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FEB 17 2016

Virginia M. Barry, Ph.D.  
Commissioner of Education  
Tel. 603-271-3144



Paul K. Leather  
Deputy Commissioner of Education  
Tel. 603-271-3801

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
FAX 603-271-1953  
Citizens Services Line 1-800-339-9900

February 17, 2016

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

*Sole Source*

**REQUESTED ACTION**

Authorize the New Hampshire Department of Education, Bureau of Special Education to enter into a **sole source** contract with Granite State Independent Living, Concord, NH (Vendor Code #155330) in the amount of \$73,000.00 to develop and provide training and technical assistance to local education agencies in their region under the State Personnel Development Grant (SPDG), effective upon Governor and Council approval for the period of July 1, 2016 through June 30, 2017. 100% Federal Funds.

Funding is available in the account titled State Professional Development Improvement Plan Grant, as follows:

		<u>FY2017</u>
06-56-56-562510-41070000-102-500731	Contracts for Program Services	\$73,000.00

**EXPLANATION**

The New Hampshire Department of Education received a \$3.85 million (\$770,000.00 per year for 5 years) State Personnel Development Grant from the U.S. Department of Education, Office of Special Education Programs (OSEP). This request is **sole source** because New Hampshire was awarded this grant with the provision that the partners identified in our proposal would be funded to assist the Department of Education to meet the goals and objectives of the grant. These partners were required to be highly qualified entities already engaged in professional development in the grant areas and in agreement to expand these services.

The OSEP required partners and their services, as detailed in the grant, include Evergreen Evaluation and Consulting Inc., Strafford Learning Center, Monadnock Developmental Services, North Country Education Services, Granite State Independent Living, Parent Information Center, Keene State College, Institute on Disability, and QED. Therefore, no competitive bid process was established.

The SPDG proposal is targeted to increase the number of students with disabilities graduating from high school who are college and career ready, through the implementation of evidence-based transition practices. Our ambitious proposal targets four strategies to achieve this goal:

(1) increasing student competency through increased use of Extended Learning Opportunities (ELOs), (2) enhanced transition planning and increased transition planning opportunities/practices, (3) greater family – school engagement, and (4) sustaining practices through our state Institutes of Higher Education (IHEs), regional education intermediaries, a transition Community of Practice, and the use of technology. These strategies are aimed at school districts, parents, regional professional development intermediaries, Vocational Rehabilitation, IHEs, and other community members.

The Office of Special Education Programs requires a comprehensive evaluation, detailed within the grant, which measures the short-term, intermediate and long-term outcomes and impacts of the grant initiatives. The Evaluation assesses the degree to which the NH SPDG meets its goals and objectives, as well as the established federal performance goals and objectives. The evaluation will be ongoing and formative to provide for data-based decision making and planning mid-course corrections.

Granite State Independent Living is a nonprofit organization whose mission is to promote life with independence for people with disabilities through advocacy, information, education and support. Granite State Independent Living provides some extended learning opportunity training to LEAs in their region so it made sense to include them as a partner under the SPDG. Therefore, Granite State Independent Living, as a SPDG partner will bring to this grant the research, knowledge and expertise to conduct the following grant activities:

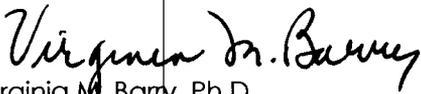
- Increase capacity of regional transition infrastructure for Professional Development (PD)
  - Support the development of local Transition CoP
  - Coordination of PD training and coaching at regional intermediary
- Participate in the NSNH Leadership Team (LT) and relevant Work Group (WG) Meetings
- Assist NSNH LT with the LEA recruitment
- Serve as trainers and coaches for up to 3 LEAs implementing project strategies (with varying degrees of duration and intensity based on school implementation level):
  - Review LEA current transition practices, and develop and implement a PD plan that will impact the local need
  - Meet frequently with LEA transition liaisons to review the LEA PD plans, as well as fostering ongoing contact to stay in close communication
  - Support family engagement training
  - Develop and provide training and coaching on Extended Learning Opportunities (ELOs) and evidenced-based transition practices
- Collect training and coaching implementation data, and intervention fidelity data

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
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- Assist the Evaluation WG in the development of fidelity instruments
- Contribute training and coaching materials, evaluation instruments and assessments, and resource materials to be posted on the Transition Resource Portal and the NHDOE Networks
- Participate in training on how to use the Transition Resource Portal and the NHDOE Networks for training and coaching with LEAs

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

Respectfully submitted,



Virginia M. Barry, Ph.D.  
Commissioner of Education

Subject: NH SPDG Grant Regional Intermediary to Provide Training and TA to LEAs **FORM NUMBER P-37 ( version 1/09)**

