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Frank Edelblut  
Commissioner

Christine M. Brennan  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
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Concord, NH 03301  
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July 24, 2019

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

**REQUESTED ACTION**

Authorize the Department of Education to enter into a contract with NH Coalition for Citizens with Disabilities, dba Parent Information Center, Concord, New Hampshire (vendor code 38277) in an amount not to exceed \$248,330.88 to develop and implement a statewide professional development system for preschool children with disabilities, effective upon Governor & Council approval through June 30, 2021, with an option to renew for an additional two years based on performance and identified ongoing need. 100% Federal Funds.

Funds to support this request are anticipated to be available in the account titled IDEA-Special Ed-Elem/Sec for FY2020 and FY2021, upon the availability and continued appropriation of funds in future operating budgets, with the ability to adjust encumbrances between Fiscal Years through the Budget Office without further Governor and Council approval, if needed and justified:

06-56-56-562010-25040000-102-500731	<u>FY'20</u>	<u>FY'21</u>
Contracts for Program Services	\$124,165.44	\$124,165.44

**EXPLANATION**

The New Hampshire Department of Education is responsible for meeting legislative mandates to provide technical assistance under RSA 186-C III. The NH Coalition for Citizens with Disabilities, dba Parent Information Center will develop and implement a statewide professional development system designed to promote smooth and effective transitions from Family-Centered Early Supports and Services to preschool special education.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
July 24, 2019  
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A Request for Proposals (RFP) was advertised in the Manchester Union Leader for the period March 31<sup>st</sup>, April 1<sup>st</sup> and April 2<sup>nd</sup>, 2019 and posted on the Department of Education's website. The Department received one (1) proposal from the issuance of the Request for Proposals "Early Childhood Special Education Systems Development, Multi-Tiered Professional Development Model."

A review committee consisting of Hannah Krajcik, Program Specialist II, Bureau of Student Support, Heidi Clyborne, Education Consultant, Bureau of Student Support and Joanne DeBello, Education Consultant, Bureau of Student Support reviewed the one proposal received by the deadline. NH Coalition for Citizens Disabilities, dba Parent Information Center's proposal met the criteria of the Request for Proposals (Attachment A).

The Department of Education would like to contract with NH Coalition for Citizens with Disabilities, dba Parent Information Center as they worked with the Bureau of Student Support through the Race2K project to develop and implement a multi-faceted approach to improving outcomes for preschool children with disabilities and systems that support those outcomes. NH Coalition for Citizens with Disabilities, dba Parent Information Center assists families and schools to increase family involvement in children's learning and development with the goal of increasing student achievement.

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

Respectfully Submitted,



FOR Frank Edelblut  
Commissioner of Education

FE: BJD  
Attachments

## Attachment A

### Early Childhood Special Education Systems Development Multi-tiered Professional Development Model

**May 20, 2019 /9:00-12:00 / NHDOE – Londergan Hall – Room 319**

Applicant: NH Coalition for Citizens with Disabilities

Proposals will be evaluated to determine if the applicant meets or exceeds the <b>Minimum Requirements (1.0)</b> and has the ability to accomplish the <b>Services to be Provided (2.0)</b> . This evaluation will be based on the applicant's ability to provide evidence of the following criteria:					
Criteria from RFP # SPED-2019-3	JD	HC	HK	Total Score	Comments
7.2.1 Significance of Proposal: Description of applicant's capabilities to deliver the services, including a brief description of their personal experience and/or company's experience in developing and implementing a program of this type, to include references as applicable. Please identify the specific subsections of 1.0 as they are addressed (see 1.0 Minimum Requirements) (10 points)	10	10	10	30	The applicant is building off a strong foundation. All areas of the RFP were addressed in detail. The organization has in-depth experience in each phase of the work. They are clearly capable of providing the services. Excellent current references.
7.2.2 Quality of Services: Describe how you will accomplish the Services to be Provided, including activities and strategies that will achieve the desired outcomes. Also identify roles, responsibilities and partners to be involved for the various activities/strategies. Please identify the subsection(s) of the Services to be Provided as you address them in your narrative (15 points)	14	15	15	44	There were 3 activities that the applicant planned to continue rather than expand/improve. The Chat Rooms and Zoom calls for administrators were well developed and address an identified need.
7.2.3 Content knowledge, including but not limited to, knowledge and expertise to promote efforts build and implement a statewide multi-tiered professional development model to improve services, supports and programming for preschool children with disabilities and to promote smooth and effective transitions from Family-centered Early Supports and Services (10 points)	10	10	10	30	The applicant has more than ample knowledge to achieve the goals. The success rate with Indicator 12 is phenomenal.
7.2.4 Technical Skills, including but not limited to: data collection and analysis, adult learning strategies and effective technical assistance/professional development, coaching, mentoring facilitation and communication skills (10 points)	10	10	10	30	High level of data collection and analysis to guide next steps and to make adjustments as needed.

7.2.5 Management Plan: Provide a work-plan, timeline, milestones or benchmarks in accordance with the activities to carry out Services to be Provided (10 points)	10	10	10	30	There was a timeline and justification for each services. The management plan was comprehensive, ambitious and achievable. The plan was all inclusive.
7.2.6 Personnel and Partners: Provide a listing of the individuals who will have responsibilities within this proposed project, their titles, qualifications and duties, and the amount of time each will devote to the project. Identify key partners, describe their anticipated participation and provide documentation of their commitment (10 points)	10	10	10	30	Detailed and current resumes for all personnel. Very specific about who is involved and how.
7.2.7 Adequacy of Resources: Provide a detailed budget, including budget notes/justification, which clearly explains the relationship between proposed activities and expenditures. The budget should be broken down into the two (2) fiscal years: FY'20/FY'21 and not to exceed \$125,000.00 for each year. Indirect costs may not exceed 8 % (25 points)	25	25	25	75	Very detailed about where the money is going. The stipends anticipate and address a potential barrier and demonstrates valuing of people's time. Well thought out.
7.2.8 Evaluation Plan: Describe your comprehensive plan for the evaluation of the proposed project's activities, effectiveness and impact (10 points)	10	10	10	30	Many methods of data collection. Quantitative, qualitative, formative and summative. Clear evaluation questions. Chart with strategies and data collection methods very useful.
	99	100	100	299	

Total Score 99.67 Points

Recommend for Funding:  Yes  No

Additional Comments: **This was one of the best written proposals reviewers had ever read. Extremely well organized and easy to follow. It was evident the applicant is steeped in experience, effective at what they do and ready to expand the work to reach more programs.**

**The review team members included:**

Review Team Facilitator - Ruth Littlefield, NH Department of Education, Preschool Special Education Consultant - In her role in the New Hampshire Department of Education for the last 27 years, Ruth has overseen the IDEA Part B Preschool Special Education Program. She is the Chair of the NASDSE 619 Preschool Special Education organization.

