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Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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Concord, N.H. 03301
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May 14, 2020

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

REQUESTED ACTION

Authorize the Department of Education, Bureau of Vocational Rehabilitation (VR) to enter into a **sole source** contract with Future In Sight (FIS), Concord, NH, (Vendor Code 154156), in an amount not to exceed \$268,514. The contract will provide technology workshops and retreats for older blind individuals so they can maintain community independence and utilize technology as a component of their independence, effective upon Governor and Council approval through December 31, 2023. 100% Federal Funds.

Funds to support this request are available in FY2021 in the account titled VR Field Programs-Federal and anticipated to be available in, FY2022, FY2023 and FY2024, with the ability to adjust encumbrances between Fiscal Years through the Budget Office, without further Governor and Council approval, if needed and justified.

	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>
06-56-56-565010-25380000-102-500731	\$86,587	\$72,771	\$72,771	\$36,386
Contracts for Program Services				

EXPLANATION

This is a **sole source** request because Future Insight is the only non-profit service delivery agency that concentrates on serving blind and vision-impaired residents of New Hampshire, particularly boasting a history of focusing on supporting the Older Blind community, as defined in Federal law, in concert with Services for the Blind and Vision-Impaired (SBVI). While Future Insight offers a menu of service opportunities across the board to this population, their level of demonstrated experience in the State in working with and for the Older Blind community is without comparison and parallel.

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
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The Department would like to collaborate with Future In Sight to coordinate independent living services to individuals who are over 55 and blind. The focus of training is on technology usage and rehabilitation teaching and how this service can assist them in maintaining independence in their homes and communities while experiencing blindness.

Future In Sight also partners with medical and eye professionals, healthcare facilities, social service organizations, and state agencies, including the Department of Education and Department of Rehabilitation Services.

If Federal Funds should become unavailable, General Funds will not be requested to support this contract.

Thank you for your consideration of this request.

Respectfully Submitted,



Frank Edelblut
Commissioner of Education

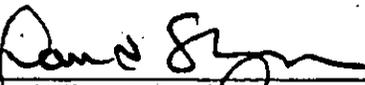
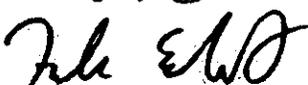
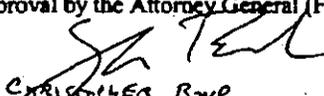
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

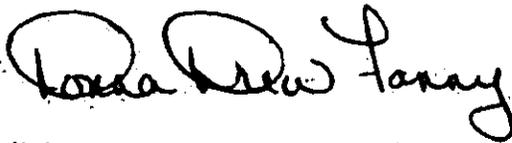
AGREEMENT

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

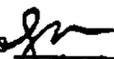
GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Education		1.2 State Agency Address 21 S. Fruit Street, Suite 20 Concord, NH 03301	
1.3 Contractor Name Future In Sight		1.4 Contractor Address 25 Walker Street Concord, NH 03301	
1.5 Contractor Phone Number 603-224-4039	1.6 Account Number See Exhibit C	1.7 Completion Date 12/31/2023	1.8 Price Limitation \$268,514
1.9 Contracting Officer for State Agency Lisa Hinson-Hatz		1.10 State Agency Telephone Number 603-271-7080	
1.11 Contractor Signature  Date: 5/12/2020		1.12 Name and Title of Contractor Signatory David Morgan, President and CEO	
1.13 State Agency Signature  Date: 5-15-20		1.14 Name and Title of State Agency Signatory Frank Edelblut, Commissioner	
1.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.16 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  On: 5/18/20 CHRISTOPHER BOND			
1.17 Approved by the Governor and Executive Council (if applicable) G&C Item number: _____ G&C Meeting Date: _____			

 5/12/2020

My Commission Expires September 13, 2022

Contractor Initials 
 Date 5/12/2020

2. 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 B 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 1.17, 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 1.13 ("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 affected by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part. 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 reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source 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 C 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 applicable 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 employment opportunity laws. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property 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 The Contractor 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.

discretion, the Contractor shall, within 15 days of notice of early termination, develop and submit to the State a Transition Plan for services under the Agreement.

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 cured, 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 give the Contractor a written notice specifying the Event of Default and 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 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

8.3. 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.

9. TERMINATION.

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, 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 B. In addition, at the State's

10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

10.1 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.

10.2 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.

10.3 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.

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.

12.1 The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice, which shall be provided to the State at least fifteen (15) days prior to the assignment, and a written consent of the State. For purposes of this paragraph, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.2 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State. The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

13. **INDEMNIFICATION.** Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, its officers and employees, from and against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement, or other claims asserted against the State, its officers or employees, which arise

out of (or which may be claimed to arise out of) the acts or omission of the Contractor, or subcontractors, including but not limited to the negligence, reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. 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 continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial 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 or excess; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 10.2 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 ten (10) days prior to the expiration date of each insurance policy. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

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. The 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. 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.

17. 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.

18. CHOICE OF LAW AND FORUM. This Agreement shall be governed, interpreted and 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. Any actions arising out of this Agreement shall be brought and maintained in New Hampshire Superior Court which shall have exclusive jurisdiction thereof.

19. CONFLICTING TERMS. In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and/or attachments and amendment thereof, the terms of the P-37 (as modified in EXHIBIT A) shall control.

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 or modifying provisions set forth in the attached EXHIBIT A 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 with respect to the subject matter hereof.

Contractor Initials 
Date 5/12/2020

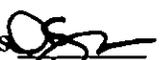
Contractor Initials 
Date 5/21/2020

EXHIBIT A
Special Provisions

Additional Exhibits D-G.

EXHIBIT B

Scope of Services

The Department of Education, Bureau of Vocational Rehabilitation (VR) would like to contract with Future In Sight (FIS), as they are an entity in New Hampshire that coordinates services for older, blind individuals. Each year the Department of Education receives a \$225,000 federal award for services specifically targeted for seniors that are blind and vision-impaired. This grant is utilized to provide services necessary for this population to remain in their home and community and maintain as much independence as possible. It pays for a staff person to administer the program and additional funding is needed to enhance services for the program.

Future In Sight is a nonprofit organization that is dedicated to transforming the lives of those who are blind, visually impaired, and their families. They provide a range of services in education, rehabilitation, and social services to infants and toddlers, children (3-21,) adults, and seniors. They also collaborate with medical and eye professionals, healthcare facilities, social service organizations, and state agencies, including the Department of Education and Department of Rehabilitation Services.

Clients are offered a holistic continuum of care that includes counseling, group therapy, occupational therapy, low vision therapy, vision rehabilitation therapy, orientation and mobility training, education services, and technology training. They also work to educate the public about the advancements in medical care, therapies, treatments, and technology, which can improve life for the growing number of people with vision loss. Services are personalized to meet our clients' needs — in the home, at work, at school and in the community.

This contract with FIS will provide two programs; monthly "Technology Workshops" and bi-annual 5-day "Silver Retreats," designed to meet the needs of up to 280 people that can be delivered in person or remotely as circumstances dictate.

Deliverables

Technology Workshop Series

Future In Sight will hold up to 12, three-hour technology workshops per year at various locations around the state of NH beginning in the summer, or early fall, of 2020, through December 2023. Each workshop will be up to 5 students. A single topic will be presented at each session, with the goals to provide in-depth learning on specific topics so an attendee can be fully immersed in the material and master the use of the technology or program discussed. This series of seven topics, outlined below, will rotate throughout the state on a monthly basis to enable residents in each area the opportunity to participate in several different workshop topics. Two, qualified Future In Sight staff members will conduct technology assessments and deliver training.

The following are an example of workshop topics that will be delivered as part of the Technology Workshop Series:

1. Keyboarding skills for everyday use – working with those who have yet to learn or master keyboarding; focus on familiarization of the keyboard, time allowed for the practice of keyboarding; will share digital programs to allow for continued practice after the workshop.
2. Understanding computer accessibility features – working with windows or mac operating systems; will have a focus on magnification tools and programs such as the built in accessibility features (i.e.: magnifier) as well as programs available (i.e.: Zoom Text); will have a focus on built-in speech tools (i.e.: windows Narrator) and software programs (i.e.: JAWS); will incorporate the use of refreshable braille displays, corded and wireless.

Contract between Future In Sight and the New Hampshire Department of Education

EXHIBIT B CONTINUED

3. Using the iPhone/iPad for daily tasks - focus on set-up of device for low vision use (i.e.: font size, contrast, background lighting); use of built in accessibility features such as the pinch function and magnifying glass; focus on set-up of device for a blind user (i.e.: rate of speech with VoiceOver); training on VoiceOver and use of gestures to maneuver through tasks; will also share resources regarding useful apps available.
4. Using the android phone/tablet for daily tasks – similar to that of iPhones/iPads, focus on set up of device for low vision use (i.e.: font size, contrast, color inversion); use of built-in accessibility features such as the pinch function and full screen zoom functions; focus on set up of device for a blind user (i.e.: rate of speech with Talk Back, screen sensitivity, etc.); training on TalkBack and use of gestures to maneuver through tasks; will also share resources regarding useful apps available.
5. Use of social media to stay connected with family and friends – will review and train in the use of several social media platforms including Facebook, FaceTime, Messenger, Instagram, etc.; will focus on both low vision and blind use of devices and access to platforms.
6. Use of smart speakers and other home technologies – will share information on current home technologies including smart speakers; use of a voice assistant (i.e.: Alexa) for tasks around the home (maintain calendar, stay up on news, set timer, etc.); will share a variety of smart systems for use around the home (smart thermostat, lights, security systems, etc.).
7. Utilizing wearables to assist in daily tasks – will review wearables such as: smart watches (Apple and Android) which allow access to all tasks that can be performed with a smart phone; will review use of Aira, OrCam, etc., for navigation, identifying objects, assistance with reading materials (i.e.: while grocery shopping); use of wireless earbuds to safely obtain information while using VoiceOver/TalkBack; use of haptic technology for navigating (i.e.: Sunu band).

Devices and programs/applications will be available at each workshop to help facilitate demonstrations and deliver training. Increasing technology skills can assist with the performance of daily living tasks. This program, contingent upon technology specific funding, would also provide a tablet capable of Wi-Fi connection for workshops that require it for those who may not already own a device.

Future In Sight has a demonstrated history of collaborating with organizations in communities around the state. Hosting the workshops around the state will allow for local access and reduced travel for participants. Some of the sites envisioned for workshops include: Portsmouth – Community Campus, Manchester – Cashin Center, Nashua – Nashua Senior Center, Keene – Keene Recreation Center, Concord – Future In Sight, Berlin – White Mountain Community College, Meredith – Meredith Community Center and Lebanon – Upper Valley Senior Center.

At the completion of each workshop, a formalized survey will be conducted to capture the extent of learning each participant gained as well as capture recommendations for additional future trainings.

EXHIBIT B CONTINUED

Silver Retreats

In order to help individuals who are blind or visually impaired deepen their range of independent living skills, Future In Sight will hold two, five day, residential training programs per year at a range of locations around the state of NH. Each retreat will host between five and 10 participants (for a total of seven retreats between June 2020 – December 2023). These retreats will allow for participants to become fully immersed in the acquisition of nonvisual blindness or low vision skills. A secondary aspect of this program is the peer support that participants will gain as they spend time with others living with vision loss. A requirement of the residential program will be that the participants be independent in their daily living and medication management skills (i.e.: do not require assistance with these tasks). While participants will gain knowledge and skills in daily living tasks, this program cannot provide for any 1:1 assistance or any medication/medical management. The attendees will need to be able to stay independently for the duration of the program. Trained professionals in their content area will lead the workshops and there will be staff on hand 24/7 throughout the retreat.

