, 2013 Date 9-4-13  
Item # 52

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

Sole source  
100% Federal

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Public Health Services, Bureau of Population Health and Community Services, Maternal and Child Health Section, to enter into a **sole source** agreement with Early Learning New Hampshire (Vendor # 159000-B001, 2 Delta Drive, Concord, New Hampshire 03301, in an amount not to exceed \$283,335.00, to coordinate and promote Project LAUNCH (Linking Actions for Unmet Needs in Children's Health) to effectively meet the needs of children and families in New Hampshire, to be effective September 4, 2013 or date of Governor and Council approval, whichever is later, through June 30, 2016.

Funds to support this request are anticipated to be available in the following account in SFY 2014, 2015 and 2016 upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust amounts within the price limitation and amend the related terms of the contract without further approval from Governor and Executive Council.

05-95-90-902010-<sup>1299</sup>~~2225~~ HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, FEDERAL PROJECT LAUNCH

Fiscal Year	Class/Account	Class Title	Job Number	Total Amount
SFY 2014	102-500731	Contracts for Prog Svc	90002996	\$83,335.00
SFY 2015	102-500731	Contracts for Prog Svc	90002996	\$100,000.00
SFY 2016	102-500731	Contracts for Prog Svc	90002996	\$100,000.00
			Total	\$283,335.00

**EXPLANATION**

**Sole source** approval is requested because as required by the federal funder, the Project LAUNCH (Linking Actions for Unmet Needs in Children's Health) grant application was to identify the project state-level organization in the federal grant application. Early Learning NH was identified as the project lead because the existing state early childhood partnerships acknowledged them as the coordinating body with the demonstrated capacity to take on this type of project. The federal grant application was submitted and approved by the federal funder.

Funds in this agreement will be used to provide staff to carry out requirements of the Project LAUNCH Cooperative Agreement including the identification of Spark NH, the Governor appointed early childhood



Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
August 14, 2013  
Page 2

advisory council, as the state-level Council on Young Child Wellness that is representative of partnerships across disciplines and agencies that serve young children and their families, co-leadership of the Young Child Wellness Council, and development of a Project LAUNCH Task Force. The Young Child Wellness Council and Project LAUNCH Task Force will increase access and enhance the quality of early childhood services by improving coordination and collaboration through the early childhood system. The Contractor will coordinate the activities of the project, which include completing a state-level environmental scan, developing a state-level strategic plan to support young child wellness, and making informed recommendations that will increase public awareness and knowledge of young child wellness and cross-disciplinary workforce development activities that benefit young children and their families.

Project LAUNCH does not duplicate activities being done elsewhere, in fact, it is intended to reduce and/or eliminate the potential for redundancies. This project seeks to improve the connectedness of services needed to support healthy child development that leads to school readiness. Evaluation activities will measure the effectiveness of the grant activities and drive decisions and quality improvements.

Should Governor and Executive Council not authorize this Request, Maternal and Child Health will not have the capacity to fulfill the requirements of the SAMHSA Cooperative Agreement. Project LAUNCH promotes linkages and prevention. Without these funds, New Hampshire will not have coordinated services for the youngest and most vulnerable children and their families.

The following performance measures will be used to measure the effectiveness of the agreement.

- 10% of Spark NH Council members are consumers/family members.
- 90% of Spark NH Council members report satisfaction with coordination.
- 10% of organizations will collaborate with other targeted organizations.

Area served: statewide.

Source of Funds: 100% Federal Funds from Department of Health and Human Services, Substance Abuse and Mental Health Services Administration.

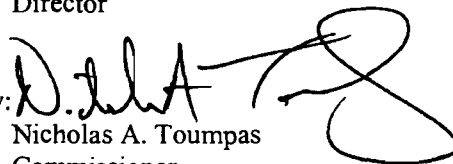
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



José Thier Montero, MD, MHCDS  
Director

Approved by:



Nicholas A. Toumpas  
Commissioner


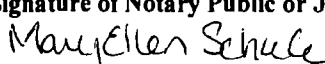
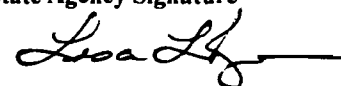
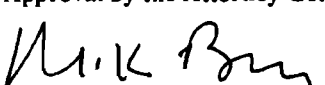
Subject: Project LAUNCH