Reviewer - Joanne DeBello, NH Department of Education, Educational Consultant - In her role at the New Hampshire Department of Education, Joanne participated on the SSIP Evaluation Team which focuses on improving social and emotional outcomes for preschool children with disabilities. She is currently a member of a

national collaborative within the state team that is focused on accountability and quality improvement for building early intervention and preschool special education programs

Reviewer – Heidi Clyborne, NH Department of Education, Education Consultant- Heidi was a special education teacher for the last 15 years in Anne Arundel County, Maryland. She has worked with students at all age levels with varying degrees of disabilities. For the first 8 years of her career as a special educator, Heidi worked in the elementary (to include a Preschool Special Education program) and middle school level. For the past 7 years Heidi was an IEP Facilitator that included a special education center for over 165 students, serving ages 3-21 with profound special education and medical needs. Heidi's work at the NH DOE includes training and monitoring for Secondary Transition and Title I Part D grant processes.

Reviewer – Hannah Krajcik, NH Department of Education, Program Specialist, Monitoring of Private Providers. In her role Hannah monitors and approves private provider special education programs; including those that are approved for preschool students. She provides TA and support to private providers around their programs as well and participates in the NH 619 Accountability Cohort exploring ways to embed preschool into on-site monitoring.

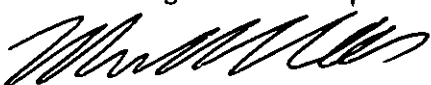
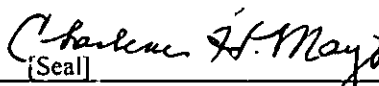
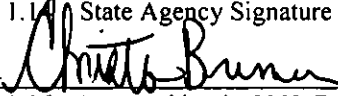
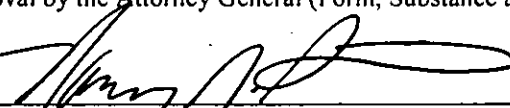
**Notice:** This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**AGREEMENT**

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

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

1.1 State Agency Name NH State Department of Education Bureau of Student Support		1.2 State Agency Address 101 Pleasant Street Concord, New Hampshire 03301	
1.3 Contractor Name NH Coalition for Citizens with Disabilities		1.4 Contractor Address 54 Old Suncook Road Concord, New Hampshire 03301	
1.5 Contractor Phone Number 603-224-7005	1.6 Account Number See Exhibit B	1.7 Completion Date June 30, 2021	1.8 Price Limitation \$248,330.88
1.9 Contracting Officer for State Agency Santina Thibedeau Administrator, Bureau of Student Support		1.10 State Agency Telephone Number 603-271-3791	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Michelle L. Lewis, Executive Director	
1.13 Acknowledgement: State of <u>N. H.</u> , County of <u>Merrimack</u> On <u>7-9-19</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace  [Seal] <u>my commission expires on 5-1-2024</u>			
1.13.2 Name and Title of Notary or <del>Justice of the Peace</del>			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Date: <u>8/6/19</u> <u>Deputy Commissioner</u>	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  On: <u>8/4/2019</u>			
1.18 Approval by the Governor and Executive Council (if applicable) By: _____ On: _____			

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

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

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

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

**4. CONDITIONAL NATURE OF AGREEMENT.**

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

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

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

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

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

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

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

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

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

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

**7. PERSONNEL.**

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

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

Agreement. This provision shall survive termination of this Agreement.

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

**8. EVENT OF DEFAULT/REMEDIES.**

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

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

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

**9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.**

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

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

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

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

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

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

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

**14. INSURANCE.**

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

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

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

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



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

**15. WORKERS' COMPENSATION.**

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

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

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

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

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

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

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

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

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

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

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

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

Exhibit A  
SCOPE OF SERVICES

NH Coalition for Citizens with Disabilities, dba Parent Information Center will provide the following services to the New Hampshire Department of Education.

**Early Childhood Special Education Systems Development  
Multi-tiered Professional Development Model**

Develop and implement a statewide multi-tiered professional development system designed to promote smooth and effective transitions from Family-Centered Early Supports and Services and improve services, supports and programming for preschool children with disabilities.

- Transitions from Family-Centered Early Supports & Services to preschool special education.
- Convene meetings at least bi-annually (every 2 years) between Area Agencies responsible for Family-Supported Early Supports & Services and receiving districts to:
  - Promote shared understanding of each systems roles and responsibilities;
  - Ensure signed agreements regarding responsibilities are consistent with current State and Federal policies, procedures and practices;
  - Promote family voice within the transition process.
- Provide technical assistance to local school districts regarding early transitions, with a focus on districts with untimely transitions:
  - Explore potential root causes for delays;
  - Help districts develop systems for documenting the transition process, including reasons for delays.
- Support the Department of Education with the early transition data analysis and reporting.
- Provide a universally available training module to promote smooth and effective early transitions.
- Support State-level coordination between Part C and Section 619.
- Services, supports and programming for preschool children with disabilities:
  - Provide tools and strategies to help school administrators better understand and examine their district's system for providing services to preschool aged children with disabilities.
- Develop and implement professional development strategies for school district staff to engage in a process to examine and improve:
  - District operated preschool classrooms, services and systems;
  - Community-based preschool classrooms, services and systems;
  - Parent choice in program placement.
- Promote cross-district collaboration to identify challenges and opportunities and learn from each other in efforts to operate quality early childhood and early childhood special education programs.
- Facilitate a series of opportunities for teachers, related service personnel and others involved in school district preschool classrooms to share strategies, ideas and activities that help support quality early childhood and early childhood special education programs.

Contractor's Initials   D    
Date   7/9/19

Exhibit A  
SCOPE OF SERVICES (Cont'd)

- Facilitate a series of opportunities for non- school district early childhood personnel (child care, Head Start, etc.) to share strategies, ideas and activities that help support quality programs for children with disabilities.
- Create and maintain a repository of resources and information from districts and programs across the State that promote services, supports and programming for preschool children with disabilities and compatible with the Department of Education website.
- As directed by the Department of Education, coordinate with other State initiatives that impact preschool special education.