The programing will include content in the following areas:

1. Communication skills – will demonstrate and train different communication methods including instruction in braille or large print usage, use of low tech (bold lined paper, note writing guides) and high tech (smart phones, tablets) devices.
2. Orientation & Mobility skills – will provide assessment and training in wayfinding techniques and safe mobility techniques; will include high and low tech devices (i.e.: long cane, Sunu band, GPS applications, etc.).
3. Accessible technology – will provide demonstration and training on the accessible features of mobile devices (phone/tablet), computers (android/apple operating systems) and stand-alone devices (refreshable braille displays); will include both low vision and blind applications to the devices; will review apps that can be helpful to assist with daily tasks; will provide information on smart speakers and other home technologies that allow for a more accessible home environment.
4. Low vision – will provide assessment and training for each participant to ensure that they are utilizing the most appropriate power of magnification for their current vision condition and task; will demonstrate and train on the available high and low tech devices (i.e.: hand held magnifiers, portable electronic magnifiers).
5. Independent living skills – will demonstrate techniques and devices to assist with completing everyday tasks around the home; areas to be addressed include home management (cleaning, finances), cooking (safety around the stove, kitchen organization, marking of appliances), self-care tasks (brushing teeth, identification of items in shower); will demonstrate and train in the use of devices to complete various tasks; devices will range from low tech (bump dots, check register guide) to high tech (use of smart phone/tablet for color identification, reading of recipes).
6. Adjustment to blindness – information will be discussed regarding the steps that one may go through as they are adjusting to their vision loss; will address coping mechanisms and building confidence among their peers; information on advocating for themselves as a tool to meet their needs will be presented.
7. Social interaction and peer support – opportunities will be provided throughout the program for peer interaction and support; will include opportunities to explore independent and group leisure activities.

EXHIBIT B CONTINUED

Each participant of the Silver Retreat will be provided a magnification device at the beginning of the retreat. Having the appropriate level of magnification will allow for greater participation in the program throughout the week. Each participant, contingent upon technology specific funding, would also be provided a tablet. Mobile devices allow access to many applications, which will be utilized throughout the programming of the retreat. A package of commonly used daily living devices will be provided for use at home after the retreat.

Our qualified professionals in their area of expertise will teach the content area. Since this program includes overnight stays, there will be a staff member on site throughout the program, including overnight, to ensure safety for all participants.

These residential programs will take place in various hotels across NH. As a residential program, meals will also be required. The venue best suited to allow for rooms, meals and space for workshops are hotels and there are many available opportunities around the state. We will utilize facilities in the community to complement the curriculum rather than having all sessions occur at the hotel. For example, we would travel to a partner organization (i.e.: senior center) to utilize their kitchen addressing both Orientation & Mobility skills as well as independent living skills. The following are among the towns we would target to facilitate local participation and allow for reduced travel for participants: Portsmouth, Nashua, Manchester, Concord, Keene, Berlin and Lebanon.

At the completion of each workshop, a formalized survey will be conducted to capture the extent of learning each participant gained as well as capture recommendations for additional future trainings.

Marketing & Outreach

Future In Sight's Development, Marketing & Communications team will conduct marketing, outreach and public relations efforts for both the Technology Workshops and Silver Retreats that includes, but is not restricted to, social media postings, website content with event postings, as well as blog postings, emails blasts to current and potential clients, and press releases in order to facilitate outreach efforts leading to participant signups. Information regarding these programs will also be shared personally, as staff interact with new and current clients.

EXHIBIT C

Technology Workshops

	7/1/2020-6/30/2021	7/1/2021-6/30/2022	7/1/2022-6/30/2023	7/1/2023-12/31/2023	Total
Number of Workshops	12	12	12	6	42
Program Development	\$4,516	\$0	\$0	\$0	\$4,516
Program Delivery	\$29,760	\$29,760	\$29,760	\$14,880	\$104,160
Accommodations* (Community Centers)	\$1,560	\$1,560	\$1,560	\$780	\$5,460
Marketing and Outreach	\$2,400	\$2,400	\$2,400	\$1,200	\$8,400
Subtotal	\$38,236	\$33,720	\$33,720	\$16,860	\$122,536
Discount on Program Delivery (30%)	\$(8,928)	\$(8,928)	\$(8,928)	\$(4,464)	\$(31,248)
Total Cost of Workshops	\$29,308	\$24,792	\$24,792	\$12,396	\$91,288

*Estimate, will be invoiced at cost

Silver Retreats

	7/1/2020-6/30/2021	7/1/2021-6/30/2022	7/1/2022-6/30/2023	7/1/2023-12/31/2023	Total
Number of Workshops	2	2	2	1	7
Program Development	\$9,300	0	0	0	\$9,300
Program Delivery	\$15,810	\$15,810	\$15,810	\$7,905	\$55,335
Device Package (\$300 per attendee)**	\$6,000	\$6,000	\$6,000	\$3,000	\$21,000
Accommodations (Hotels)*	\$29,712	\$29,712	\$29,712	\$14,856	\$103,992
Marketing and Outreach	\$1,200	\$1,200	\$1,200	\$600	\$4,200
Subtotal	\$62,022	\$52,722	\$52,722	\$26,361	\$193,827
Discount on Program Delivery (30%)	\$(4,743)	\$(4,743)	\$(4,743)	\$(2,372)	\$(16,601)
Total Cost of Silver Retreats	\$57,279	\$47,979	\$47,979	\$23,989	\$177,226

Contract between Future In Sight and the New Hampshire Department of Education

Contractor Initials 
Date 9/12/2020

EXHIBIT C CONTINUED

*Estimate-will be invoiced at cost

**Actual cost will depend on program attendance

Limitation on Price: In no case shall the contract exceed \$268,514 for the term of the contract.

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

06-56-56-565010-25380000-102-500731	<u>FY 2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>
VR Field Programs-Federal	\$86,587	\$72,771	\$72,771	\$36,385

Method of Payment:

Payment will be made upon the submittal of an invoice for programming completed, which is supported by a summary of activities that have taken place in accordance with the terms of the contract. Invoices and reports shall be submitted to:

Daniel Frye, Administrator,
Vocational Rehabilitation
NH Department of Education
21 S. Fruit Street, Suite 20
Concord, NH 03301

Contractor Initials OSM
Date 5/12/2022

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 Initial 
Date 8/12/2020

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 5/12/2020

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 
Date 5/12/2020

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 5/28/2020

State of New Hampshire

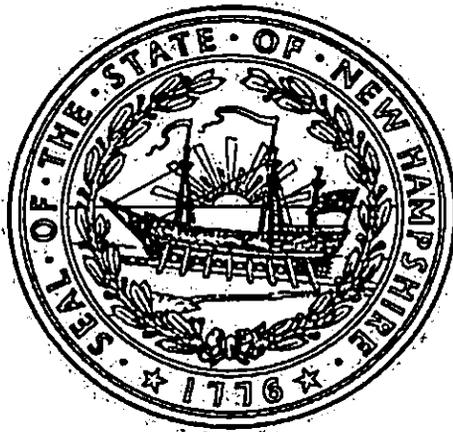
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that FUTURE IN SIGHT is a New Hampshire Trade Name registered to transact business in New Hampshire on January 25, 2017. 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: 763739

Certificate Number: 0004899788



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 23rd day of April A.D. 2020.

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

William M. Gardner
Secretary of State



NHASSOC-03

DBEAUDOIN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/23/2020

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).

PRODUCER Davis & Towle Morrill & Everett, Inc. 115 Airport Road Concord, NH 03301	CONTACT NAME:	
	PHONE (A/C, No, Ext): (603) 225-6611	FAX (A/C, No): (603) 225-7935
INSURED NH Association for the Blind DBA Future in Sight 25 Walker Street Concord, NH 03301	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: The Hanover Insurance Companies	NAIC # 22292
	INSURER B: Granite State Health Care & Human Services Self Insured Group	
	INSURER C:	
	INSURER E:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR				11/1/2019	11/1/2020	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 3,000,000
							PRODUCTS - COMP/OP AGG	\$ Included
							PROFESSIONAL LI	\$ 1,000,000
							COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY				11/1/2019	11/1/2020	BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 0				11/1/2019	11/1/2020	EACH OCCURRENCE	\$ 1,000,000
							AGGREGATE	\$
							Aggregate	\$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A		2/1/2020	2/1/2021	PER STATUTE	
							OTHER	
							E.L. EACH ACCIDENT	\$ 500,000
							E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000

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

Workers Compensation Information
3A State: NH
Tim Murray, Ahad Fazalet, and Maureen Kelliher are excluded from coverage.

CERTIFICATE HOLDER:

CANCELLATION

New Hampshire Bureau of Vocational Rehabilitation
Division of Workforce Innovation
21 South Fruit Street, Suite 20
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

Donna P. Beaudoin

SKIP TO CONTENT  1 (800) 464-3075

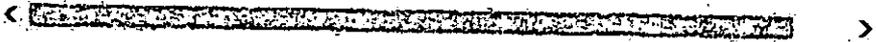


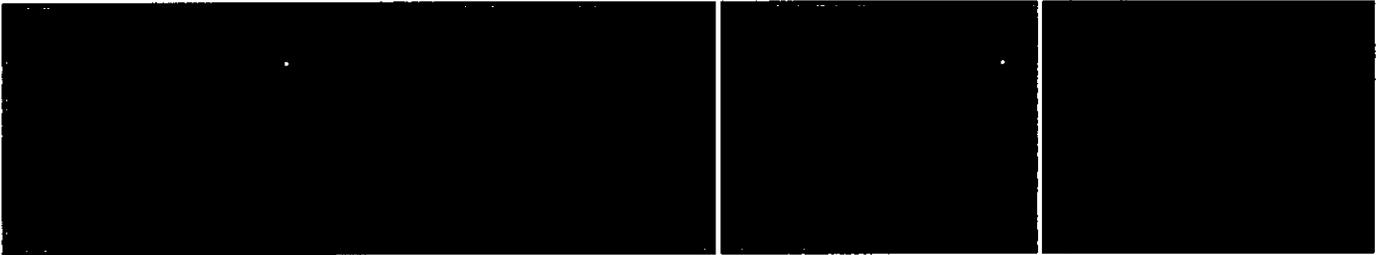
[About Us](#) [Our Services](#) [Resources](#)
[News & Events](#) [Get Involved](#) [Contact Us](#) 

Our Mission

Future In Sight is a nonprofit organization that is dedicated to transforming the lives of those who are blind, visually impaired, and their families. We provide a range of services in education, rehabilitation, and social services to infants and toddlers, children (3-21), adults, and seniors. We also partner with medical and eye professionals, healthcare facilities, social service organizations, and state agencies, including the Department of Education and Department of Rehabilitation Services.

We offer our clients a holistic continuum of care that includes counseling, group therapy, occupational therapy, low vision therapy, vision rehabilitation therapy, orientation and mobility training, education services, and technology training.





**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
(D/B/A FUTURE IN SIGHT)**

FINANCIAL STATEMENTS

**August 31, 2019
(with comparative totals for August 31, 2018)**

With Independent Auditor's Report





INDEPENDENT AUDITOR'S REPORT

Board of Directors
New Hampshire Association for the Blind (d/b/a Future In Sight)

We have audited the accompanying financial statements of New Hampshire Association for the Blind (d/b/a Future In Sight) (the Association), which comprise the statement of financial position as of August 31, 2019 and the related statements of activities and changes in net assets, 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 U.S. generally accepted accounting principles; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Association as of August 31, 2019, and the changes in its net assets and its cash flows for the year then ended in accordance with U.S. generally accepted accounting principles.

Change in Accounting Principle

As discussed in Note 1 to the financial statements, in 2019 the Association adopted new accounting guidance, Financial Accounting Standards Board Accounting Standards Update No. 2016-14, *Presentation of Financial Statements of Not-for-Profit Entities* (Topic 958). Our opinion is not modified with respect to this matter.

Report on Summarized Comparative Information

We previously audited the financial statements of the Association as of and for the year ended August 31, 2018, and in our report dated January 3, 2019 we expressed an unmodified opinion on those statements. As part of our audit of the 2019 financial statements, we also audited the adjustments to the 2018 financial statements to retrospectively apply the change in accounting as described in the following paragraph. In our opinion, such adjustments are appropriate and have been properly applied, and the summarized comparative information presented herein as of and for the year ended August 31, 2018 is otherwise consistent, in all material respects, with the audited financial statements from which it has been derived.