**AGREEMENT**

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

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

<b>1.1 State Agency Name</b> NH Department of Health and Human Services Division of Public Health Services		<b>1.2 State Agency Address</b> 29 Hazen Drive Concord, NH 03301-6504	
<b>1.3 Contractor Name</b> Early Learning New Hampshire		<b>1.4 Contractor Address</b> 2 Delta Drive Concord, New Hampshire 03301	
<b>1.5 Contractor Phone Number</b> 603-226-7900	<b>1.6 Account Number</b> 05-95-90-902010-1299-102-500731	<b>1.7 Completion Date</b> June 30, 2016	<b>1.8 Price Limitation</b> \$283,335.00
<b>1.9 Contracting Officer for State Agency</b> Lisa L. Bujno, MSN, APRN Bureau Chief		<b>1.10 State Agency Telephone Number</b> 603-271-4501	
<b>1.11 Contractor Signature</b> 		<b>1.12 Name and Title of Contractor Signatory</b> Jackie Cowell, Executive Director	
<b>1.13 Acknowledgement:</b> State of <del>NH</del> County of <u>Merriamack</u> On <u>August 1, 2013</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.			
<b>1.13.1 Signature of Notary Public or Justice of the Peace</b>  [Seal]			
<b>1.13.2 Name and Title of Notary or Justice of the Peace</b> MARYELLEN SCHULE			
<b>1.14 State Agency Signature</b> 		<b>1.15 Name and Title of State Agency Signatory</b> Lisa L. Bujno, Bureau Chief	
<b>1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable)</b> By: _____ Director, On: _____			
<b>1.17 Approval by the Attorney General (Form, Substance and Execution)</b> By:  On: <u>8/12/13</u>			
<b>1.18 Approval by the Governor and Executive Council</b> By: _____ On: _____			

**NH Department of Health and Human Services**

**Exhibit A**

**Scope of Services**

*Project LAUNCH*

**CONTRACT PERIOD: September 4, 2013 or date of G&C approval, whichever is later, through June 30, 2016**

**CONTRACTOR NAME:** Early Learning New Hampshire

**ADDRESS:** 2 Delta Drive  
Concord, New Hampshire 03301

**Executive Director:** Jackie Cowell

**TELEPHONE:** 603-226-7900

**E-MAIL:** jcowell@earlylearningnh.org

**The Contractor shall:**

Coordinate and promote the development and implementation of services and activities; and participate in infrastructure reform, policy development, social marketing, and workforce development activities to deliver high quality services that effectively meet the needs of children and families in New Hampshire as specified below.

**I. General Provisions**

**A. Culturally and Linguistically Appropriate Standards of Care**

The Department of Health and Human Services (DHHS) recognizes that culture and language have considerable impact on how consumers access and respond to public health services. Culturally and linguistically diverse populations experience barriers in efforts to access health services. To ensure equal access to quality health services, the Division of Public Health Services (DPHS) expects that Contractors shall provide culturally and linguistically appropriate services according to the following guidelines:

1. Assess the ethnic/cultural needs, resources and assets of their community.
2. Promote the knowledge and skills necessary for staff to work effectively with consumers with respect to their culturally and linguistically diverse environment.
3. Provide clients of limited English proficiency (LEP) with interpretation services. Persons of LEP are defined as those who do not speak English as their primary language and whose skills in listening to, speaking, or reading English are such that they are unable to adequately understand and participate in the care or in the services provided to them without language assistance.
4. Offer consumers a forum through which clients have the opportunity to provide feedback to providers and organizations regarding cultural and linguistic issues that may deserve response.
5. The Contractor shall maintain a program policy that sets forth compliance with Title VI, Language Efficiency and Proficiency. The policy shall describe the way in which the items listed above were addressed and shall indicate the circumstances in which interpretation services are provided and the method of providing service (e.g. trained interpreter, staff person who speaks the language of the client or language line).

**B. State and Federal Laws**

The Contractor is responsible for compliance with all relevant state and federal laws. Special attention is called to the following statutory responsibilities:

1. The Contractor shall report all cases of communicable diseases according to New Hampshire RSA 141-C and He-P 30, effective 01/05.
2. Persons employed by the Contractor shall comply with the reporting requirements of New Hampshire RSA 169:C, Child Protection Act; RSA 161:F46, Protective Services to Adults and RSA 631:6, Assault and Related Offenses.