Contractor's Initials   *Q*    
Date   7/9/19

**Exhibit B  
Budget**

**Budget**

Description	FY'20	FY'21
<b>Salary:</b>		
Michelle Lewis, Project Manager	\$10,920.00	\$10,920.00
Jennifer Cunha, Project Staff	\$24,050.00	\$24,050.00
Kimm Phillips, Family Engagement Director	\$6,500.00	\$6,500.00
Christine Anderson, Administrative Assistant	\$6,630.00	\$6,630.00
<b>Fringe:</b>		
Michelle Lewis, Project Manager	\$2,250.00	\$2,250.00
Jennifer Cunha, Project Staff	\$4,800.00	\$4,800.00
Kimm Phillips, Family Engagement Director	\$750.00	\$750.00
Christine Anderson, Administrative Assistant	\$600.00	\$600.00
<b>Direct Expenses:</b>		
Contractual – TA Consultants	\$44,000.00	\$44,000.00
Stipends	\$1,500.00	\$1,500.00
Graphic Design	\$1,000.00	\$1,000.00
Travel	\$2,500.00	\$2,500.00
Workshop Expenses – Meeting	\$1,000.00	\$1,000.00
Supplies	\$750.00	\$750.00
Postage and Shipping	\$100.00	\$100.00
Printing and Photocopying	\$1,500.00	\$1,500.00
Rent	\$3,618.00	\$3,618.00
Telephone, Communications	\$2,500.00	\$2,500.00
Indirect Cost 8%	\$9,197.44	\$9,197.44
<b>Total</b>	<b>\$124,165.44</b>	<b>\$124,165.44</b>

**Limitations on Price:** This contract will not exceed \$248,330.88

**Source of Funding:** Funding for this contract is 100% Federal Funds from the account titled Special Education-Elem/Sec. as follows:

Account: 06-56-56-562010-25040000-102-500731	<u>FY'20</u>	<u>FY'21</u>
Contracts for Program Services	\$124,165.44	\$124,165.44

**Method of Payment:**

Payment will be made upon the submittal of an invoice that is received by the 10<sup>th</sup> of the following month which is supported by a summary of activities that have taken place in accordance with the terms of the contract.

Invoices to be submitted to:

Ruth Littlefield, Project Director  
Early Childhood Special Education Development, Multi-tiered Professional Development Model  
NH Department of Education  
Bureau of Student Support  
101 Pleasant Street  
Concord, New Hampshire 03301

Contractor's Initials                       
Date 7/9/19

Exhibit C  
SPECIAL PROVISIONS

Subject to Governor and Council approval, authorize the Department of Education to include a renewal option on this contract for up to two (2) additional year terms, subject to the contractor's acceptable performance of the terms therein.

Contractor's Initials

Date

D

7/9/19

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

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

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

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

**Breach**

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

**Fraud and False Statements**

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

**Environmental Protection**

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

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

**Procurement of Recovered Materials**

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

Contractor Initials

Date

②  
7/9/19

**Exhibit E**

**Federal Debarment and Suspension**

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

Contractor Initials     
Date 7/9/19

**Exhibit F**

**Anti-Lobbying**

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

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

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

Contractor Initials   D    
Date   7/9/19



**Exhibit G****Rights to Inventions Made Under a Contract, Copy Rights and Confidentiality****Rights to Inventions Made Under a Contract or Agreement**

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

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

**Confidentiality**

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


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

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

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

**Ownership of Intellectual Property**

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

Contractor Initials   
Date 7/9/19

# State of New Hampshire

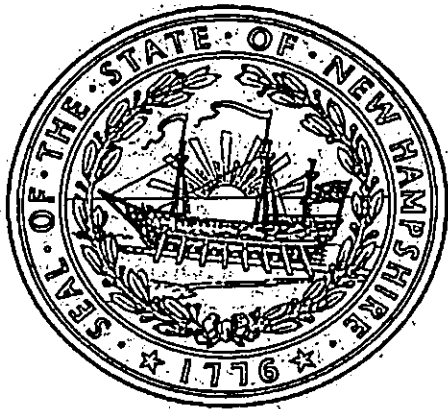
## Department of State

### CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on October 07, 1975. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 63839

Certificate Number : 0004461371



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 25th day of March A.D. 2019.

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

William M. Gardner  
Secretary of State

## Certificate of Authority

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

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

*Dana Hill*  
Dana Hill  
Board Secretary

7/9/19  
Date

*Charlene H. Mayo*  
Notary Public  
*my commission expires  
on 5-1-2024*

7-9-19  
Date



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/09/2019

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

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

<b>PRODUCER</b> FIAU/Cross Insurance 1100 Elm Street Manchester NH 03101		<b>CONTACT NAME:</b> Vivian Pinetta <b>PHONE (A/C No. Ext):</b> (603) 689-3218 <b>FAX (A/C No.):</b> (603) 645-4331 <b>E-MAIL ADDRESS:</b> vpinetta@crossagency.com	
<b>INSURED</b> NH Coalition For Citizens With Disabilities Inc., DBA Parent Information Center 54 Old Suncook Rd Concord NH 03301-7317		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Philadelphia Indemnity Ins Co	<b>NAC #</b> 18058
		<b>INSURER B:</b> AmGuard Ins Co	<b>NAC #</b> 42390
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** 18/20 All Lines      **REVISION NUMBER:**

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


INSR LTR	TYPE OF INSURANCE	ADDCSUBR INSD YWYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Employee Benefits Liab.  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			01/01/2019	01/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			01/01/2019	01/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Hired Auto Liability \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			01/01/2019	01/01/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	01/01/2019	01/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	<b>Directors &amp; Officers Liability</b> Deductible \$500			01/01/2019	01/01/2020	Each Occurrence \$1,000,000 Aggregate \$1,000,000

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

Confirmation of coverage

### CERTIFICATE HOLDER

### CANCELLATION

The State of New Hampshire Department of Education. 101 Pleasant Street  Concord NH 03301	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--	---

## MISSION

**PIC ... supporting informed decisions that enhance each child's development and well-being.**

The Parent Information Center (PIC) is a statewide family organization that provides families and youth, with a focus on children/youth with disabilities/special health care needs, and the providers who serve them, with the knowledge and support they need to make informed decisions that enhance each child's development and well-being. We achieve positive outcomes through our partnerships with families, youth, educators, organizations, and others.

## **Overview**

### **NH Coalitions for Citizens with Disabilities d/b/a Parent Information Center**

Established over four decades ago, the NH Coalition for Citizens with Disabilities, Inc. d/b/a the Parent Information Center (PIC) assists families, educators, and community members to increase family engagement in their children's learning and development with the goal of increasing positive outcomes for children. From its inception to the present, PIC has demonstrated the ability to identify and respond to the changing needs of families and professionals in NH.

PIC provides services to families, schools, and community agencies including; information, support and referral services, workshops, conferences, professional development, systems building and advocacy and leadership training for families, professionals, volunteers and youth. PIC is considered a pioneer in building family/school/community partnerships that help families of all children get involved in their children's education, learning and development.