Berry Dunn McNeil & Parker, LLC

Manchester, New Hampshire
January 2, 2020

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
(d/b/a FUTURE IN SIGHT)**

Statements of Financial Position

**August 31, 2019
(with comparative totals for August 31, 2018)**

ASSETS

	<u>2019</u>	<u>2018</u>
Current assets:		
Cash and cash equivalents	\$ 69,264	\$ 62,815
Accounts receivable less allowance for doubtful accounts of \$2,786 in 2019 and \$2,728 in 2018	82,318	78,066
Interest and dividends receivable	24,461	21,172
Current portion of contributions receivable	212,873	10,653
Supplies	27,786	23,745
Prepaid and reimbursable expenses	<u>12,207</u>	<u>32,407</u>
Total current assets	<u>428,909</u>	<u>228,858</u>
Property and equipment, net	<u>615,098</u>	<u>641,183</u>
Other assets:		
Contributions receivable, net of current portion	25,406	30,823
Investments - charitable gift annuities	60,735	68,537
Investments - deferred compensation	47,474	46,305
Investments	7,719,228	7,055,650
Beneficial interest in trusts	<u>1,813,259</u>	<u>1,862,275</u>
Total other assets	<u>9,666,102</u>	<u>9,063,590</u>
Total assets	<u>\$10,710,109</u>	<u>\$ 9,933,631</u>

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

LIABILITIES AND NET ASSETS

	<u>2019</u>	<u>2018</u>
Current liabilities		
Current portion of long-term debt	\$ 27,246	\$ 26,975
Accounts payable and accrued expenses	36,762	41,197
Accrued payroll and related taxes	95,738	101,277
Deferred revenue	-	710
Current portion of charitable gift annuities obligation	2,885	2,885
Current portion of deferred compensation	<u>23,238</u>	<u>24,000</u>
Total current liabilities	185,869	197,044
Long-term liabilities		
Long-term debt, less current portion	29,825	57,071
Deferred compensation, less current portion	-	21,126
Charitable gift annuities obligation, less current portion	<u>40,529</u>	<u>37,680</u>
Total liabilities	<u>256,223</u>	<u>312,921</u>
Net assets		
Without donor restrictions	6,144,766	5,924,382
With donor restrictions	<u>4,309,120</u>	<u>3,696,328</u>
Total net assets	<u>10,453,886</u>	<u>9,620,710</u>
Total liabilities and net assets	<u>\$10,710,109</u>	<u>\$ 9,933,631</u>

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
(d/b/a FUTURE IN SIGHT)**

Statements of Activities and Changes in Net Assets

Year Ended August 31, 2019

(With Comparative Totals for the Year Ended August 31, 2018)

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>2019 Total</u>	<u>2018 Total</u>
Public support, revenue and releases				
Public support	\$ 743,157	\$ 1,133,248	\$ 1,876,405	\$ 884,342
Service revenue	1,067,461	-	1,067,461	1,042,901
Endowment spending draw for operations	<u>535,358</u>	<u>-</u>	<u>535,358</u>	<u>459,814</u>
Total public support and revenue, including endowment draw for operations	2,345,976	1,133,248	3,479,224	2,387,057
Net assets released from restrictions for satisfaction of program restrictions	<u>465,655</u>	<u>(465,655)</u>	<u>-</u>	<u>-</u>
Total public support, revenue and releases	<u>2,811,631</u>	<u>667,593</u>	<u>3,479,224</u>	<u>2,387,057</u>
Expenses				
Program services	1,701,757	-	1,701,757	1,624,722
Public support	252,740	-	252,740	314,768
General and administration	<u>460,902</u>	<u>-</u>	<u>460,902</u>	<u>475,508</u>
Total expenses	<u>2,415,399</u>	<u>-</u>	<u>2,415,399</u>	<u>2,414,998</u>
Change in net assets from operations	<u>396,232</u>	<u>667,593</u>	<u>1,063,825</u>	<u>(27,941)</u>
Nonoperating activities and transfers				
Realized and unrealized gains	118,017	36,897	154,914	704,058
Interest and dividend income	112,597	36,149	148,746	146,017
Change in value of charitable gift annuities	-	(5,734)	(5,734)	(5,993)
Investment income from trusts	58,315	-	58,315	63,865
Endowment spending draw for operations	(462,261)	(73,097)	(535,358)	(459,814)
Change in value of beneficial interest in trusts	-	(49,016)	(49,016)	77,892
Loss on disposal of property and equipment	<u>(2,516)</u>	<u>-</u>	<u>(2,516)</u>	<u>(648)</u>
Total nonoperating activities and transfers	<u>(175,848)</u>	<u>(54,801)</u>	<u>(230,649)</u>	<u>525,377</u>
Change in net assets	220,384	612,792	833,176	497,436
Net assets, beginning of year	<u>5,924,382</u>	<u>3,696,328</u>	<u>9,620,710</u>	<u>9,123,274</u>
Net assets, end of year	<u>\$ 6,144,766</u>	<u>\$ 4,309,120</u>	<u>\$ 10,453,886</u>	<u>\$ 9,620,710</u>

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

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
(d/b/a FUTURE IN SIGHT)**

Statement of Functional Expenses

**Year Ended August 31, 2019
(With Comparative Totals for the Year Ended August 31, 2018)**

	<u>Program Services</u>	<u>Public Support</u>	<u>General and Administration</u>	<u>2019 Total</u>	<u>2018 Total</u>
Direct expenses:					
Personnel expenses	\$ 1,256,408	\$ 124,065	\$ 362,971	\$ 1,743,444	\$ 1,762,218
Client aids and program supplies	30,706	-	-	30,706	42,856
Client programs and transportation	8,998	-	-	8,998	8,644
Professional fees	50,396	39,408	32,434	122,238	127,083
Staff training and development	15,049	380	563	15,992	7,596
Office equipment and supplies	25,633	32,780	8,105	66,518	83,413
Telephone	476	251	-	727	1,068
Postage and shipping	306	869	104	1,279	2,146
Travel	111,496	2,374	8,216	122,086	118,857
Events and activities	4,179	21,799	2,589	28,567	26,725
Printing and publications	4,734	13,595	1,246	19,575	13,984
Dues and subscriptions	2,442	-	4,459	6,901	8,153
Interest expense	-	-	717	717	985
Miscellaneous	1,510	4,188	3,705	9,403	10,304
Bad debt expense	6,161	-	-	6,161	4,025
	<u>1,518,494</u>	<u>239,709</u>	<u>425,109</u>	<u>2,183,312</u>	<u>2,218,057</u>
Total direct expenses					
Indirect expenses:					
Occupancy, including depreciation	96,355	6,894	18,939	122,188	101,734
Information technology and general office	86,908	6,137	16,854	109,899	95,207
	<u>183,263</u>	<u>13,031</u>	<u>35,793</u>	<u>232,087</u>	<u>196,941</u>
Total indirect expenses					
	<u>183,263</u>	<u>13,031</u>	<u>35,793</u>	<u>232,087</u>	<u>196,941</u>
Total functional expenses	<u>\$ 1,701,757</u>	<u>\$ 252,740</u>	<u>\$ 460,902</u>	<u>\$ 2,415,399</u>	<u>\$ 2,414,998</u>

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

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
(d/b/a FUTURE IN SIGHT)**

Statements of Cash Flows

**Year Ended August 31, 2019
(With Comparative Totals for the Year Ended August 31, 2018)**

	<u>2019</u>	<u>2018</u>
Cash flows from operating activities		
Change in net assets	\$ 833,176	\$ 497,436
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities		
Depreciation	52,808	52,840
Bad debt expense	6,161	4,025
Decrease (increase) in value of beneficial interest in trusts	49,016	(77,892)
Loss on disposal of property and equipment	2,516	648
Net realized and unrealized gain on investments	(154,914)	(704,058)
Change in value of charitable gift annuities	5,734	5,993
(Increase) decrease in		
Accounts receivable	(10,413)	(8,749)
Contributions receivable	(196,803)	(41,476)
Supplies	(4,041)	4,429
Prepaid and reimbursable expenses	20,200	220
Increase (decrease) in		
Accounts payable	(4,435)	11,123
Accrued payroll and related taxes	(5,539)	20,114
Deferred revenue	(710)	260
Deferred compensation	(21,888)	(33,343)
Net cash provided (used) by operating activities	<u>570,868</u>	<u>(268,430)</u>
Cash flows from investing activities		
Proceeds from sales of investments	1,041,771	2,047,009
Purchases of investments	(1,549,977)	(1,662,588)
Purchases of property and equipment	<u>(29,238)</u>	<u>(39,516)</u>
Net cash (used) provided by investing activities	<u>(537,444)</u>	<u>344,905</u>
Cash flows from financing activities		
Principal payments on long-term borrowings	<u>(26,975)</u>	<u>(26,707)</u>
Net increase in cash and cash equivalents	6,449	49,768
Cash and cash equivalents beginning of year	<u>62,815</u>	<u>13,047</u>
Cash and cash equivalents, end of year	<u>\$ 69,264</u>	<u>\$ 62,815</u>

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

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
(d/b/a FUTURE IN SIGHT)**

Notes to Financial Statements

**August 31, 2019
(with comparative totals for August 31, 2018)**

Nature of Activities

The New Hampshire Association for the Blind d/b/a Future In Sight (the Association) is a nonprofit organization established in 1912 and incorporated in 1933 under the laws of the State of New Hampshire. The primary mission of the Association is to provide social and rehabilitation services on a year-round, statewide basis to meet the special needs of New Hampshire's residents with severe vision loss.

The Association utilizes a team approach to the rehabilitation process encompassing individual and family counseling, orientation and mobility training, rehabilitation teaching (daily living skills), low vision clinics, and educational services. In addition, the Association maintains an active speakers' bureau and engages in public education and prevention activities disseminating information statewide, via direct mail and the media, concerning blindness, eye conditions and diseases, eye health care and safety, availability of rehabilitation services and related subject matters to promote greater awareness to the general public of the importance of eye care.

The Association's headquarters is located in Concord, New Hampshire. The Association cooperates and collaborates with other New Hampshire human service organizations and health care providers for informational and referral purposes. It performs low vision examinations and prescribes and trains clients in the use of low vision aids and rehabilitation devices.

The Association is dependent, to a significant extent, upon contributions from the general public for annual support of its operations and services. Contributions are obtained through a year-round approach that encompasses solicitation by direct mail, in-person, at special events as well as proposals for funding to foundations, individuals for planned gifts and other related development activities which generate public support.

1. Summary of Significant Accounting Policies

Newly Adopted Accounting Principle and Reclassifications

In 2019, the Association adopted Financial Accounting Standards Board Accounting Standards Update (ASU) No. 2016-14, *Presentation of Financial Statements of Not-for-Profit Entities* (Topic 958), which makes targeted changes to the not-for-profit financial reporting model. The new ASU marks the completion of the first phase of a larger project aimed at improving not-for-profit financial reporting. Under the new ASU, net asset reporting is streamlined and clarified. The existing three category classification of net assets is replaced with a simplified model that combines temporarily restricted and permanently restricted into a single category called "net assets with donor restrictions." New disclosures highlight restrictions on the use of resources that make otherwise liquid assets unavailable for meeting near term financial requirements. The ASU also imposes several new requirements related to reporting expenses.

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
(d/b/a FUTURE IN SIGHT)**

Notes to Financial Statements

**August 31, 2019
(with comparative totals for August 31, 2018)**

Basis of Presentation

Net assets and revenues, expenses, gains and losses are classified as follows based on the existence or absence of donor-imposed restrictions:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Association. These net assets may be used at the discretion of the Association's management and the Board of Directors.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions are to be met by actions of the Association or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

Use of Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles (U.S. GAAP) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements. Estimates also affect the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Comparative Financial Information

The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with U.S. GAAP. Accordingly, such information should be read in conjunction with the Association's financial statements for the year ended August 31, 2018, from which the summarized information was derived.

Contributions

Contributions are considered to be available for use without donor restrictions unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for a specific purpose are reported as increases in net assets with donor restrictions. When a restriction expires, net assets with donor restrictions temporary in nature are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

The Association uses the allowance method to provide for uncollectible unconditional promises receivable. The allowance is based on prior years' experience and management's analysis of specific promises made.