**D. Publications Funded Under Contract**

1. The DHHS and/or its funders will retain COPYRIGHT ownership for any and all original materials produced with DHHS contract funding, including, but not limited to, brochures, resource directories, protocols or guidelines, posters, or reports.
2. All documents (written, video, audio) produced, reproduced or purchased under the contract shall have prior approval from DPHS before printing, production, distribution, or use.
3. The Contractor shall credit DHHS on all materials produced under this contract following the instructions outlined in Exhibit C-1 (5).
4. Products developed under this agreement shall bear the SAMHSA Disclaimer and Project LAUNCH Logo as outlined in the 2012 Project LAUNCH Grantee Manual (page 37).

**E. Subcontractors**

If services required to comply with this Exhibit are provided by a subcontracted agency or provider, the DPHS, Maternal and Child Health Section (MCHS) must be notified in writing prior to initiation of the subcontract. In addition, subcontractors must be held responsible to fulfill all relevant requirements included in this Exhibit.

**II. Minimal Standards of Core Services**

**A. Service Requirements**

**1. Infrastructure Development**

- a. Establish Spark NH, the Governor appointed early childhood advisory council, as the **state-level Council on Young Child Wellness** that is representative of partnerships across disciplines and agencies that serve young children and their families. The Council will provide advice for the development and implementation of services and activities; and participate in infrastructure reform, policy development, social marketing, and workforce development activities at the state level. At a minimum, the Council shall be composed of members that bring expertise on:

- (1) Health
- (2) Child Welfare
- (3) Medicaid

- (4) Substance Abuse Prevention
  - (5) Early Childhood Education (e.g., Early Head Start, Head Start and Part C)
  - (6) Elementary Education
  - (7) Child Care Accrediting Agency
  - (8) Families in the population of focus (grantee should have approximately 10% family representation on their Council).
- b. Provide a full-time (1.0 FTE) Young Child Wellness Expert (YCWE). The responsibilities of the YCWE may be divided between two individuals. **The Project Director (MCH) and Federal Project Officer must approve this individual(s) prior to hiring. The YCWE will:**
    - (1) Carry out the requirements of the Cooperative Agreement including co-leadership of the Young Child Wellness Council.
    - (2) Cooperate with the Project Director, local Pilot Community Infrastructure Development, and the Data Collection and Performance Measurement project in any project-related quality assurance activities as outlined in the SAMHSA Cooperative Agreement.
  - c. Complete a state-level environmental scan of programs and services for young children and their families in the first 5 months of the grant.
  - d. Develop a state-level strategic plan to support young child wellness.
  - e. Make informed recommendations to Spark NH to increase public awareness and knowledge of young child wellness and cross-disciplinary workforce development activities that benefit young children and their families.

## B. Staffing Provisions

### 1. New Hires

The Contractor shall notify the MCHS in writing within one month of hire when a new administrator or coordinator or any staff person essential to carrying out this scope of services is hired to work in the program. A resume of the employee shall accompany this notification.

### 2. Vacancies

The Contractor must notify the MCHS in writing if the Executive Director, Spark NH Director or Young Child Wellness Expert position is vacant for more than three months. This may be done through a budget revision. In addition, the MCHS must be notified in writing if at any time any site funded under this agreement does not have adequate staffing to perform all required services for more than one month.

### 3. Staff employed or subcontracted by the contractor shall meet the following qualifications:

Direct service staff should not be hired based on their formal education alone. Staff should be selected because of their personal characteristics (i.e., a non-judgmental attitude, compassion, the ability to establish a trusting relationship, etc.), their willingness to work in or experience working with culturally diverse communities, and their skills to do the job.

- a. Young Child Wellness Expert(s):
  - (1) Bachelor's degree in relevant field required. Masters degree strongly encouraged
  - (2) Extensive knowledge and experience in the area of early childhood development, public health, mental health, and/or substance abuse services
  - (3) At minimum, 6–8 years program administration experience, recommended

- (4) Excellent written and oral communication skills
- (5) Knowledge of grant management and implementation
- (6) Ability to work with individuals and groups in a culturally and linguistically competent manner
- (7) Ability to organize, coordinate, and lead diverse people into effective committees and task forces
- (8) Ability to monitor and assess efficiency and effectiveness of agency activities, and identify and resolve problems in program operations and services
- (9) Combination of 10 years' education, training, and/or relevant experience in child development, public health, mental health, or substance abuse prevention services is preferred

**C. Coordination of Services**

1. The contractor shall coordinate, where possible, with other service providers within the contractor's community. At a minimum, such collaboration shall include interagency referrals and coordination of care.
2. Agencies that deliver services in a community or communities that are part of a Public Health Network (PHN) region should be active participants in the PHN. As appropriate, agencies should participate in community needs assessments, public health performance assessments, and the development of regional public health improvement plans. Agencies should also engage PHN staff as appropriate to enhance the implementation of community-based public health prevention initiatives being implemented by the agency.