PIC and its various grant programs address a variety of key issues in order to help families, educators, and other professional work collaboratively together to support children's success in school and in life.

**NEW HAMPSHIRE COALITION FOR CITIZENS  
WITH DISABILITIES, INC. D/B/A  
PARENT INFORMATION CENTER**

Financial Statements

For the Year Ended June 30, 2018

(With Independent Auditors' Report Thereon)

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## INDEPENDENT AUDITORS' REPORT

To the Board of Directors  
New Hampshire Coalition for Citizens  
with Disabilities, Inc. d/b/a  
Parent Information Center

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

We have audited the accompanying financial statements of New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center, which comprise the statement of financial position as of June 30, 2018, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

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

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

### **Auditors' Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of

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

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

### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center as of June 30, 2018, and the changes in net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

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

We have previously audited New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center's fiscal year 2017 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated March 6, 2018. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2017 is consistent, in all material respects, with the audited financial statements from which it has been derived.

### **Other Matters**

#### *Other Information*

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The Schedule of Program Services is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with

auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

*Melanson Heath*

December 10, 2018

**NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.  
D/B/A PARENT INFORMATION CENTER**

Statement of Financial Position

June 30, 2018

(with comparative totals as of June 30, 2017)

ASSETS	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>2018 Total</u>	<u>2017 Total</u>
Current Assets:				
Cash and cash equivalents	\$ 111,460	\$ 76,192	\$ 187,652	\$ 228,076
Grants receivable	145,494	-	145,494	176,434
Accounts receivable	15,858	-	15,858	42,227
Prepaid expenses	<u>16,895</u>	<u>-</u>	<u>16,895</u>	<u>8,930</u>
Total Current Assets	289,707	76,192	365,899	455,667
Property and equipment, net	<u>50,644</u>	<u>-</u>	<u>50,644</u>	<u>63,635</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 340,351</u></b>	<b><u>\$ 76,192</u></b>	<b><u>\$ 416,543</u></b>	<b><u>\$ 519,302</u></b>
 <b>LIABILITIES AND NET ASSETS</b>				
Current Liabilities:				
Accounts payable	\$ 17,810	\$ -	\$ 17,810	\$ 48,728
Accrued payroll and related liabilities	32,438	-	32,438	33,818
Other liabilities	-	-	-	1,295
Deferred revenue	<u>1,750</u>	<u>-</u>	<u>1,750</u>	<u>24,966</u>
Total Current Liabilities	51,998	-	51,998	108,807
Net Assets	<u>288,353</u>	<u>76,192</u>	<u>364,545</u>	<u>410,495</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u>\$ 340,351</u></b>	<b><u>\$ 76,192</u></b>	<b><u>\$ 416,543</u></b>	<b><u>\$ 519,302</u></b>

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

**NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.  
D/B/A PARENT INFORMATION CENTER**

Statement of Activities

For the Year Ended June 30, 2018

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

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>2018 Total</u>	<u>2017 Total</u>
<b>Support and Revenue:</b>				
<b>Support:</b>				
Government grants	\$ 750,119	\$ -	\$ 750,119	\$ 1,082,004
Grants and contributions	17,876	44,856	62,732	19,450
In-kind contributions	19,200	-	19,200	19,200
<b>Revenue:</b>				
Program service fees	63,858	-	63,858	282,145
Conferences and workshops	8,243	-	8,243	8,516
Interest income	50	-	50	123
Miscellaneous	589	-	589	2,145
Net assets released from restriction	<u>42,840</u>	<u>(42,840)</u>	<u>-</u>	<u>-</u>
<b>Total Support and Revenue</b>	<b>902,775</b>	<b>2,016</b>	<b>904,791</b>	<b>1,413,583</b>
<b>Expenses:</b>				
Program services	786,807	-	786,807	1,257,861
General and administrative	163,274	-	163,274	178,493
Fundraising	<u>660</u>	<u>-</u>	<u>660</u>	<u>5,850</u>
<b>Total Expenses</b>	<b><u>950,741</u></b>	<b><u>-</u></b>	<b><u>950,741</u></b>	<b><u>1,442,204</u></b>
Change in Net Assets	(47,966)	2,016	(45,950)	(28,621)
Net Assets, Beginning of Year	<u>336,319</u>	<u>74,176</u>	<u>410,495</u>	<u>439,116</u>
Net Assets, End of Year	<u>\$ 288,353</u>	<u>\$ 76,192</u>	<u>\$ 364,545</u>	<u>\$ 410,495</u>

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

**NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.  
D/B/A PARENT INFORMATION CENTER**

Statement of Functional Expenses

For the Year Ended June 30, 2018

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

	<u>Program Services</u>	<u>General and Administrative</u>	<u>Fundraising</u>	<u>2018 Total</u>	<u>2017 Total</u>
Personnel expense:					
Salaries and wages	\$ 440,397	\$ 71,437	\$ -	\$ 511,834	\$ 765,001
Employee benefits	83,180	8,239	-	91,419	129,903
Payroll taxes	33,499	6,131	-	39,630	60,238
Contracted and professional services:					
Accounting	-	18,744	-	18,744	18,748
Other	107,287	7,202	-	114,489	225,809
Advertising	150	-	15	165	211
Conferences, conventions, meetings	4,654	-	-	4,654	2,704
Consulting model	-	-	-	-	7,026
Depreciation	12,991	-	-	12,991	12,991
Equipment, repairs, and maintenance	-	3,990	33	4,023	6,897
Information technology	11,665	2,130	-	13,795	14,017
Insurance	-	6,825	315	7,140	5,796
Miscellaneous	6,448	624	297	7,369	20,805
Occupancy	34,242	22,458	-	56,700	55,200
Printing and reproduction	10,118	733	-	10,851	24,941
Supplies	7,293	3,440	-	10,733	24,920
Training	350	-	-	350	433
Travel	15,240	370	-	15,610	37,089
Utilities	-	9,016	-	9,016	7,515
Workshop expenses	19,293	1,935	-	21,228	21,960
<b>Total Functional Expenses</b>	<b>\$ 786,807</b>	<b>\$ 163,274</b>	<b>\$ 660</b>	<b>\$ 950,741</b>	<b>\$ 1,442,204</b>