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
(d/b/a FUTURE IN SIGHT)**

Notes to Financial Statements

**August 31, 2019
(with comparative totals for August 31, 2018)**

Income Taxes

The Association is a public charity under Section 501(c)(3) of the Internal Revenue Code. As a public charity, the Association is exempt from state and federal income taxes on income earned in accordance with its tax-exempt purpose. Unrelated business income is subject to state and federal income tax. Management has evaluated the Association's tax positions and concluded that the Association has no unrelated business income or uncertain tax positions that require adjustment to the financial statements.

Cash and Cash Equivalents

The Association considers all highly liquid investments with an original maturity date of less than three months to be cash equivalents.

The Association maintains its cash in bank deposit accounts which, at times, may exceed federally-insured limits. It has not experienced any losses in such accounts. Management believes it is not exposed to any significant risk on cash and cash equivalents.

Accounts Receivable

Accounts receivable are stated at the amount management expects to collect from balances outstanding at year-end. Management provides for probable uncollectible accounts after considering each category of receivable individually, and estimates an allowance according to the nature of the receivable. Allowances are estimated from historical performance and projected trends. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to trade accounts receivable.

Supplies

Inventories are stated at cost and consist of aids and devices, program supplies and postage.

Functional Allocation of Expenses

Direct expenses are charged to their specific program as incurred. Any expenditures not directly chargeable are allocated among the programs benefited based on the proportion of time spent on each program by the staff.

Advertising

The Association follows the policy of charging the costs of advertising to expense as incurred with the exception of certain development supplies that are included in inventory and expensed when utilized. Advertising expense for the years ended August 31, 2019 and 2018 amounted to \$4,768 and \$5,384, respectively.

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
(d/b/a FUTURE IN SIGHT)**

Notes to Financial Statements

**August 31, 2019
(with comparative totals for August 31, 2018)**

Property and Equipment

Property and equipment are recorded at cost, while donations of property and equipment are recorded as support at their estimated fair value at the date of donation. Expenditures for repairs and maintenance are charged against operations. Renewals and betterments which materially extend the life of the assets are capitalized. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions with donor restrictions. Absent donor stipulations regarding how long those donated assets must be maintained, the Association reports expirations of donor restrictions at the time the asset is placed into service. The Association reclassifies net assets with donor restrictions to net assets without donor restrictions at that time.

Depreciation is provided using the straight-line method in amounts designed to amortize the costs of the assets over their estimated useful lives as follows:

	<u>Years</u>
Buildings	33
Building improvements	3-33
Furniture and equipment	5-20
Software	3

Subsequent Events

For purposes of the preparation of these financial statements in conformity with U.S. GAAP, management has considered transactions or events occurring through January 2, 2020, which is the date that the financial statements were available to be issued. Management has not evaluated subsequent events after that date for inclusion in the financial statements.

2. Availability and Liquidity of Financial Assets

The Association regularly monitors liquidity required to meet its operating needs and other contractual commitments, while also striving to optimize its available funds. The Association has various sources of liquidity at its disposal, including cash and cash equivalents and a line of credit, as disclosed in Note 8.

For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Association considers all expenditures related to its ongoing operating activities as well as the conduct of services undertaken to support those operating activities.

In addition to financial assets available to meet general expenditures over the next 12 months, the Association operates with a balanced budget and anticipates collecting sufficient revenue to cover expenditures not covered by donor-restricted resources or, where appropriate, borrowings. Refer to the statements of cash flows, which identify the sources and uses of the Association's cash and cash equivalents and the generation of positive cash from operations for fiscal year 2019.

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
(d/b/a FUTURE IN SIGHT)**

Notes to Financial Statements

**August 31, 2019
(with comparative totals for August 31, 2018)**

The following financial assets are expected to be available within one year of the statement of financial position date to meet general expenditures:

	<u>2019</u>	<u>2018</u>
Cash and cash equivalents	\$ 69,264	\$ 62,815
Accounts receivable, net	82,318	78,066
Contributions receivable, net	11,036	10,653
Investments	491,964	90,511
Expected appropriation of donor-restricted endowed funds for use over the next 12 months	75,663	73,097
Expected appropriation of board-restricted endowed funds for use over the next 12 months	<u>439,168</u>	<u>462,261</u>
Financial assets available to meet general expenditures within one year	<u>\$ 1,169,413</u>	<u>\$ 777,403</u>

The Association has board designated long-term investments that are intended to function as an endowment that could be made available for general expenditure upon board approval. Since these investments are currently intended for long-term investments they have not been included in the information above. The Association has other long-term investments and assets for restricted use, which are more fully described in Note 3, which are not available for general expenditure within the next year.

3. Investments

The market value of the investments is as follows:

	<u>2019</u>	<u>2018</u>
Cash and cash equivalents	\$ 703,397	\$ 149,934
U.S. Government agencies	1,406,332	1,033,018
Corporate and foreign bonds	736,724	1,045,756
Mutual funds	184,744	330,351
Exchange traded funds	132,743	207,454
Equities	<u>4,663,497</u>	<u>4,403,979</u>
	<u>\$ 7,827,437</u>	<u>\$ 7,170,492</u>

Investments by class of net assets consist of the following:

	<u>2019</u>	<u>2018</u>
Without donor restrictions	\$ 5,723,292	\$ 5,480,499
With donor restrictions	<u>2,104,145</u>	<u>1,689,993</u>
	<u>\$ 7,827,437</u>	<u>\$ 7,170,492</u>

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
(d/b/a FUTURE IN SIGHT)**

Notes to Financial Statements

**August 31, 2019
(with comparative totals for August 31, 2018)**

4. Beneficial Interest in Trusts

The Association is the beneficiary of several irrevocable perpetual trusts, managed by independent financial institutions. The Association has legally enforceable rights and claims to such assets, including the right to income therefrom. Consistent with the provisions of FASB Accounting Standards Codification (ASC) Topic 958 Subtopic 605, *Not-for-Profit Entities - Revenue Recognition*, related to accounting for contributions received and contributions made, these funds are included in the Association's financial statements. The fair value of the trust assets is reflected as an estimate of the present value of the future cash flows from the trusts and is reported as net assets with donor restrictions held in perpetuity. Appreciation of the trusts is not available for expenditure by the Association unless the trustees decide to appropriate it. Total contributions from these trusts were \$58,315 and \$63,865 in 2019 and 2018, respectively.

5. Contributions Receivable

Contributions receivable consist of the following:

	<u>2019</u>	<u>2018</u>
Contributions receivable	\$ 240,458	\$ 45,617
Present value discount at 2.74%	<u>(2,179)</u>	<u>(4,141)</u>
	238,279	41,476
Less current portion	<u>212,873</u>	<u>10,653</u>
Contributions receivable, net of current portion	<u>\$ 25,406</u>	<u>\$ 30,823</u>

Contributions are due as follows:

Less than one year	\$ 212,873	10,653
One to five years	<u>27,585</u>	<u>34,964</u>
	<u>\$ 240,458</u>	<u>\$ 45,617</u>

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
(d/b/a FUTURE IN SIGHT)**

Notes to Financial Statements

**August 31, 2019
(with comparative totals for August 31, 2018)**

6. Fair Value Measurements

ASC Topic 820, *Fair Value Measurement*, defines fair value as the exchange price that would be received for an asset or paid to transfer a liability (an exit price) in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants on the measurement date. ASC Topic 820 also establishes a fair value hierarchy which requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value. The standard describes three levels of inputs that may be used to measure fair value:

Level 1: Quoted prices (unadjusted) for identical assets or liabilities in active markets that the entity has the ability to access as of the measurement date.

Level 2: Significant observable inputs other than Level 1 prices, such as quoted prices for similar assets or liabilities, quoted prices in markets that are not active, and other inputs that are observable or can be corroborated by observable market data.

Level 3: Significant unobservable inputs that reflect an entity's own assumptions about the assumptions that market participants would use in pricing an asset or liability.

The Association's assets and liabilities measured at fair value on a recurring basis are as follows as of August 31:

	<u>2019</u>			
	<u>Total</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Investments				
Cash and cash equivalents	\$ 703,397	\$ 703,397	\$ -	\$ -
U.S. Government agencies	1,406,332	-	1,406,332	-
Corporate and foreign bonds	736,724	-	736,724	-
Mutual funds	184,744	184,744	-	-
Exchange traded funds	132,743	132,743	-	-
Equities	<u>4,663,497</u>	<u>4,663,497</u>	-	-
	7,827,437	5,684,381	2,143,056	-
Beneficial interest in perpetual trusts	1,813,259	-	-	1,813,259
Charitable gift annuities obligation	<u>(43,414)</u>	-	-	<u>(43,414)</u>
Total	<u>\$ 9,597,282</u>	<u>\$ 5,684,381</u>	<u>\$ 2,143,056</u>	<u>\$ 1,769,845</u>

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
(d/b/a FUTURE IN SIGHT)**

Notes to Financial Statements

**August 31, 2019
(with comparative totals for August 31, 2018)**

	2018			
	<u>Total</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Investments				
Cash and cash equivalents	\$ 149,934	\$ 149,934	\$ -	\$ -
U.S. Government agencies	1,033,018	-	1,033,018	-
Corporate and foreign bonds	1,045,756	-	1,045,756	-
Mutual funds	330,351	330,351	-	-
Exchange traded funds	207,454	207,454	-	-
Equities	<u>4,403,979</u>	<u>4,403,979</u>	-	-
	7,170,492	5,091,718	2,078,774	-
Beneficial interest in perpetual trusts	1,862,275	-	-	1,862,275
Charitable gift annuities obligation	<u>(40,565)</u>	-	-	<u>(40,565)</u>
Total	<u>\$ 8,992,202</u>	<u>\$ 5,091,718</u>	<u>\$ 2,078,774</u>	<u>\$ 1,821,710</u>

Fair value of the investments is measured using quoted prices in active markets where available. Fair value of Level 2 investments is primarily based on estimates using market prices of comparable securities. Level 3 liabilities are valued based on life expectancy tables and discounted cash flows.

Fair value of the beneficial interest in perpetual trusts is measured based on quoted market prices of the investments in the trusts, but is classified as Level 3 as there is no market in which to trade the beneficial interest itself.

Changes in the fair value of assets and liabilities classified as Level 3 are comprised of the following:

	Beneficial Interest in Charitable <u>Trusts</u>	Charitable Gift Annuities <u>Obligation</u>
Balance, September 1, 2017	\$ 1,784,383	\$ (48,743)
Change in value	<u>77,892</u>	<u>8,178</u>
Balance, August 31, 2018	1,862,275	(40,565)
Change in value	<u>(49,016)</u>	<u>(2,849)</u>
Balance, August 31, 2019	<u>\$ 1,813,259</u>	<u>\$ (43,414)</u>

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
(d/b/a FUTURE IN SIGHT)**

Notes to Financial Statements

**August 31, 2019
(with comparative totals for August 31, 2018)**

7. Property and Equipment

Property and equipment consists of the following:

	<u>2019</u>	<u>2018</u>
Land	\$ 66,000	\$ 66,000
Building and building improvements	1,416,306	1,413,196
Furniture and office equipment	470,301	523,429
Construction in progress	<u>8,523</u>	<u>-</u>
	1,961,130	2,002,625
Less accumulated depreciation	<u>1,346,032</u>	<u>1,361,442</u>
Property and equipment, net	<u>\$ 615,098</u>	<u>\$ 641,183</u>

8. Line of Credit

The Association has borrowing capacity in the maximum amount of \$150,000 under a revolving line of credit arrangement with a local bank. Outstanding advances are payable on demand and collateralized by pledged assets. The interest rate is the Wall Street Journal Prime Rate (5.25% at August 31, 2019). There was no outstanding balance on the line of credit at August 31, 2019 and 2018.