**D. Meetings and Trainings**

The Contractor will be responsible to send staff to meetings and training required by the MCHS, including but not limited to Local and State Young Child Wellness Council meetings and SAMHSA Grantee meetings, calls and webinars as required.

**III. Quality or Performance Improvement (O/PI)**

**A. Workplans**

1. Performance Workplans are required annually for this program and are used to monitor achievement of standard measures of performance of the services provided under this contract. The workplans are a key component of the MCHS performance-based contracting system and of this contract.
2. The Contractor shall incorporate required and developmental performance measures, defined by the MCHS into the agency's Performance Workplan. Reports on Workplan Progress/Outcomes shall detail the Performance Workplan and activities that monitor and evaluate the agency's progress toward baseline performance measure targets.
  - i. 10% of Spark NH Council members are consumers/family members.
  - ii. 90% of Spark NH Council members report satisfaction with coordination.
  - iii. 10% of organizations will collaborate with other targeted organizations.
3. The Contractor shall comply with minor modifications and/or additions to the workplan and annual report format as requested by the MCHS. The MCHS will provide the Contractor with advance notice of such changes and the Contractor is not expected to incur any substantial costs relative to such changes.

## **B. Data and Reporting Requirements**

In addition to Performance Workplans, the Contractor shall submit to the MCHS the following data used to monitor program performance:

1. Submit Workplans and Workplan Outcome reports according to the schedule and instructions provided by the MCHS. The MCHS shall notify the Contractor at least 30 days in advance of any changes in the submission schedule.
2. The data required for the federal Project LAUNCH, for reporting in the TRAC Data System.
3. The Sources of Revenue report must be resubmitted at any point when changes in revenue threaten the ability of the agency to carry out the planned program.
4. The Contractor shall collaborate with the Division of Public Health Services to collect client and program data and information for the purpose of program evaluation.
5. The Contractor shall, for purposes of program evaluation and federal reporting, enter personally identifiable health data, for all clients served under this contract, into the TRAC data system. Contractors shall be responsible for obtaining any authorizations for release of information from the clients that is necessary to comply with federal and state laws and regulations. All forms developed for authorization for release of information must be approved by DPHS prior to their use.

## **C. On-Site Reviews**

1. The Contractor shall allow a team or person authorized by the MCHS and SAMHSA to periodically review the Contractor's systems of governance, administration, data collection and submission, clinical, and financial management in order to assure systems are adequate to provide the contracted services.
2. Reviews shall include client record reviews to measure compliance with this Exhibit.
3. The Contractor shall make corrective actions as advised by the review team if contracted services are not found to be provided in accordance with this Exhibit.

**NH Department of Health and Human Services**

**Exhibit B**

**Purchase of Services  
Contract Price**

*Project LAUNCH*

Vendor #159000-B001

Job #90002996

Appropriation #05-95-90-902010-1299-102-500731

1. The total amount of all payments made to the Contractor for cost and expenses incurred in the performance of the services during the period of the contract shall not exceed:

\$283,335.00 for Project LAUNCH, funded from 100% federal funds from the Department of Health and Human Services, Substance Abuse and Mental Health Services Administration CFDA #93.243.