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

**NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.  
D/B/A PARENT INFORMATION CENTER**

Statement of Cash Flows

For the Year Ended June 30, 2018

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

	<u>2018</u>	<u>2017</u>
Cash Flows From Operating Activities:		
Change in net assets	\$ (45,950)	\$ (28,621)
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities:		
Depreciation	12,991	12,991
Changes in operating assets and liabilities:		
Grants receivable	30,940	81,749
Accounts receivable	26,369	(15,059)
Prepaid expenses	(7,965)	9,494
Accounts payable	(30,918)	(39,204)
Accrued payroll and related liabilities	(1,380)	(2,366)
Other liabilities	(1,295)	1,295
Deferred revenue	<u>(23,216)</u>	<u>24,966</u>
Net Cash Provided (Used) By Operating Activities and Net Change in Cash and Cash Equivalents	(40,424)	45,245
Cash and Cash Equivalents, Beginning of Year	<u>228,076</u>	<u>182,831</u>
Cash and Cash Equivalents, End of Year	<u>\$ 187,652</u>	<u>\$ 228,076</u>

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

**NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.  
D/B/A PARENT INFORMATION CENTER**

Notes to Financial Statements  
For the Year Ended June 30, 2018

**1. Organization**

New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center (the Organization) was incorporated in 1975 for the purpose of creating a unified body of citizens, which would promote the general welfare for all citizens with disabilities. The Organization impacts lives through the following major program service areas:

- *Education, Advocacy, Resources, and Support for Families with Infants and Children who have Suspected or Confirmed Hearing Loss (EARS).* This project is funded by the State of New Hampshire, Department of Health and Human Services, to work in conjunction with birth hospitals and testing centers, providing support to families who are referred to diagnostic testing after a newborn hearing screening. This project was not funded after June 30, 2018.
- *New Hampshire Family Voices (FV).* This project is funded primarily through the State of New Hampshire, Department of Health and Human Services Bureau of Special Medical Services, to provide assistance to families and professionals through direct contact (telephone, e-mail, and in person), publication development and dissemination, workshops, website, and trainings.
- *Parent Training and Information Center (PTI).* This project is funded by the United States Department of Education, Office of Special Education Programs, to provide information, referral, training, and support to parents of children with disabilities.
- *Next Steps.* This project is funded by the State of New Hampshire, Department of Education to increase the college and career readiness of New Hampshire students with disabilities and/or those at risk of dropping out of school. This project was not funded after June 30, 2018.
- *Race 2K.* This project is funded through the State of New Hampshire, Department of Education, Bureau of Special Education, to provide education and support to school districts in complying with Indicator 12 (Early Childhood Transitions) and Indicator 6 (Preschool Settings) of the State Performance Plan. This program also provides support with Indicator 17 (State Systemic Improvement Plan).



Other program services that the Organization offers are as follows:

- *Family to Family (F2F)*. This project is funded by the United States Department of Education Health Resources and Services Administration (HRSA) to provide information, education, training, outreach, and peer support to families of children and youth with special health care needs and the professionals who serve them.
- *Medical Home Initiative*. This project is funded through the State of NH, Department of Health and Human Services, Bureau of Special Medical Services to support primary care practices in the development of family advisory councils. NH Family Voices staff will work closely with a practice to develop and launch their council, providing guidance in the creation of policies for the council, conducting outreach, and new member orientation.
- *Prevention Makes Cents (PMC)*. This program is funded by a variety of contracts to provide school-based child assault prevention programs for preschool and elementary-aged children as well as multi-week parenting programs and topic-related workshops for parents and professionals.

General and administrative activities include the functions necessary to provide support to the Organization's program activities. General and administrative activities include those that provide governance (Board of Directors), oversight, business management, financial recordkeeping, budgeting, and similar activities that ensure an adequate working environment and an equitable employment program.

Fundraising activities include publicizing and conducting fundraising campaigns; maintaining donor lists; conducting special fundraising events; and other activities involved with soliciting contributions from corporations, foundations, individuals, and others.

## 2. Significant Accounting Policies

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

The accompanying financial statements include certain prior-year summarized comparative information in total, but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America (GAAP). Accordingly, such information should be read in conjunction with the audited financial statements for the year ended June 30, 2017, from which the summarized information was derived.

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

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

### ***Receivables***

Receivables consist primarily of noninterest-bearing amounts due for services and programs. The allowance for uncollectable receivables is based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Receivables are written off when deemed uncollectable. At June 30, 2018, management believed all receivables to be collectable.

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

Property and equipment additions over \$1,000 are recorded at cost, if purchased, and at fair value at the date of donation, if donated. Depreciation is computed using the straight-line method over the estimated useful lives of the assets ranging from 3 to 10 years, or in the case of capitalized leased assets or leasehold improvements, the lesser of the useful life of the asset or the lease term. When assets are sold or otherwise disposed of, the cost and related accumulated depreciation is removed, and any resulting gain or loss is included in the Statement of Activities. Costs of maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed.

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

### ***Net Assets***

The financial statements report net assets and changes in net assets in three classes that are based upon the existence or absence of restrictions on use that are placed by its donors, as follows:

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

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

net assets are reclassified to unrestricted net assets and reported in the Statement of Activities as net assets released from restrictions.

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

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

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

### ***Accounting for Contributions***

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

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

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

The Organization benefits from personal services provided by a substantial number of volunteers. Those volunteers have donated significant amounts of

time and services in the Organization's program operations and in its fundraising campaigns. However, the majority of the contributed services do not meet the criteria for recognition in financial statements. Generally Accepted Accounting Principles allow recognition of contributed services only if (a) the services create or enhance nonfinancial assets or (b) the services would have been purchased if not provided by contribution, require specialized skills, and are provided by individuals possessing those skills.

### ***Grant Revenue***

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

### ***Advertising Costs***

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

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

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

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

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

### ***Income Taxes***

New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center has been recognized by the Internal Revenue Service (IRS) as exempt from federal income taxes under Internal Revenue Code (IRC) Section 501(a) as an organization described in IRC Section 501(c)(3), qualifies for charitable contribution deductions, and has been determined not to be a private foundation. The Organization is annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS. In

addition, the Organization is subject to income tax on net income that is derived from business activities that are unrelated to its exempt purpose. In fiscal year 2018, the Organization was not subject to unrelated business income tax and did not file an Exempt Organization Business Income Tax Return (Form 990-T) with the IRS.

### ***Estimates***

The preparation of financial statements in conformity with Generally Accepted Accounting Principles requires estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates and those differences could be material.

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

Deposit concentration risk is managed by placing cash with financial institutions believed to be creditworthy. At times, amounts on deposit may exceed insured limits. To date, no losses have been experienced in any of these accounts. Credit risk associated with receivables is considered to be limited due to high historical collection rates and because substantial portions of the outstanding amounts are due from governmental agencies supportive of the Organization's mission.

### ***Fair Value Measurements***

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

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

Level 2 – Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.

These include quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets in markets that are not active, inputs other than quoted prices that are observable for the asset or liability, and market-corroborated inputs.