9. Long-Term Debt

Long-term debt consists of the following:

	<u>2019</u>	<u>2018</u>
Note payable to New Hampshire Health and Education Facilities Authority in monthly principal and interest installments of \$2,308 with interest at 1.00% through September 2021.	\$ 57,071	\$ 84,046
Less current portion	<u>(27,246)</u>	<u>(26,975)</u>
Long-term debt, excluding current portion	<u>\$ 29,825</u>	<u>\$ 57,071</u>

Future maturities of long-term debt are as follows:

2020	\$ 27,246	
2021	27,520	
2022	<u>2,305</u>	
	<u>\$ 57,071</u>	

Cash paid for interest approximates interest expense for the years ended August 31, 2019 and 2018.

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
(d/b/a FUTURE IN SIGHT)**

Notes to Financial Statements

**August 31, 2019
(with comparative totals for August 31, 2018)**

10. Charitable Gift Annuities

The Association has established a program under which donors may set up charitable gift annuities. Under this program, donors can contribute assets to the Association and in return receive a guaranteed fixed income for life. The Association recognizes contribution revenue for the difference between the fair value of the assets received and the annuity liability.

Annuity liabilities are recorded for the required life annuity payments at the present value of expected future cash payments discounted using current interest rates and actuarial assumptions for those annuities. The annuity obligations are adjusted each year for changes in the life expectancy of the beneficiaries and are reduced as payments are made to the donor. The present value of future payment liabilities of charitable gift annuities was \$43,414 and \$40,565 at August 31, 2019 and 2018, respectively.

11. Retirement Plan

The Association offers employees a 403(b) tax deferred annuity retirement plan based on the Association's maximum contributions of 5% of employee's annual salary. The plan covers all full time and part-time employees working 20 hours or more, who have completed a minimum of six months of service and attained the age of 20 ½. Contributions to the Plan were \$23,180 and \$28,395 for 2019 and 2018, respectively.

12. Concentrations

For the years ended August 31, 2019 and 2018, approximately 25% and 34%, respectively, of total public support, revenue and releases of the Association was derived from State of New Hampshire contracts and school system contracts.

13. Deferred Compensation Plan

The Association entered into Selective Management Compensation Plan agreements whereby the Association recognizes the need to provide additional retirement funding to its key employees in exchange for commitments by these key employees to continue their valued management and leadership. Under the various agreements, if the key employees continue to work for the Association for specified terms, the Association is obligated to make monthly retirement payments. Former key employees participating in the plan have met these terms and the Association is obligated to make payments of \$2,000 a month until August 2020. Liabilities accrued under these plans amounted to \$23,238 and \$45,126 at August 31, 2019 and 2018, respectively.

14. Endowment

The Association's endowment includes both donor-restricted endowment funds and funds designated by the Board of Directors to function as endowments. As required by U.S. GAAP, net assets associated with endowment funds, including funds designated by the Board of Directors to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions.

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
(d/b/a FUTURE IN SIGHT)**

Notes to Financial Statements

**August 31, 2019
(with comparative totals for August 31, 2018)**

Interpretation of Relevant Law

The Association has interpreted the State of New Hampshire Uniform Prudent Management of Institutional Funds Act (UPMIFA or the Act) as requiring the preservation of the contributed value of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Association classifies as permanently restricted net assets (1) the original value of gifts donated to the permanent endowment, (2) the original value of subsequent gifts to the permanent endowment, and (3) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. If the donor-restricted endowment assets earn investment returns beyond the amount necessary to maintain the endowment assets' corpus value, the excess is available for appropriation and, therefore, classified as net assets with donor restrictions until appropriated by the Board of Directors for expenditure. Funds designated by the Board of Directors to function as endowments are classified as net assets without donor restrictions.

In accordance with the Act, the Association considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

- (1) The duration and preservation of the fund
- (2) The purposes of the organization and the donor-restricted endowment fund
- (3) General economic conditions
- (4) The possible effect of inflation and deflation
- (5) The expected total return from income and the appreciation of investments
- (6) Other resources of the organization
- (7) The investment policies of the organization

Endowment Composition and Changes in Endowment

The endowment net assets composition by type of fund as of August 31, 2019 is as follows:

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Donor-restricted endowment funds	\$ -	\$ 1,670,289	\$ 1,670,289
Board-designated endowment funds	<u>5,598,461</u>	<u>-</u>	<u>5,598,461</u>
Total funds	<u>\$ 5,598,461</u>	<u>\$ 1,670,289</u>	<u>\$ 7,268,750</u>

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
(d/b/a FUTURE IN SIGHT)**

Notes to Financial Statements

**August 31, 2019
(with comparative totals for August 31, 2018)**

The changes in endowment net assets for the year ended August 31, 2019 were as follows:

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Endowment net assets, August 31, 2018	\$ 5,425,717	\$ 1,672,478	\$ 7,098,195
Investment return			
Investment income	110,250	34,439	144,689
Net appreciation	<u>118,308</u>	<u>36,469</u>	<u>154,777</u>
Total investment return	228,558	70,908	299,466
Contributions	446,715	-	446,715
Withdrawals	(40,268)	-	(40,268)
Endowment assets appropriated for expenditure	<u>(462,261)</u>	<u>(73,097)</u>	<u>(535,358)</u>
Endowment net assets, August 31, 2019	<u>\$ 5,598,461</u>	<u>\$ 1,670,289</u>	<u>\$ 7,268,750</u>

The endowment net assets composition by type of fund as of August 31, 2018 was as follows:

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Donor-restricted endowment funds	\$ -	\$ 1,672,478	\$ 1,672,478
Board-designated endowment funds	<u>5,425,717</u>	<u>-</u>	<u>5,425,717</u>
Total funds	<u>\$ 5,425,717</u>	<u>\$ 1,672,478</u>	<u>\$ 7,098,195</u>

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
(d/b/a FUTURE IN SIGHT)**

Notes to Financial Statements

**August 31, 2019
(with comparative totals for August 31, 2018)**

The changes in endowment net assets for the year ended August 31, 2018 were as follows:

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Endowment net assets, August 31, 2017	\$ 5,168,207	\$ 1,549,207	\$ 6,717,414
Investment return			
Investment income	109,695	33,090	142,785
Net appreciation	<u>536,034</u>	<u>161,693</u>	<u>697,727</u>
Total investment return	645,729	194,783	840,512
Contributions	85,504	-	85,504
Withdrawals	(85,421)	-	(85,421)
Endowment assets appropriated for expenditure	<u>(388,302)</u>	<u>(71,512)</u>	<u>(459,814)</u>
Endowment net assets, August 31, 2018	<u>\$ 5,425,717</u>	<u>\$ 1,672,478</u>	<u>\$ 7,098,195</u>

Return Objectives and Risk Parameters

The Association has adopted investment and spending policies for endowment assets that attempt to provide for equal treatment of present and future needs, with neither group favored at the expense of the other. To meet these objectives, the Board seeks to provide reasonably stable and predictable funds from the endowment for the Association's operating budget, to grow capital and to preserve and grow the real (inflation-adjusted) purchasing power of assets as indicated by the aggregate value of appreciation and income. The Association seeks to achieve an after cost total real rate of return, including investment income as well as capital appreciation, which exceeds that annual distribution with acceptable levels of risk.

Strategies Employed for Achieving Objectives

To satisfy its long-term rate-of-return objectives, the Association relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The Association targets an asset allocation strategy wherein assets are diversified among several asset classes. The pursuit of maximizing total return is tempered by the need to minimize the volatility of returns and preserve capital. As such, the Association seeks broad diversification among assets having different characteristics with the intent to endure lower relative performance in strong markets in exchange for greater downside protection in weak markets.

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
(d/b/a FUTURE IN SIGHT)**

Notes to Financial Statements

**August 31, 2019
(with comparative totals for August 31, 2018)**

Spending Policy

The Association's investment policy states that spendable investment income will be calculated as 5% of the average permanently restricted endowment portfolio value based on the portfolio market value at the end of the most recent 12 quarters. Appropriations and withdrawals in excess of this policy must be approved by the Board of Trustees. Under this policy, the Association appropriated for distribution \$73,097 and \$71,512 for operating purposes for the years ended August 31, 2019 and 2018, respectively, which are included in nonoperating activities and transfers in the statement of activities and changes in net assets.

The Association has elected to transfer from the board-designated funds to the operating account annually an amount equal to the sum of (a) 70% of the average annual unrestricted bequest income plus gift annuity remainder from the previous five fiscal years, excluding the high and low years and (b) 6% of the average balance of the board-designated funds for the twelve quarters ending the previous fiscal year. Transfers may exceed the 70% with proper Board approval. Under this policy, the Association appropriated for distribution \$462,261 and \$388,302 for operating purposes for the years ended August 31, 2019 and 2018, respectively, which are included in nonoperating activities and transfers in the statement of activities and changes in net assets.

Funds with Deficiencies

Unless otherwise directed by the donor, the annual draw for operations from donor-restricted endowment funds shall be equal to 5% of the average balance of the donor-restricted funds for the twelve quarters ending December unless such draw would reduce the fund balance to an amount less than the historical value of the fund. In such cases, the Budget & Finance Committee shall recommend the amount of draw, if any, to the Board of Directors as part of the annual budget process. As of August 31, 2019 and 2018, there were no deficiencies of this nature associated with the donor-restricted endowment funds.

**NEW HAMPSHIRE ASSOCIATION FOR THE BLIND
(d/b/a FUTURE IN SIGHT)**

Notes to Financial Statements

**August 31, 2019
(with comparative totals for August 31, 2018)**

15. Net Assets with Donor Restrictions

Net assets with donor restrictions are available for the following purposes:

	<u>2019</u>	<u>2018</u>
Funds maintained subject to expenditure for a specified purpose:		
Manchester area senior women	\$ 26,225	\$ 57,274
Technology upgrades	-	15,940
Early support services capacity building	25,000	-
Lives & Thrives program	88,531	-
To assist patients with glaucoma and glaucoma related research	433,855	-
Occupational therapy	-	31,083
Contributions receivable - time restriction	236,317	41,476
Other	15,644	15,802
Net appreciation of net assets with perpetual restrictions	<u>509,115</u>	<u>511,304</u>
 Total funds maintained subject to expenditure for a specified purpose	 <u>\$ 1,334,687</u>	 <u>\$ 672,879</u>
 Funds maintained held in perpetuity:		
Endowment funds		
Principal restricted, 5% maximum distribution	\$ 824,215	\$ 824,215
Principal restricted, greater of income or 6%	<u>336,959</u>	<u>336,959</u>
	1,161,174	1,161,174
Beneficial interest in perpetual trusts		
Fair value of investments held in trust by others	<u>1,813,259</u>	<u>1,862,275</u>
 Total funds maintained in perpetuity	 <u>\$ 2,974,433</u>	 <u>\$ 3,023,449</u>
 Total net assets with donor restrictions	 <u>\$ 4,309,120</u>	 <u>\$ 3,696,328</u>
 Net assets released from restrictions consisted of the following:		
	<u>2019</u>	<u>2018</u>
Operating purposes or time restrictions accomplished	<u>\$ 465,656</u>	<u>\$ 483,154</u>



Leadership

David Morgan, President & CEO

David joined Future In Sight as President & CEO in late 2015 following nearly ten years of service as the Vice President of Perkins School for the Blind and General Manager of Perkins Products.

Nathalie Fortier, Chief Financial Officer

Nathalie joined Future In Sight as Vice President of Finance and Administration in May of 2014. Prior to this, she was the Director of Finance for the University Of New Hampshire School Of Law in Concord for five years.

Nancy A. Druke M.S.W, LICSW, Vice President of Program Services

Nancy has been with Future In Sight since October of 1999. Her prior experience includes 10 years working in the field of rehabilitation in acute hospital facilities. Nancy is responsible for overseeing the direct service programs provided through the organization.

Becky Berk, M.Ed., Director of Education Services

Becky joined Future In Sight as the Director of Education Services in August 2018. She joins the team following a multi-year tenure as the executive director of Breakthrough Manchester, which she restructured from a three-year enrichment program to an evolved six year college access program.

Jane Driscoll, Vice President of Development, Marketing and Communications

Jane joined Future In Sight in April 2019 bringing more than 25 years of experience to her role, most recently as Senior Vice President of Advancement for Goodwill Northern New England where she built a cohesive team of philanthropy, marketing and communications professionals.