**TOTAL: \$283,335.00**

2. The Contractor agrees to use and apply all contract funds from the State for direct and indirect costs and expenses including, but not limited to, personnel costs and operating expenses related to the Services, as detailed in the attached budgets. Allowable costs and expenses shall be determined by the State in accordance with applicable state and federal laws and regulations. The Contractor agrees not to use or apply such funds for capital additions or improvements, entertainment costs, or any other costs not approved by the State.
3. This is a cost-reimbursement contract based on an approved budget for the contract period. Reimbursement shall be made monthly based on actual costs incurred during the previous month up to an amount not greater than one-twelfth of the contract amount. Reimbursement greater than one-twelfth of the contract amount in any month shall require prior, written permission from the State.
4. Invoices shall be submitted by the Contractor to the State in a form satisfactory to the State for each of the Service category budgets. Said invoices shall be submitted within twenty (20) working days following the end of the month during which the contract activities were completed, and the final invoice shall be due to the State no later than sixty (60) days after the contract Completion Date. Said invoice shall contain a description of all allowable costs and expenses incurred by the Contractor during the contract period.
5. Payment will be made by the State agency subsequent to approval of the submitted invoice and if sufficient funds are available in the Service category budget line items submitted by the Contractor to cover the costs and expenses incurred in the performances of the services.
6. The Contractor may amend the contract budget for any Service category through line item increases, decreases, or the creation of new line items provided these amendments do not exceed the contract price for that particular Service category. Such amendments shall only be made upon written request to and written approval by the State. Budget revisions will not be accepted after June 20<sup>th</sup> of each contract year.
7. The Contractor shall have written authorization from the State prior to using contract funds to purchase any equipment with a cost in excess of three hundred dollars (\$300) and with a useful life beyond one year.



NH Department of Health and Human Services

Exhibit C

SPECIAL PROVISIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**12.2 Final Report:** A final report shall be submitted within sixty (60) days after the end of the term of this Contract. The Final Report shall be in a form satisfactory to the Department and shall contain a summary statement of progress toward goals and objectives stated in the Proposal and other information required by the Department.

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

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

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

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

16. **Insurance:** Select either (1) or (2) below:

As referenced in the Request for Proposal, Comprehensive General Liability Insurance Acknowledgement Form, the Insurance requirement checked under this section is applicable to this contract:

**Insurance Requirement for (1)** - 501(c) (3) contractors whose annual gross amount of contract work with the State does not exceed \$500,000, per RSA 21-I:13, XIV, (Supp. 2006): The general liability insurance requirements of standard state contracts for contractors that qualify for nonprofit status under section 501(c)(3) of the Internal Revenue Code and whose annual gross amount of contract work with the state does not exceed \$500,000, is comprehensive general liability insurance in amounts of not less than \$1,000,000 per claim or occurrence and \$2,000,000 in the aggregate. *These amounts may NOT be modified.*

- 1) The contractor certifies that it **IS** a 501(c) (3) contractor whose annual total amount of contract work with the State of New Hampshire does **not** exceed \$500,000.

**Insurance Requirement for (2)** - All other contractors who do not qualify for RSA 21-I:13, XIV, (Supp. 2006), Agreement P-37 General Provisions, 14.1 and 14.1.1. Insurance and Bond, shall apply: 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, both for the benefits of the State, the following insurance: comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per incident or occurrence. *These amounts MAY be modified if the State of NH determines contract activities are a risk of lower liability.*

- (2) The contractor certifies it does **NOT** qualify for insurance requirements under RSA 21-I:13, XIV (Supp. 2006).

The remainder of this page is intentionally left blank.

**18. Subparagraph 4 of the General Provisions of this contract, Conditional Nature of Agreement, is replaced as follows:**

**4. CONDITIONAL NATURE OF AGREEMENT.**

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including without limitation, the continuance of payments, in whole or in part, under this Agreement are contingent upon continued appropriation or availability of funds, including any subsequent changes to the appropriation or availability of funds affected by any state or federal legislative or executive action that reduces, eliminates, or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope of Services provided in Exhibit A, Scope of Services, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of appropriated or available funds. In the event of a reduction, termination or modification of appropriated or available funds, the State shall have the right to withhold payment until such funds become available, if ever. The State shall have the right to reduce, terminate or modify services under this Agreement immediately upon giving the Contractor notice of such reduction, termination or modification. The State shall not be required to transfer funds from any other source or account into the Account(s) identified in block 1.6 of the General Provisions, Account Number, or any other account, in the event funds are reduced or unavailable.

**19. Subparagraph 10 of the General Provisions of this contract, Termination, is amended by adding the following language;**

10.1 The State may terminate the Agreement at any time for any reason, at the sole discretion of the State, 30 days after giving the Contractor written notice that the State is exercising its option to terminate the Agreement.

10.2 In the event of early termination, the Contractor shall, within 15 days of notice of early termination, develop and submit to the State a Transition Plan for services under the Agreement, including but not limited to, identifying the present and future needs of clients receiving services under the Agreement and establishes a process to meet those needs.

10.3 The Contractor shall fully cooperate with the State and shall promptly provide detailed information to support the Transition Plan including, but not limited to, any information or data requested by the State related to the termination of the Agreement and Transition Plan and shall provide ongoing communication and revisions of the Transition Plan to the State as requested.