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

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

The primary uses of fair value measures in the Organization's financial statements are the initial measurement of noncash gifts and unconditional contributions receivable.

The carrying amounts of cash and cash equivalents, receivables, prepaid expenses, accounts payable, accrued payroll and related liabilities, other liabilities, and deferred revenue approximate fair value due to the short-term nature of the items.

### 3. Property, Equipment and Depreciation

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

	<u>2018</u>	<u>2017</u>
Furniture, fixtures, and equipment	\$ 116,835	\$ 126,160
Leasehold improvements	<u>872</u>	<u>872</u>
Subtotal	117,707	127,032
Less: accumulated depreciation	<u>(67,063)</u>	<u>(63,397)</u>
Total	<u>\$ 50,644</u>	<u>\$ 63,635</u>

### 4. Line of Credit

The Organization has available a \$50,000 revolving line of credit with a bank, secured by all assets. Borrowings under the line bear interest at a rate based on the Wall Street Journal Prime Rate plus 1.75%, with a floor of 5.00%, adjusted daily. Interest only payments are required monthly with the principal payable on demand. At June 30, 2018 and 2017, the entire amount was available.

**5. Temporarily Restricted Net Assets**

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

	<u>2018</u>	<u>2017</u>
Family Voices	\$ 70,921	\$ 68,125
PMC - Prevention Makes Cents	2,305	2,551
Other	<u>2,966</u>	<u>3,500</u>
Total	<u>\$ 76,192</u>	<u>\$ 74,176</u>

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

**6. Retirement Plan**

The Organization provides a tax-deferred annuity plan qualified under Section 403(b) of the Internal Revenue Code. The plan covers all employees of the Organization. Employees may make contributions to the plan up to the maximum amount allowed by the Internal Revenue Code. The Organization is not required to make matching employer contributions. The Organization did not make any employer contributions to the plan for the fiscal years ended June 30, 2018 and 2017, respectively.

**7. Operating Leases**

The Organization leases office space under the terms of a non-cancellable lease agreement that expired in September 2016. In August 2016, the Organization extended the lease for three years and has the option to extend the lease for an additional three-year term. Rent expense under this agreement, which is included in occupancy costs in the Statement of Functional Expenses, totaled \$37,500 for the year ended June 30, 2018.

The following is a schedule of future minimum rental payments:

<u>Fiscal Year</u>	<u>Amount</u>
2019	\$ 37,800
2020	<u>6,300</u>
Total future minimum rental payments	<u>\$ 44,100</u>

## **8. Concentrations of Risk**

A material part of the Organization's revenue is dependent upon government sources, the loss of which would have a materially adverse effect on the Organization. During the years ended June 30, 2018 and 2017, funding from State of New Hampshire accounted for 48% and 56%, respectively, of total revenues and 59% and 66%, respectively, of total accounts receivable. During the years ended June 30, 2018 and 2017, funding from the United States Department of Education accounted for 20% and 14%, respectively, of total revenues and 19% and 1%, respectively, of total accounts receivable. During the years ended June 20, 2018 and 2017, funding from the United States Department of Health and Human Services accounted for 11% and 6%, respectively, of total revenues and 12% and 12%, respectively, of total accounts receivable.

## **9. Fiscal Sponsorships**

The Organization has entered into two agreements to assume administrative and financial responsibilities of New Hampshire Family Voices (NHFV) and Prevention Makes Cents (PMC). NHFV provides free, confidential services to families and professionals caring for children with chronic conditions and/or disabilities. PMC provides school-based child assault prevention programs for preschool and elementary-aged children, as well as multi-week parenting programs and topic-related workshops for parents and professionals. The activity of NHFV and PMC has been included in the Organization's financial statements.

## **10. Subsequent Events**

After June 30, 2018, the EARS (a State of New Hampshire – Department of Health and Human Services program) and the Next Steps NH program (a State of New Hampshire – Department of Education program) were not renewed and funded through the State of New Hampshire, which are both federally funded.

Subsequent events have been evaluated through December 10, 2018, which is the date the financial statements were available to be issued.



**NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.  
D/B/A PARENT INFORMATION CENTER**

Schedule of Program Services

For the Year Ended June 30, 2018

	<u>EARS</u>	<u>FV</u>	<u>PTI</u>	<u>Next Steps</u>	<u>Race 2K</u>	<u>Other</u>	<u>Total</u>
<b>Support and Revenue:</b>							
<b>Support:</b>							
Government grants	\$ 28,898	\$ 128,491	\$ 185,523	\$ 52,926	\$ 204,841	\$ 149,440	\$ 750,119
Grants and contributions	-	592	-	-	-	43,276	43,868
In-kind contributions	-	9,600	-	-	-	9,600	19,200
<b>Revenue:</b>							
Program service fees	-	19,607	-	-	-	44,251	63,858
Conferences and workshops	-	-	-	-	-	8,243	8,243
Miscellaneous	-	-	155	-	-	434	589
<b>Total Support and Revenue</b>	<u>28,898</u>	<u>158,290</u>	<u>185,678</u>	<u>52,926</u>	<u>204,841</u>	<u>255,244</u>	<u>885,877</u>
<b>Expenses:</b>							
<b>Personnel expense:</b>							
Salaries and wages	23,184	73,408	123,529	32,960	71,397	115,919	440,397
Employee benefits	-	33,147	19,627	307	9,144	20,955	83,180
Payroll taxes	1,867	5,763	9,011	2,545	5,292	9,021	33,499
<b>Contracted and professional services:</b>							
Other	-	459	791	1,639	84,802	19,596	107,287
Advertising	-	150	-	-	-	-	150
Conferences, conventions, meetings	-	-	-	-	-	4,654	4,654
Depreciation	-	-	-	-	-	12,991	12,991
Information technology	524	523	3,119	1,772	3,405	2,322	11,665
Miscellaneous	-	2,264	-	1,356	2,249	579	6,448
Occupancy	660	9,600	7,200	3,192	3,990	9,600	34,242
Printing and reproduction	-	4,942	1,047	1,525	752	1,852	10,118
Supplies	-	1,266	574	1,344	2,111	1,998	7,293
Training	-	190	-	-	-	160	350
Travel	-	1,725	2,821	1,694	4,576	4,424	15,240
Workshop expenses	-	-	570	-	895	17,828	19,293
<b>Total direct expenses</b>	<u>26,235</u>	<u>133,437</u>	<u>168,289</u>	<u>48,334</u>	<u>188,613</u>	<u>221,899</u>	<u>786,807</u>
<b>Indirect expenses</b>	<u>2,627</u>	<u>14,782</u>	<u>15,486</u>	<u>3,920</u>	<u>15,142</u>	<u>20,504</u>	<u>72,461</u>
<b>Total expenses</b>	<u>28,862</u>	<u>148,219</u>	<u>183,775</u>	<u>52,254</u>	<u>203,755</u>	<u>242,403</u>	<u>859,268</u>
<b>Net Program Income (Expenses)</b>	<u>\$ 36</u>	<u>\$ 10,071</u>	<u>\$ 1,903</u>	<u>\$ 672</u>	<u>\$ 1,086</u>	<u>\$ 12,841</u>	<u>\$ 26,609</u>

See Independent Auditors' Report.