Future In Sight Board of Directors 2020-2021

Tim Murray, Chair Hopkinton, NH

Dr. Ahad Fazelat, Vice Chair Bedford, NH

Maureen Kelliher, Treasurer, Dover, NH

Charlie Mathews, Assistant Treasurer Hopkinton, NH

David Hagen, Secretary, Hampton, NH

Nathaniel Abbott, Immediate Past Chair Gilman Iron Works, NH

DIRECTORS

Dina Beaulieu, Concord, NH

Dr. Kristen Bryant, Nashua, NH

Jack Crisp, Bow, NH

Dr. Dorothy Hitchmoth, New London, NH

Ed Marsh, Ipswich, MA

Judi Rogato, Laconia, NH

Steven Spain, Manchester, NH

EMERITI, Robert Chollette Merrimack, NH

William Sirak, Manchester, NH

REGINA M. MATTRELLA, LICSW

CAREER SUMMARY

Licensed Independent Clinical Social Worker/Team Leader with extensive experience in the clinical setting. Demonstrated ability to work collaboratively with various agencies to ensure organizational objectives are met and state licensing and accreditation standards are followed. Management experience leading innovative teams. Consistently recognized for developing strong and productive relationships with clients, families and clinicians.

AREAS OF EXPERTISE

- | | |
|---------------------------------|------------------------------------|
| • Program Development | • Cross-Agency Relationships |
| • Staff Selection/Monitoring | • State Licensing Requirements |
| • Emergency Crisis Intervention | • Medical/Clinical Case Management |

PROFESSIONAL EXPERIENCE

FUTURE IN SIGHT, Concord, NH 2019-Present
Supervisor of Adult Services

Provide staff supervision to social services professionals to promote team moral, ensure delivery of quality services, and to schedule and maintain productivity and utilization.

- Participate in the development, implementation and completion of client programs, including collaboration with the development team in obtaining client stories and grants submission and reporting.

Social Worker 2014-2019
Assist individuals that are visually impaired or legally blind to maintain the greatest level of independence and quality of life.

- Conduct assessments with clients to determine needs and develop individualized service plans to address all identified areas.
- Collaborate with state agencies including Sight Services for the Blind and Services for the Blind and Visually Impaired to address the needs of the individual.
- Provide counseling to individuals and family members impacted by vision loss.
- Advocate for clients and provide information on available resources in the community.

PLEASANT VIEW CENTER, Concord, NH 2013-2014
Director of Social Services

Served as a member of the interdisciplinary and management team of the center. Planned, developed, organized and directed the overall operation of the Social Services Department.

- Completed Psychosocial Assessments with each patient to identify social, emotional, psychological needs and strengths.
- Worked with patients, family members and significant others to ensure an appropriate discharge plan was formulated.
- Collaborated with community resources and coordinated service delivery with providers such as VNA & Hospice, Durable Medical Equipment providers, Meals on Wheels and mental health centers.
- Provided support and education to patients and their families regarding various issues including Advance Directives, Dementia, Grief and Loss and Bereavement.

CASEY FAMILY-SERVICES, Concord, NH

1999-2013

Supervisor/Team Leader

2009-2013

Served as a member of the division management team, assisted in staff selection, and participated in program development and budget management to achieve and maintain strategic goals of the agency.

- Planned and assigned work to staff within program area and monitored work to ensure timely achievement of work assignments.
- Ensured documentation and administrative assignments met all state, licensing and accreditation standards.
- Provided weekly direct clinical case supervision to 4 Social Workers and 2 Family Support Specialists to ensure highest quality of work and best possible outcome for each case.
- Developed a Regional Team Pilot Project for the agency that resulted in improved service delivery, a stream lined referral and placement process and enhanced communication with state and community partners.

Social Worker

1999-2009

Worked collaboratively with the Division of Children, Youth and Families to identify, develop and maintain permanent foster or adoptive homes for children who experienced neglect and / or abuse.

- Developed, updated and monitored treatment plans for children and families in collaboration with youth, birth parents, foster parents, adoptive parents and other members of the clinical permanency team in order to achieve optimal outcomes for permanency.
- Provided emergency crisis intervention that resulted in fewer psychiatric hospitalizations for children and adolescents served by the agency.
- Functioned as a liaison between Casey Family Services and other community based organizations to facilitate collaboration and ultimately improve service delivery model.
- Provided counseling, support, advocacy and education to children and families that resulted in improved educational outcomes, comprehensive mental health services and greater stability in the family unit.

GENEX SERVICES, INC., Burlington, MA

1989-1999

Case Manager

Performed medical and vocational case management services for long term disability, workers compensation and liability cases, in order to expedite the client's return to maximal recovery physically, vocationally and functionally.

- Contacted physicians, employers and other significant members of the rehabilitation team to gather information and plan accordingly.
- Provided expert testimony on workers compensation cases in NH and MA.

EDUCATION

MSW, University of New Hampshire, Durham, NH

BA, Fine Arts and Education, Notre Dame College, Manchester, NH

Certificate, Advanced Clinical Supervision, Smith College, Northampton, MA

MEMBERSHIP

Member of the National Association of Social Workers since 1999

NANCY DRUKE, MSW, LICSW



EDUCATION: Master of Social Work, University of New England, Biddeford, Maine. May, 1998.

Licensed Independent Clinical Social Worker. October, 2000.

Bachelor of Arts, Psychology, Saint Michael's College, Winooski, Vermont. May, 1987.

CLINICAL EXPERIENCE: Vice President of Program Services. Future In Sight, Concord, New Hampshire.

Responsible for the oversight of the programs and services provided by the Agency; responsible for the budget supporting all programs and services; work collaboratively with the management team under the direction of the CEO regarding the financial status of the agency, marketing and fundraising, advocating at a local and state level.

March, 2014 – present.

Director of Social Work. Future In Sight, Concord, New Hampshire.

Provide advocacy and referral services; supervise employees in the Social Work department, Volunteer Department and support staff; oversee intake process; monitor agency client caseloads and client database; oversee provision of client services across disciplines; assist management team in program development and grant writing/reporting; function as part of a multi-disciplinary rehabilitation team.

October, 1999 – March, 2014.

Case Manager. HealthSouth Rehabilitation Hospital, Concord, New Hampshire.

Oversee interdisciplinary care provided to patients; oversee fiscal management of patient caseload; provide supportive services and discharge planning to patients and family members; serve as link to resources in community; liaison with commercial insurance companies.

May, 1998 – October, 1999.

Social Worker, Internship. Maine Medical Center, Portland, Maine. Provide therapeutic counseling to individuals, couples and families in an interdisciplinary family practice setting; participate on research team regarding health outcomes versus medical costs.

September, 1997 – April, 1998.

Social Worker, Internship. The AIDS Project, Portland, Maine.
Provide supportive services, referral, advocacy and education to clients in a rural setting infected or affected by HIV.
September, 1996 – April, 1997.

Case Manager. Northeast Rehabilitation Hospital, Salem, New Hampshire.
Provide supportive services, referral, advocacy, discharge planning and education to patients and families in acute hospital setting as part of an interdisciplinary team.
February, 1996 – August, 1996.

Behavior Therapist. Northeast Rehabilitation Hospital, Salem, New Hampshire.
Oversee behavior science services of facility; provide community, family and staff education; work in conjunction with interdisciplinary team.
January, 1990 – August, 1996.

Behavior Technician / Senior Behavior Technician. Lewis Bay Head Injury Center, Hyannis, Massachusetts.
Supervised employees in behavior services program; design and implement individual service plans in behavior services program; train employees and families in the techniques of behavior services program.
November, 1987 – December, 1989.

**CLINICALLY
RELATED
EXPERIENCE:**

Northeast Chapter, Association for the Education and Rehabilitation of the Blind and Visually Impaired (NE/AER)

President Elect, 2006-2008; 2016 – 2018

President, 2008-2010; 2018 – 2020

Past President, 2010-2012; 2020 – 2022

Board Member at Large – 2015 -2016

Chair, Membership Committee, 2012 – 2016

Chair, Psychosocial Services, 2001 – 2012

Member, Awards Committee, 2005 – 2015

Member, Scholarship Committee, 2005 - 2012

Annual Conference, Co-Chair, 2002

Annual Conference, Chair, 2005

Annual Conference, Program Committee, 2010

Annual Conference, Co-Chair, 2019

Annual Conference, Planning Committee, 2013

AER Regional Conference, Program Chair, 2011

NH Governors Commission on Disability

Appointed by Governor Lynch, 2014 - present

NH Committee on Deafness & Hearing loss

Appointed by Governor Sununu, 2019 - present

National Accreditation Council for Blind and Low Vision Services

Board Member at Large – 2016 – 2017

Michael P. Mulligan

PROFESSIONAL EXPERIENCE

FUTURE IN SIGHT, Concord, NH

Orientation and Mobility Specialist, Adult Services

May 2019-Present

- Develop and implemented short and long-term client goals
- Conduct comprehensive experiential-based mobility and vision assessments
- Provide adult community orientation and mobility services

THE CARROLL CENTER FOR THE BLIND, Newton, MA

Orientation and Mobility Specialist, Rehabilitation Services/Community Services Sep. 2018 - May 2019

- Effectively taught orientation and mobility services for on campus independent living rehabilitation program
- Developed and implemented short and long-term client goals
- Conducted comprehensive experiential-based mobility and vision assessments
- Provided adult community orientation and mobility services

THE CARROLL CENTER FOR THE BLIND, Newton, MA

Orientation and Mobility Specialist Intern, Community Services

May 2018 - Sep. 2018

- Provided community orientation and mobility services under the supervision of a certified orientation and mobility specialist
- Scheduled lessons directly with clients and kept a detailed instructor schedule
- Documented lesson notes in an online database for billing purposes

THE CARROLL CENTER FOR THE BLIND, Newton, MA

Community Services Administrative Assistant

Oct. 2017 - May 2018

- Maintained online client database
- Processed community referrals for orientation and mobility instruction
- Conducted end of the month billing reports and invoices

THE CARROLL CENTER FOR THE BLIND, Newton, MA

Job Coach/Employment Specialist

Feb. 2015 - Jan. 2018

- Assisted in launching a vocational internship program in conjunction with Cambridge Health Alliance and Massachusetts Commission for the Blind
- Developed and presented job preparedness curriculum to program interns several days per week
- Provided on the job coaching to assist clients with visual impairments learn their job duties
- Conducted job development with program interns leading to a 95% job placement rate
- Assessed clients need for accommodations and provided the necessary recommendations

BRaille INSTITUTE, Anaheim, CA

Activities Intern

Jun. 2011 - Dec. 2011

- Helped lead group exercise and fall prevention classes for individuals with visual impairments
 - Performed fitness testing while documenting the results
 - Lead group bowling classes once per week
-

THE CENTER FOR SUCCESSFUL AGING, Fullerton, CA.
Fitness Intern

Aug. 2010 - Dec. 2010.

- Assisted instructors in leading group exercise classes designed for older adults
- Helped develop an exercise program using the Nintendo Wii video game system
- Demonstrated proper techniques when performing different exercises
- Performed fitness testing while documenting the results

EDUCATION

University of Massachusetts Boston, Boston, MA
Vision Studies, M.Ed., track: Orientation & Mobility, December 2018 G.P.A 3.95

Faith Based Leadership and Outreach Training Program Anaheim, CA & Boston, MA
February 2012-December 2014

California State University Fullerton, Fullerton, CA
Kinesiology, B.S., focus area: Gerontology, December 2011

CERTIFICATIONS

Academy for Certification of Vision Rehabilitation & Education Professionals
Certified Orientation and Mobility Specialist, January 2019

VOLUNTEER EXPERIENCE

- Adaptive Sports New England, running club and wheelchair basketball (2017)
- Sunday school teacher (2015-Present)
- Assistant varsity basketball coach (2009)

Michelle Dowling, OTR/L, CHT

Clinical Experience

Hand Therapy Coordinator and Staff Certified Hand Therapist February 2011 - present
St Joseph Rehabilitation
Nashua, NH

- Received hospital wide Employee of the Month Award in December 2014 for outstanding patient care.
- Hired to develop new Hand Therapy program for Occupational Therapy services working directly with the Orthopedic Doctors for Dartmouth Hitchcock Medical Center
- Assumed responsibility for two Out Patient clinics for St Joseph's Rehabilitation/Program Development
- OT Student Programming
- Providing Seminars for the community on Common Hand and UE Injuries, sponsored by St Joseph's Hospital and Rehabilitation.