10.4 In the event that services under the Agreement, including but not limited to clients receiving services under the Agreement are transitioned to having services delivered by another entity including contracted providers or the State, the Contractor shall provide a process for uninterrupted delivery of services in the Transition Plan.

10.5 The Contractor shall establish a method of notifying clients and other affected individuals about the transition. The Contractor shall include the proposed communications in its Transition Plan submitted to the State as described above.

**SPECIAL PROVISIONS – DEFINITIONS**

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

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

**DEPARTMENT:** NH Department of Health and Human Services.

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

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

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

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

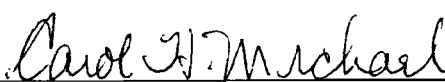
**SUPPLANTING OTHER FEDERAL FUNDS:** The Contractor guarantees that funds provided under this Contract will not supplant any existing federal funds available for these services.

**CERTIFICATE OF VOTE/AUTHORITY**

I, Carol H. Michael, hereby certify that I am the Secretary of the Board of Directors of Early Learning New Hampshire and that by consent of the Board of Directors at a regular meeting held on Tuesday, July 16, 2013, the following vote was adopted:

The Board of Directors of Early Learning New Hampshire hereby authorizes Jackie Cowell as Executive Director, to execute all documents by the organization including, deeds, mortgages, leases, promissory notes, checks and other instruments; and to enter into contracts or execute and deliver any instrument in the name of and on behalf of the organization.

IN WITNESS WHEREOF, I have hereunto set my hand as the Secretary of the Board of Directors of Early Learning New Hampshire this 1<sup>st</sup> day of August, 2013.

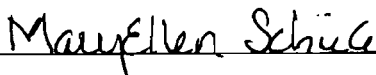


\_\_\_\_\_  
Carol H. Michael  
Secretary, Board of Directors  
Early Learning New Hampshire

State of NEW HAMPSHIRE

County of MERRIMACK

The foregoing instrument was acknowledged before me this 1st day of August, 2013 by Carol H. Michael.



\_\_\_\_\_  
Notary Public

My Commission Expires: 8 | 24 | 2014

# KEY ADMINISTRATIVE PERSONNEL

## NH Department of Health and Human Services Division of Public Health Services

**Agency Name:** Early Learning NH

**Name of Bureau/Section:** Project LAUNCH

BUDGET PERIOD:	SFY 14	9/4/13 - 6/30/14	
Name & Title Key Administrative Personnel	Annual Salary Of Key Administrative Personnel	Percentage of Salary Paid By Contract	Total Salary Amount Paid By Contract
Jackie Cowell, Executive Director	\$57,494	0.00%	\$0.00
Laura Milliken, Young Child Wellness Expert .4 FTE	\$60,833	40.00%	\$24,333.20
TBA, Young Child Wellness Expert .6 FTE	\$53,333	60.00%	\$31,999.80
	\$0	0.00%	\$0.00
	\$0	0.00%	\$0.00
	\$0	0.00%	\$0.00
<b>TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)</b>			<b>\$56,333.00</b>

Note that the above salaries based on a 10 mo. yr

BUDGET PERIOD:	SFY 15	7/1/14 - 6/30/15	
Name & Title Key Administrative Personnel	Annual Salary Of Key Administrative Personnel	Percentage of Salary Paid By Contract	Total Salary Amount Paid By Contract
Jackie Cowell, Executive Director	\$68,993	0.00%	\$0.00
Laura Milliken, Young Child Wellness Expert .4 FTE	\$73,000	40.00%	\$29,200.00
TBA, Young Child Wellness Expert .6 FTE	\$64,000	60.00%	\$38,400.00
	\$0	0.00%	\$0.00
	\$0	0.00%	\$0.00
	\$0	0.00%	\$0.00
<b>TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)</b>			<b>\$67,600.00</b>

BUDGET PERIOD:	SFY 16	7/1/15 - 6/30/16	
Name & Title Key Administrative Personnel	Annual Salary Of Key Administrative Personnel	Percentage of Salary Paid By Contract	Total Salary Amount Paid By Contract
Jackie Cowell, Executive Director	\$68,993	0.00%	\$0.00
Laura Milliken, Young Child Wellness Expert .4 FTE	\$73,000	40.00%	\$29,200.00
TBA, Young Child Wellness Expert .6 FTE	\$64,000	60.00%	\$38,400.00
	\$0	0.00%	\$0.00
	\$0	0.00%	\$0.00
	\$0	0.00%	\$0.00
<b>TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)</b>			<b>\$67,600.00</b>