**Parent Information Center**  
**Board of Directors July 2019**

The board serves without compensation.

**Jocelyn Charles**  
Chair  
CPA and Family Representative  
Member 2014

**Kimberly Plante**  
Family Representative  
Member 2015

**Marcia Bagley**  
Board Vice Chair  
Director of Special Education  
Member 2011

**Trisha Swonger**  
Family Representative  
Member 2017

**Sandra E. Fay**  
Board Treasurer  
Accountant  
Member 2012

**Dr Linda Wadensten**  
Family Representative  
Member since 2017

**Sreenivasu Odugu**  
Family Representative  
Member 2015

**Dana Hill**  
Board Secretary  
Family Representative  
Member 2014

Michelle L. Lewis

DEGREE

May 2009  
1996

Plymouth State University, M.Ed. School Counseling  
University of Maine at Farmington, Bachelor of Science in Rehabilitation Services

EMPLOYMENT

January 2013-present	Executive Director, NH Parent Information Center (PIC)
July 2012-January 2013	Interim Executive Director, NH Parent Information Center
August 2009-present	PTAN, Parent Information Center contract through SERESC
August 2002-present	Project Director, NH Parent Information Center
August 2005-present	Project Director, Race2K at PIC
December 2007- present	Project Director, Parent Training and Information Center at PIC
02/04-10/06	Project Director, Parents Involved in Education at PIC
08/02-10/03	Project Director, Parent Information and Resource Center
07/00-06/02	Treatment Foster Care Worker, Family Works, Inc., Madison, Wisconsin
10/96-07/00	Youth Offender Response Team Worker, Larimer County Department of Human Services, Fort Collins, Colorado

SCHOOL COUNSELING EXPERIENCE

02/09-05/09	Intern, Belmont Elementary School, Belmont, NH
08/08-01/09	Intern, Inter-Lakes High School, Meredith, NH
08/08-12/08	Intern, Inter-Lakes Middle Tier – 7 <sup>th</sup> & 8 <sup>th</sup> Grade, Meredith, NH

PROFESSIONAL CAPABILITIES

Leadership

- Successfully span the divide between regular education and special education, earning the trust and respect of PIC staff across multiple programs, helping the agency to work more effectively together
- Simultaneously manage multiple projects with both federal and state grant funding
- Successfully manage \$1M in grant funding for PIC, adhering to federal and state grant guidelines
- Skilled at resolving interpersonal and interagency conflicts
- Built effective partnerships with NH Department of Education, Department of Health and Human Services, school districts, Family Centered Early Supports and Services staff, and families thereby helping children succeed
- Ability to relate well to diverse groups, families, and individuals

State and National Presentations

- Co-developed Pyramid Model Readiness Trainings with the Pyramid Model Consortium 2017-2018
- Co-Lead iSocial Learning Collaborative Meetings 2016-2018
- Co-Lead the National Center for Systemic Improvement's Cross State Learning Collaborative on Improving Family Outcomes Practices
- On-going, engaging dynamic presenter at *Welcome to Family-Centered Early Supports and Services*, a two-day training all early intervention service coordinators must attend
- Co-presented with NH Department of Education at the IDEA Leadership Conference on *Beyond the Data-Increasing Parent Engagement and Developing Partnerships in Action* in 2013
- Co-presented with NH's Part C Coordinator at the IDEA Leadership Conference on the Effective Collaboration between Parent Centers and Early Childhood Part C Agencies in 2011
- Highlighted NH's work by presenting *Engaging Families in NH's Part C Child and Family Outcomes System* in August 2008 at the Early Childhood Outcomes National Conference
- Co-developed and presented *No Child Left Behind* with Mary Heath, Deputy Commissioner of Education at NH's Partnerships for Education Conference in March 2007

- Assisted other states in developing outcomes systems by presenting *at Engaging All Stakeholders: NH's Early Childhood Outcomes System* in December 2005 at the National Early Childhood Technical Assistance Center Annual Conference
- Develop and present early childhood transition workshops and other special education workshops
- Develop and present workshops on building strong family/school partnerships

#### Communication Skills

- Organized, clear and concise federal and state reports that highlight project successes
- Provide information at multiple levels, ensuring the staff and/or audience understands before moving forward
- Consult and advise NH Department of Education and Bureau of Developmental Services on early childhood transition and other early intervention and special education issues important to families
- Create family-friendly newsletter articles on topics related to early childhood, special education, and the importance of family involvement in education
- Co-authored, designed and published engaging, family-friendly brochures such as *Family Centered Early Supports and Services: A Guide for Families*, *Transition from Family-Centered Early Supports and Services: A Guide for Families and Staff*, *A Family Guide to Response-to-Intervention*, *A Family Guide to the Special Education Process in NH*, and *Life After High School: A Tool-Kit for families*
- Provide high quality technical assistance to school personnel, early intervention providers, and families focused on enhancing the collaboration between schools, families and communities
- Successfully facilitated the development of regional interagency agreements for early transitions in all 10 Area Agency regions of NH

#### Project Development

- Designed and coordinated multiple projects, expanding and enhancing the work of PIC
- Oversaw the development of *Let's Read Together* video for families
- Coordinated the development of *Talk with Me, Read with Me, Sing with Me*; a multi-stakeholder production in which PIC was the main partner
- Streamlined the early transition interagency agreement process, making NH one of the leading states in the area of early childhood transitions
- Developed multi-stakeholder advisory board to advise the work of the early transitions project
- Envisioned and successfully secured multiple grants through grant writing
- Through successful collaboration with evaluators, created data collection tools to assess program effectiveness

#### Systems Change and Policy Development

- Applies implementation science, adult learning and coaching to systems development at the state and local level
- Facilitate the communication between state systems to enhance early childhood transition and other special education related issues
- Supervised the development and co-authored two brochures given to all families participating in early intervention
- Assisted with the creation of NH's early intervention Child Find Notification System and co-authored the guidance document
- Managed the development of NH's Early Childhood Outcomes System for Part C and Part B/619
- Support school districts and early intervention programs in moving from policy and compliance to practice and quality
- Assists NH DOE with data review and determine technical assistance needs for local school districts