Lectures and Presentations Provided

MCPHS Adjunct Professor
Masters Level Occupational Therapy Department 2018-present

Small Business Owner; Hand Therapy Consultation Services, LLC 2003-2007
Continuing Education Company

New England Hand Society 35th Annual Meeting Presentation December 7, 2007
Caring for the Elderly Shoulder December 2013
Common Hand Injuries of the Elbow, Wrist and Hand March 2014
Community Health Education Program sponsored by St Joseph Hospital
Common Hand Injuries of the Upper Extremity October 2014
Dinner with the Doctors Program sponsored by St Joseph Hospital
How to Make an Apple Pie with Saddle Joint Arthritis October 2015
Presented at the NHOTA for 2.5 hours Concord, NH
Mount Washington College PTA program October 2015
Lecture on the Hand, Wrist and Elbow for 4 lecture hours
Managing Thumb Pain May 2016
Dinner with the Doctors Program sponsored by St Joseph Hospital
The Carpal Conundrum! October 2016
Presented at the NHOTA for 2.5 hours Concord, NH
The Fussy PIP Joint October 2016
Presented continuing education course for CHTs, OTRs for 6 hour lecture

Licenses/Certifications

Dry Needling Institute: American Academy of Manipulative Therapy January 2016 - present
Yoga Certification Hatha, Yin, Restorative October 2017 - present
Parkinson's BIG Certification June 2018 - present
Hand Therapy Certification Commission # 1021100127 11/02/2002 - present
National Board for Certification in Occupational Therapy # 982297 02/18/1992 - present
New Hampshire Occupational Therapy License #1408 09/13/2000 - present
Physical Agent Modalities Certification, # 0055 09/13/2005 - present

Professional Affiliations

National Board for Certification in Occupational Therapy
AOTA member

Previous Staff Occupational Therapy Positions

Staff Occupational Therapist and Certified Hand Therapist
New Hampshire Hand Therapy Center, 10/27/2009 to 02/2011
Bedford, New Hampshire

- Program development and organizational tasks
- Responsible scheduling hand surgeons for educational inservices
- Developed expanded website for NHHTC

Staff Occupational Therapist (Certified Hand Therapist 2002)
Southern New Hampshire Rehabilitation Center, 10/2000 to 10/2009
Nashua, New Hampshire

- Program development, inventory management and documentation revision.
- Responsible for job sharing of clinical manager duties during LOA.
- Facilitates and participates in bi-weekly hand rounds with referring hand surgeons.
- Responsible for the Student Program

Clinical Manager of Occupational Therapy Department with 4 CHT's
Southern New Hampshire Rehabilitation Center, 2004
Nashua, New Hampshire

Clinical Management Duties

- Facilitate monthly article reviews and in-services
- Facilitate and schedule MD rounds
- Facilitate documentation updating/ ensure quarterly chart reviews
- JCAHO requirements
- ID critical pathways to facilitate employee communication & pt satisfaction
- Facilitate weekly OT staff meeting

Liberty Specialty Care Center; CT 1997-2000

Manchester Memorial Hospital Adolescence Behavioral Health; CT 1995-1998

Pain Management Center; CT 1993-1994

Brunswick Hospital; NY 1992-1993

Education

Clinical Doctoral Program enrolled in online University of Alabama-Birmingham January 2019 -- present
With concurrent certification for Low Vision Rehabilitation

Bachelor of Science: University of New England in Biddeford, ME.
Major: Occupational therapy 1987-1991

Lydia DeWitt

Certifications & Licensure

- Nationally Board Certified and Registered Occupational Therapist (OTR)
- State of New Hampshire License # 2115
- American Heart Association Basic Life Saving for Healthcare Providers

Employment

- *Future In Sight, Concord, NH* *June 2017—Present*
 - Work with clients with varying degrees of vision loss to assess their functional performance in their home environments and help them function as independently as possible through the use of optical aids, adaptive equipment, technology, environmental modification, and teaching of compensatory strategies.
- *Dartmouth-Hitchcock Medical Center, Spine Center, Lebanon, NH* *Mar. 2010—Present*
 - Work with a multidisciplinary team running an intensive, quota-based rehabilitation program that helps clients with chronic pain set and achieve functional goals in the areas of vocation, recreation and daily living. Also perform physical capacity evaluations; help assess clients' rehabilitation needs and manage clients' transition back to work
 - *Note: Transitioned from a full-time role to per diem in July 2015, concurrent with relocation to Rye*

Additional Clinical Experience

- *Fundația Broken Heart, Bucharest, Romania* *May 2009—Aug. 2009*
 - Cross-cultural experience in an array of practice settings, working with children with disabilities who lack access to therapeutic services. Provided direct, family-centered care for individual clients as well as consultation and training for other non-governmental organizations
- *Dartmouth-Hitchcock Medical Center, Inpatient Psychiatry, Lebanon, NH* *May 2008—Aug. 2008*
 - Worked as a member of an interdisciplinary team assisting with evaluation, treatment, and discharge planning for adults with acute mental illness. Led and co-led therapeutic groups using a cognitive behavioral approach

Education

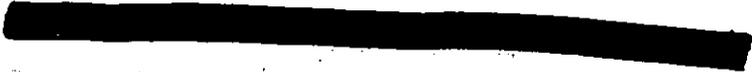
- *Elizabethtown College, Elizabethtown, PA*
 - M.S. in Occupational Therapy, summa cum laude, August 2009
Thesis: *Exploring the Occupational Performance Needs of Women in a Homeless Shelter*
 - B.S. in Health and Occupation, summa cum laude, May 2008
Honors Thesis: *Occupational Justice in Action: Supporting Women Victimized by Human Trafficking and Forced Prostitution Worldwide.*

Publications & Presentations

- Presented *Functional Restoration: Helping People Get Back on their Feet and Back to Work* at a meeting of the Case Management Society of New England in November 2011
- Presented Honors Thesis and Master's Thesis (see Education section) at the World Federation of Occupational Therapists Congress 2010 in Chile
- Presented Master's thesis at the Pennsylvania Occupational Therapy Association Annual Conference 2009

References and continuing education records provided upon request.

Jennifer L. Morgan



Summary

Dedicated case worker with over 19 years of experience providing supports and services to blind and visually impaired adults and seniors, those with deafness/hard of hearing, cognitive disabilities and mobility issues. Proficient in evaluating individual needs and developing whole health plans with a special focus around vision and hearing loss.

Skills

Excellent client relations	Multi-tasking strength
Client advocacy	Strong work ethic
Clear communication	Collaboration

Experience

Future In Sight
Case Worker 3/2000-present

- Working with seniors and adult with vision and hearing loss.
- Working collaboratively with rehabilitation team to facilitate provision of services
- Developing individual service plans
- Providing emotional support
- Assisting clients with accessing other social services in their communities
- Providing public education, and in-service training
- Working with VA Medical Centers, Vocational Rehabilitation Service providers
- Coordinating Peer support programs, and recreational groups
- Assisting clients applying for NH Talking Books, iCanConnect, NH Telephone Equipment Assistance Program

Moore Center Services
Case Manager 9/1998-3/2000

- Worked with persons with developmental disabilities, and dually diagnosed
- Developed individual service plans
- Performed functional assessments as part of intake
- Provided emotional support, and parenting skills
- Worked closely with state, city, and housing assistance programs
- Advocated for most appropriate treatment approaches
- Assisted individuals in the Moore Center Homeless Grant Program
- Participated in Continuum of Care Meetings for the city of Manchester

Education

University of Massachusetts-Lowell
Bachelor of Arts Psychology/Sociology 6/1998

DENISE CARUSO



PROFESSIONAL SUMMARY

History of being an effective, client focused professional promoting effective communication and service. Continually increasing knowledge in the low vision field in order to provide independence through technology, devices and training.

SKILLS

- Client assessment and analysis
- Working with clients with multiple disabilities (deaf/hard of hearing, mobility and cognitive disabilities)
- Organizational skills are emphasized for clients
- Low vision assessment with training
- iPhone/iPad education
- Report writing
- Self-motivated
- Microsoft office applications

WORK HISTORY

Low Vision Therapist, 09/2011 to Current

Future In Sight – Concord, NH

- Instruct clients in the efficient use of remaining vision with optical and non optical devices and assistive technology.
 - Low vision assessment includes vision history, low vision history, eccentric viewing, contrast sensitivity testing and it's functional effects, confrontational visual field testing and interpretation, amsler grid testing and distance and near acuity testing.
 - Assessing needs based on secondary disabilities (deaf/hard of hearing, mobility and cognitive disabilities).
 - Determination of appropriate aids and devices to reach client goals.
 - Currently working with a national program (iCanConnect) that provides telecommunication equipment to eligible individuals with combined vision and hearing loss.
-

Independent Low Vision Consultant, 03/2001 to 09/2001

Self - Portland, ME

- Performed patient testing and low vision assessments for ophthalmologists and optometrists within their practice.

Ophthalmic Technician, 08/1987 to 11/1999

Eyesight Ophthalmic Services - Portsmouth, NH

- Measured and recorded visual acuity and color vision testing.
- Performed lensometry and slit-lamp examinations.
- Operated ophthalmic equipment for patient eye examinations and prepared patients for examinations and surgeries.
- Explained pre- and post-operative procedures to patients and carefully reviewed surgical plans.
- Instilled anesthetic drops and assisted in laser treatments and minor procedures.

Dispensing Optician, 02/1987 to 09/1987

Franklin Block Opticians - Portsmouth, NH

- Helped clients try on and select new frames and recommended lens options to meet specific needs.
- Completed facial measurements such as temple length, bridge size and vertex distance.
- Adjusted frames to fit patient faces by bending and shaping with hands, tools and heat.
- Prepared work orders outlining all specifications for new lenses and frames.

EDUCATION

Low Vision Training

The Lighthouse Guild - New York, NY

Coursework in low vision assessments and Vision Rehabilitation

Marketing

University of Pittsburgh - Greensburg, PA

Associate in Applied Science: Marketing, 1978

Westmoreland County Community College - Youngwood, PA

CERTIFICATIONS

Certified Ophthalmic Assistant (COA) through the Joint Commission of Allied Health

Personnel in Ophthalmology (JCAHPO)

Low Vision Certificate (JCAHPO)

Donna Fanny

[REDACTED]

[REDACTED]

CAREER SUMMARY

Volunteer Program Coordinator with extensive experience in various settings. Demonstrated ability to work collaboratively with volunteers and collateral agencies to meet program objectives. Consistently recognized for promoting communication and excellent public relations.

AREAS OF EXPERTISE

- Ability to build strong teams and achieve established goals.
- Detail oriented with exceptional organization skills.
- Excellent public speaking skills.
- Excellent written and verbal communication skills.
- Strong interpersonal skills and ability to work with a diverse range of people.
- Proficient in computer applications, such as Microsoft office and internet usage.
- Ability to effectively manage and coordinate a wide array of tasks, projects, and responsibilities.

PROFESSIONAL EXPERIENCE

FUTURE IN SIGHT, Concord, NH

2014-Present:

Coordinator of Volunteer Services

- Manage and maintain an extensive volunteer base by recruiting, interviewing and training volunteers.
 - Develop and promote a wide range of volunteer opportunities and events within the organization.
 - Maintain Volunteer Service Descriptions for each volunteer and assignment.
 - Coordinate all on-call, program support, and community transportation for clients.
 - Provide ongoing support and guidance for volunteers.
 - Develop and maintain professional relationships with other agencies to collaborate partnerships with similar missions.
 - Identify and attend community outreach opportunities
-

RETIRED & SENIOR VOLUNTEER PROGRAM, Concord, NH
Program Coordinator

2002-2014

Riverbend Community Mental Health 09/2002-08/2008
Friends Program 08/2008 – 05/2014

- Manage and maintained an extensive volunteer base by recruiting, interviewing and training volunteers for placement into nonprofit agency partners.
- Supervised the placement of volunteers, evaluated performance and recognized achievements at annual events.
- Created and implemented the RSVP Pen Pals Program.
- Certified RSVP Bone Builder instructor.
- Maintained volunteer and agency records by assuring completion of enrollment forms, volunteer logs and vouchers.
- Promoted communication and public relations by attending workshops and conferences, contributing articles for the newsletter and speaking to community groups to promote RSVP.