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



# Budget Form

## New Hampshire Department of Health and Human Services

Bidder/Program Name: Early Learning NH

Budget Request for: Project LAUNCH

*(Name of RFP)*

Budget Period: SFY 14 - Sep 4, 2013 through Jun 30, 2014

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 64,667.00	\$ -	\$ 64,667.00	
2. Employee Benefits	\$ -	\$ -	\$ -	
3. Consultants	\$ 2,400.00	\$ -	\$ 2,400.00	
4. Equipment:	\$ 2,000.00	\$ -	\$ 2,000.00	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:		\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ 2,584.00	\$ -	\$ 2,584.00	
6. Travel	\$ 3,385.00	\$ -	\$ 3,385.00	
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ 1,000.00	\$ -	\$ 1,000.00	
Postage	\$ 167.00	\$ -	\$ 167.00	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
Council member reimbursement	\$ 960.00	\$ -	\$ 960.00	
Administrative Costs	\$ -	\$ 6,172.00	\$ 6,172.00	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
<b>TOTAL</b>	<b>\$ 77,163.00</b>	<b>\$ 6,172.00</b>	<b>\$ 83,335.00</b>	

Indirect As A Percent of Direct

8.0%

*For DPHS use only*

Maximum Funds Available - (DPHS program to enter total funds avail:	\$ 83,335.00
Reconciliation - (this line must be equal to or greater than \$0)	\$ -

# Budget Form

## New Hampshire Department of Health and Human Services

Bidder/Program Name: Early Learning NH

Budget Request for: Project LAUNCH

*(Name of RFP)*

Budget Period: SFY 15 - Jul 1, 2014 through Jun 30, 2015

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 77,600.00	\$ -	\$ 77,600.00	
2. Employee Benefits	\$ -	\$ -	\$ -	
3. Consultants	\$ 2,880.00	\$ -	\$ 2,880.00	
4. Equipment:	\$ 2,000.00	\$ -	\$ 2,000.00	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ 3,100.00	\$ -	\$ 3,100.00	
6. Travel	\$ 3,870.00	\$ -	\$ 3,870.00	
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ 1,200.00	\$ -	\$ 1,200.00	
Postage	\$ 200.00	\$ -	\$ 200.00	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
Member Travel and Child Care Reimbursement	\$ 1,150.00	\$ -	\$ 1,150.00	
Administrative costs	\$ -	\$ 8,000.00	\$ 8,000.00	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
<b>TOTAL</b>	<b>\$ 92,000.00</b>	<b>\$ 8,000.00</b>	<b>\$ 100,000.00</b>	

Indirect As A Percent of Direct

8.7%

*For DPHS use only*

Maximum Funds Available - (DPHS program to enter total funds available) \$ 100,000.00

Reconciliation - (this line must be equal to or greater than \$0) \$ -

# Budget Form

## New Hampshire Department of Health and Human Services

Bidder/Program Name: Early Learning NH

Budget Request for: Project LAUNCH

*(Name of RFP)*

Budget Period: SFY 16 - Jul 1, 2015 through Jun 30, 2016

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 77,600.00	\$ -	\$ 77,600.00	
2. Employee Benefits	\$ -	\$ -	\$ -	
3. Consultants	\$ 2,880.00	\$ -	\$ 2,880.00	
4. Equipment:	\$ 2,000.00	\$ -	\$ 2,000.00	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ 3,100.00	\$ -	\$ 3,100.00	
6. Travel	\$ 3,870.00	\$ -	\$ 3,870.00	
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ 1,200.00	\$ -	\$ 1,200.00	
Postage	\$ 200.00	\$ -	\$ 200.00	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
	\$ 1,150.00	\$ -	\$ 1,150.00	
	\$ -	\$ 8,000.00	\$ 8,000.00	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
<b>TOTAL</b>	<b>\$ 92,000.00</b>	<b>\$ 8,000.00</b>	<b>\$ 100,000.00</b>	

Indirect As A Percent of Direct

8.7%

*For DPHS use only*

Maximum Funds Available - (DPHS program to enter total funds avail: \$ 100,000.00  
 Reconciliation - (this line must be equal to or greater than \$0) \$ -