#### State and National Boards/Workgroups/Teams

- Pyramid Model State Leadership Team
- iSocial State Leadership Team
- Spark NH
- Interagency Coordinating Committee (ICC) – Chair
- NH Results-Based Accountability (RBA) Cross-State Learning Collaborative Team Member
- NH 619 Accountability Cohort Team Member

## JENNIFER CUNHA

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### **EDUCATION**

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

### **PROFESSIONAL EXPERIENCE**

**THE PARENT INFORMATION CENTER, Concord, NH**

2002 to Present

*Project Coordinator Race2K*

- Provide training and technical assistance to various stakeholders regarding the transition from early intervention to preschool special education
- Assist the Department of Education in reviewing and verifying data in relation to early childhood transitions (Indicator 12) and Preschool Environments (Indicator 6)
- Assist school districts in development and implementation corrective action plans in relation to early childhood transitions
- Assist school districts in developing and implementing plans to ensure that preschool children with disabilities have access to the continuum of placements, including Regular Early Childhood Environments
- Facilitate and provide follow up technical assistance in the development and implementation of Interagency Agreements between Early Supports and Services programs and preschool special education

*Project Director, NH Connections*

- Assist the NH Department of Education's priorities related to family-school partnerships in special education, specifically focused on Indicator 8 of the State Performance Plan
- Provide program over site and supervision to Facilitators
- Development and implementation statewide and individual plans to increase the capacity of schools/school district staff and families of children with disabilities to increase family-school partnerships in special education

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

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

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

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

**NOT YOUR AVERAGE JOE'S, Methuen, MA**

2001 to 2002

Manager

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

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

Manager

- Managed daily operations, staffing and hiring, and scheduling

**LUI LUI, Nashua, NH**

1999 to 2001

Manager

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

**NEW ENGLAND RESTAURANT COMPANY,  
DBA ON THE BORDER MEXICAN CAFÉ, Tyngsboro and Woburn, MA**

1996 to 1999

Key Hourly

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

Bookkeeper (Corporate Office)

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

**LESLEY COLLEGE CENTER FOR READING RECOVERY, Cambridge, MA**

1992 to 1996

Research Assistant

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

**NASHUA CENTER FOR THE MULTIPLY HANDICAPPED, Nashua, NH**

1995

Community Liaison

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

## **Kim Phillips**

### ***STRENGTHS:***

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

### ***SKILLS AND PROFESSIONAL EXPERIENCE:***

#### **Program Development and Management**

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

#### **Training and Development**

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

#### **Computer and Clerical**

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

***EMPLOYMENT HISTORY:***

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

***EDUCATION/CERTIFICATION:***

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

***PROFESSIONAL ACTIVITIES/AFFILIATIONS:***

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



## **Christine Anderson**

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### **Career Summary**

Experienced Administrative Assistant/Marketing Coordinator with excellent client and project management skills with a demonstrated history of achieving goals, creating tools and time management to achieve a high efficiency with projects and tasks. Action-oriented with strong ability to communicate effectively with technology, executive and business audiences.

### **Skills**

Excellent communication  
Training and development  
SAP  
Quick learner  
Editing  
Efficient in database usage

Microsoft Office, Excel, Word, PowerPoint  
Results-oriented  
Computer proficient  
Contract negotiation/review/drafting  
Adept with Multiple State websites  
Dependable

### **Professional Experience**

**Parent Information Center-Administrative Assistant**  
Concord, NH 03301

- Able to handle incoming phone calls and other communications, greeting clients and visitors, as well as managing files, updating paperwork and other documents, and general office duties and errands.
- Manage office supplies and needs, maintaining office equipment, creating, maintaining, and entering information into databases, manage administrative duties for annual conference and PIC workshops, submit social media posts.

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**OSRAM - Customer Relationship Coordinator**  
Hillsboro, NH 03244

- Execute a high-level technical support and key account management responsibilities to meet designated customer requirements.
- Participate in customer specific sales and marketing strategic planning initiatives
- Represent the service center on customer site visitations
- Cross channel support and execute transactions and documentation requirements for key accounts while ensuring compliance to all foreign and domestic regulations/guidelines.

## **Yankee Publishing, Inc. - Marketing Coordinator**

Dublin, NH

- Responsible for coordinating advertising sales and marketing programs across YPI products including 7-10 person sales team support, client program fulfillment, project management, event coordination, direct marketing materials and communications.
- Maintained and uploaded ads in multiple databases as well as online e-mail services, Mail Chimp and Listrak, reader service database iPace achieving on time delivery for customers and Marketing initiatives.
- Coordinator conference and training events for multiple events throughout New England for the travel industry.
- Organized (securing items to give away from clients, choose and notify winners, maintain leads and website) giveaways on The Old Farmer's Almanac as well as Yankee Magazine
- Manage Custom newsletter for Winchester Savings Bank, coordinated materials and sponsorships
- Reduced the number of field service calls by providing telephone assistance to resolve problems.

## **New England Employee Benefits Company - Special Projects Coordinator/Receptionist**

Concord, NH

- Using the benefits purchased by the customer I created charts, summaries and art to produce a benefit brochure to maintain current employees and entice future employees.
- I managed all licensing for NEEBCO's sales, representatives and owners for the State of NH and 12 other states.

## **Staff Development for Educators - Research & Credit Coordinator**

Peterborough, NH

- This was a new position created to streamline the Continuing Education Credit process from multiple employees to one. I created manuals and information sheets based on each state's requirements for educators. Applying to states to secure necessary approval for each conference, seminar, national conference and all customized training.
- Edited all marketing materials to ensure all credit information were accurate. • Continually researched state websites for new curriculum and continuing education requirements for educators. •
- Maintain educators records and when requested provide these documents to State Department of Education for numerous states. Created and maintained working relationships with Antioch University, Chapman University, and Madonna University to offer additional credits to educators. Worked with I.A.C.E.T. (International Association for Continuing Education and Training) to renew SDEs five year approval. This required scheduling travel, meetings, and gathering all necessary paper work required to renew the application.
- Onsite coordinator and Conference Concierge-travel to conferences and national events, run event and direct educators on the program.
- Back up Receptionist

**Education**

Oakland Community College, Royal Oak, MI

**Community Service**

Deering Fire and Rescue-Photographer and event planner

**Awards Received**

Four Spirit of SDE awards at Staff Development for Educators

Project Personnel

Michelle Lewis-Project Manager

Jennifer Cunha-Project Coordinator

Kimm Phillips-Family Engagement Director

Christine Anderson-Administrative Assistant