EDUCATION

Concord Vocational School, Concord, New Hampshire
Successfully completed a 2 year program on operating a small business.

New Hampshire Hospital School of Nursing, Concord, New Hampshire
Completed Certified Nursing Assistant Program

Attended Governors Conference for Volunteerism for the past 15 years

Attended numerous conferences, workshops and webinars with the focus on Management, Development, Marketing, Risk Management, and Best Practices for Volunteer Leadership.

MEMBERSHIPS

Member of the New Hampshire Association for Volunteer Administrators for 15 years and Board Member for the past 5 years.

Member of the Regional Coordinating Council for transportation
(Mid-State and Seacoast Regions)

BETH A. FISHER

PROFESSIONAL SUMMARY

Proven responsible, driven, trustworthy, and safety oriented professional across a variety of settings. Self-starter eager to integrate and collaborate with your team of dedicated professionals.

EDUCATION

- Graduate Certificate in Assistive Technology University of New Hampshire, May 2019
- Master of Science, Occupational Therapy University of New Hampshire, Dec 2018
- Graduate Certificate, Aviation Safety Officer Naval Postgraduate School, June 2001
- Bachelor of Arts (With Distinction), Biological Sciences Cornell University, May 1997

PROFESSIONAL EXPERIENCE

- NORTHEAST REHABILITATION HOSPITAL NETWORK, Salem, NH – Inpatient OT** Jul 2019 - Present
- Developed and implemented appropriate plans of care and discharge goals based on thorough assessment incorporating all aspects of patient limitations and goals, and potential discharge environment.
 - Engaged patients in meaningful, age appropriate, and goal directed activities and demonstrated creative problem solving as evidenced through numerous treatment approaches for each identified problem area.
 - Provided training and education for patients, caregivers, and families on self-care activities, post-surgical precautions, use of durable medical equipment, assistive technology, compensatory techniques, home modifications, and home-exercise programs.
- FIT TO GARDEN, Newmarket, NH – Program Developer/Occupational Therapist** Aug 2018 - Present
- Developed a novel occupational therapy and assistive technology focused gardening program for community dwelling older adults to be implemented in Jan 2020. www.FitToGardenProgram.com
 - Collaborated with UNH faculty, UNH Cooperative Extension, occupational therapists, master gardeners, and community stakeholders for needs assessment and curriculum development.
- AGING EXCELLENCE, Portsmouth, NH – Personal Support Specialist** Aug 2018 - Present
- Provided personal care for adult clients to maintain independent living.
- UNH DEPARTMENT OF OCCUPATIONAL THERAPY, Durham, NH – Adjunct Faculty** Aug 2018 – May 2019
- Each semester, supervised 2-3 UNH OT graduate students providing community wellness group programming to 12 older adults at the Dover Senior Center.
- UNH INSTITUTE ON DISABILITY, Durham, NH – Assistive Technology Assistant** Aug 2018 – Jan 2019
- Provided training to approximately 20 rehabilitation professionals as well as 20 students with cerebral palsy and their families as part of a full day workshop in Trivandrum, Kerala, India.
 - Fabricated wheelchair modifications for 8 students with cerebral palsy.
- KREMPELS CENTER, Portsmouth, NH – Level IIB Fieldwork Intern** April 2018 - July 2018
- Facilitated 75 movement-based, cognitive, or creative expression groups for adults with brain injuries.
 - Administered and interpreted assessments with clients including the Canadian Occupational Performance Measure (COPM), the Allen Cognitive Level Screen-5 (ACLS-5), and the Kitchen Task Assessment (KTA) to generate or modify client goals and match client with appropriate individualized treatment or groups.
- WENTWORTH-DOUGLASS HOSPITAL, Dover, NH – Level IIA Fieldwork Intern** Jan 2018 - Mar 2018
- Evaluated and treated approximately 360 patients on the acute care and post-surgical floors at a community hospital with emphasis on increasing patient's abilities with activities of daily living (ADLs).

BETH A. FISHER

- Administered and interpreted approximately a dozen standardized assessments with patients including the Mini Mental Status Exam (MMSE), the Montreal Cognitive Assessment (MoCA), and the Developmental Test of Visual Perception – Third Edition (DTVP-3) while also utilizing the hospital's non-standardized assessment on approximately 110 patients to generate patient treatment plans and goals.
- Interpreted results of a variety of evaluation tools and techniques including manual muscle testing, dynamometers, pinch grip-meters, goniometers, and edema measuring tapes in order to develop and coordinate treatment plans and goals.
- Monitored patient progress for up to 10 patients daily, making necessary modifications to the treatment plan as needed and providing discharge recommendations to appropriate services or recommending discharge when skilled occupational therapy services were no longer indicated.

AIR METHODS CORPORATION, Payson, UT - EMS Helicopter Pilot

Sept 2007 - July 2015

- Safely transported over 300 patients to appropriate hospitals in accordance with all applicable Federal Aviation Regulations (FARs), policies, and company directives.
- As Lead Pilot at the Payson, UT helicopter base for the University of Utah's Air Med Program, managed requirements for 4 pilots, 1 mechanic, and 1 aircraft.
- Taught 4 safety classes to medical crews, and flight coordinators as part of annual crew member training.

PAPILLON GRAND CANYON HELICOPTERS, Tusayan, AZ - Tour Helicopter Pilot

Dec 2006 - Sept 2007

- Safely flew approximately 600 Grand Canyon tour flights in accordance with all applicable Federal Aviation Regulations (FARs), policies, and company directives.
- Provided 4 safety training lectures and in-flight bad weather recovery procedures training for fellow pilots.

UNITED STATES MARINE CORPS - Pilot, Safety Officer, & Recruiter

(Reserves) Nov 2006 - Jun 2018

(Active) May 1997 - Nov 2006

- Managed a staff of 60 Marines at a week-long leadership camp for 200 high school students as the Executive Officer of Summer Leadership and Character Development Academy 2016 and 2017.
- Devised, implemented, and monitored 18-month training plans for 48 pilots and crew chiefs to address squadron needs and individual abilities and goals.

RESEARCH, PRESENTATIONS, AND PUBLICATIONS

- Fisher, B., & Tomar, N. (n.d.). Examining the benefits of a community-based gardening group for seniors: A mixed-methods approach. *Ongoing research.*
- Creating Low Cost Assistive Devices (presentation), Faculty and Student Development Workshop, Thirumala Devaswom Medical College, Alleppey, Kerala, India, Jan 14, 2019
- Providing Client Centered Occupational Therapy for Veterans through Military Cultural Competency (presentation), NHOTA Special Interest Section, Portsmouth Regional Hospital Nov 5, 2018
- Sexuality: The OT's role in addressing sexual functioning (presentation), UNH Department of Occupational Therapy, Guest Lecturer, Nov 1, 2018
- Treating Veterans with PTSD: When they are not being seen for PTSD (presentation), Wentworth-Douglass Hospital, OT In-Service Presentation, Mar 23, 2018

CERTIFICATIONS AND LICENSES

- Occupational Therapist Registered OTR® Certification #418674, NBCOT
New Hampshire Occupational Therapist License #2880
Certified Aging in Place Specialist (CAPS), National Association of Home Builders and AOTA
Falls Prevention Coach - A Matter of Balance
Basic Life Support for Healthcare Providers

Andrea Bilello
Teacher of Students with Visual Impairments

Objective	To obtain a Teacher of Students with Visual Impairments position where I can provide specially designed instruction to children and youth with visual impairment, including additional disabilities.
Education	<p>University of Maine - Orono, Maine Bachelor of Arts (Summa Cum Laude), Interdisciplinary Studies of Deaf Studies, Dec. 2002 Masters of Education, Special Education, May 2007</p> <p>University of Massachusetts - Boston, Massachusetts Masters of Science in Vision Studies, Teacher of Students with Visual Impairment, December 2014</p>
Certification	Teacher of General Special Education (1900) - New Hampshire Teacher of Students with Disabilities K-8 (Professional 282) - Maine Teacher of Severely Impaired Students K-12 (Professional 286) - Maine Teacher of Students with Disabilities Birth-5 (Professional 282) - Maine Teacher of the Blind and Visually Impaired - New Hampshire
Work Experience	<p>Teacher of Students with Visual Impairments, August 2014-present New Hampshire Association for the Blind, Concord, NH.</p> <ul style="list-style-type: none">• Conduct Functional Vision Assessments and Learning Media Assessments• Provide direct instruction and consultation to educational teams of students with visual impairment 3-21 years of age• Provide braille instruction to students with visual impairment• Modify educational environments, create literacy materials, and calendar systems to support students with Cortical Visual Impairment and deafblindness• Collaborate with educational teams to write IEP goals, educational plans, and create instructional activities• Provide instruction in areas of the Expanded Core Curriculum• Complete progress reports and all paperwork in a timely manner <p>Special Education Consultant, June 2009 - August 2014 Child Development Services - REACH, Falmouth, ME</p> <ul style="list-style-type: none">• Administered a variety of educational assessments, including multidisciplinary evaluations; conduct interviews and observations, write assessment reports for children birth to age five• Wrote measurable IEP goals, including collaborative goals• Consulted with teachers and service providers who supported children with developmental delays and additional disabilities including children with deafblindness or hearing loss• Collaborated with teachers, occupational therapists, physical therapists, speech-language pathologists, case managers, and community agencies to support children and their families within their home and educational setting• Facilitated learning of communication, social, adaptive, and cognitive skills for children with developmental delays, hearing loss.

- visual impairment and multiple disabilities in their natural environment or preschool classroom
- Provided consultation and training to teams serving infants and children who were at risk for combined vision and hearing loss or who had documented vision and hearing loss, through a collaboration with the Maine Deafblind Project September 2011 - August 2012

Education Consultant May 2012 - April 2013

New England Consortium of Deafblind Projects, Watertown, MA

- Provided technical assistance to educational teams serving children and youth with deafblindness about hearing loss, communication strategies, and effective instructional strategies related to deafblindness
- Facilitated person centered planning activities to assist educational teams with transition planning

Graduate Faculty Instructor, June 2007 - March 2012

University of Maine, Orono, ME

- Wrote syllabi, developed course materials, activities, and lectures
- Taught graduate courses on assessment of students with moderate to severe disabilities with emphasis on capacity building, person centered planning, and alternative assessments, as well as assistive technology for students with disabilities

Special Education Teacher, Aug. 2007 - June 2009

Narragansett Elementary School, Gorham, ME

- Developed and implemented ABA programs for students with autism
- Differentiated curriculum to students' individual levels
- Administered and wrote evaluations
- Incorporated technology into instruction through the use of digital storytelling, social stories and assistive technology
- Led weekly team meetings and collaborated with the occupational therapist, speech-language therapist, behavioral consultant and clinical psychologist to write IEP goals and objectives, improve curriculum, and establish instructional strategies and behavioral interventions for students with special needs

Special Education Teacher, Aug. 2005 - June 2007

Lincoln Elementary School, Augusta, ME

- Acted as head teacher and case manager of a self-contained K-2 functional skills classroom for students with multiple disabilities using positive behavior supports and direct instruction
- Administered assessments and developed a data collection system to show students' academic and behavioral progress

Substitute Teacher, Dec. 2002-June 2003, Nov. 2004 - June 2005

Governor Baxter School for the Deaf, Falmouth, ME

- Taught preschool and K-12 deaf students with special needs in all subject areas by adapting lessons to individual students' needs
- Created and implemented an ABA program for a student with severe disabilities