**AGREEMENT**

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

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

1.1 State Agency Name <span style="border: 1px solid black; padding: 2px;">Department of Education</span>		1.2 State Agency Address <span style="border: 1px solid black; padding: 2px;">101 Pleasant Street, Concord NH 03301</span>	
1.3 Contractor Name <span style="border: 1px solid black; padding: 2px;">Granite State Independent Living</span>		1.4 Contractor Address <span style="border: 1px solid black; padding: 2px;">21 Chenell Drive, Concord, NH 03301</span>	
1.5 Contractor Phone Number <span style="border: 1px solid black; padding: 2px;">(603) 228-9680</span>	1.6 Account Number <span style="border: 1px solid black; padding: 2px;">See Exhibit B</span>	1.7 Completion Date <span style="border: 1px solid black; padding: 2px;">June 30, 2017</span>	1.8 Price Limitation <span style="border: 1px solid black; padding: 2px;">73,000.00</span>
1.9 Contracting Officer for State Agency <span style="border: 1px solid black; padding: 2px;">Santina Thibedeau, Administrator, Special Education</span>		1.10 State Agency Telephone Number <span style="border: 1px solid black; padding: 2px;">(603) 271-6693</span>	
1.11 Contractor Signature <span style="border: 1px solid black; padding: 2px; display: inline-block;"> </span>		1.12 Name and Title of Contractor Signatory <span style="border: 1px solid black; padding: 2px;">Clyde Terry CEO</span>	
1.13 Acknowledgement: State of <span style="border: 1px solid black; padding: 2px;">NH</span> , County of <span style="border: 1px solid black; padding: 2px;">Merrimack</span> On <span style="border: 1px solid black; padding: 2px;">10/29/15</span> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace <span style="border: 1px solid black; padding: 2px; display: inline-block;"> </span> [Seal]		<b>CYNTHIA L. PARIS, Notary Public</b> My Commission Expires March 26, 2019	
1.13.2 Name and Title of Notary or Justice of the Peace <span style="border: 1px solid black; padding: 2px; display: inline-block;">Cynthia L Paris HR Specialist</span>			
1.14 State Agency Signature <span style="border: 1px solid black; padding: 2px; display: inline-block;"> </span>		1.15 Name and Title of State Agency Signatory <span style="border: 1px solid black; padding: 2px;">Virginia M. Barry, PH.D., Commissioner of Education</span>	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) By: <span style="border: 1px solid black; padding: 2px; display: inline-block;"> </span> On: <span style="border: 1px solid black; padding: 2px;">1/27/16</span>			
1.18 Approval by the Governor and Executive Council By: _____ On: _____			

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

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

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

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

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

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

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

Contractor Initials \_\_\_\_\_  
Date 10/29/15

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

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

- 8.1.1 failure to perform the Services satisfactorily or on schedule;
- 8.1.2 failure to submit any report required hereunder; and/or
- 8.1.3 failure to perform any other covenant, term or condition of this Agreement.

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

- 8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;
- 8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;
- 8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or
- 8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

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

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

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

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

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

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

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

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

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

**14. INSURANCE.**

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

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

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

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

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

Contractor Initials   
Date 10/29/15

attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) days prior written notice of cancellation or modification of the policy.

**15. WORKERS' COMPENSATION.**

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

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

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

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

**18. AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire.

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

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual

intent, and no rule of construction shall be applied against or in favor of any party.

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

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

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

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

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

## EXHIBIT A

### Scope of Services

Granite State Independent Living, as a regional intermediary, will develop and provide training and technical assistance to Local Education Agencies (LEAs) in their region under the NH State Personnel Development Grant (SPDG) to accomplish the grant goals, objectives, activities and outcomes over the course of the 5-year grant period.

The contractor will:

- Increase capacity of regional transition infrastructure for Professional Development (PD)
  - Support the development of local Transition CoP
  - Coordination of PD training and coaching at regional intermediary
- Participate in the NSNH Leadership Team (LT) and relevant Work Group (WG) Meetings
- Assist NSNH LT with the LEA recruitment
- Serve as trainers and coaches for up to 3 LEAs implementing project strategies (with varying degrees of duration and intensity based on school implementation level):
  - Review LEA current transition practices, and develop and implement a PD plan that will impact the local need
  - Meet frequently with LEA transition liaisons to review the LEA PD plans, as well as fostering ongoing contact to stay in close communication
  - Support family engagement training
  - Develop and provide training and coaching on Extended Learning Opportunities (ELOs) and evidenced-based transition practices
- Collect training and coaching implementation data, and intervention fidelity data
- Assist the Evaluation WG in the development of fidelity instruments
- Contribute training and coaching materials, evaluation instruments and assessments, and resource materials to be posted on the Transition Resource Portal and the NHDOE Networks
- Participate in training on how to use the Transition Resource Portal and the NHDOE Networks for training and coaching with LEAs

Initials: \_\_\_\_\_  
Date: 10/29/15

EXHIBIT B

Estimated Budget

Budget (through June 30, 2017)

Account 06-056-56-5625210-41070000-102-500731

FY2017

Personnel

Personnel	\$48,000.00
Fringe Benefit	\$ 12,400.00
Travel	<u>\$ 3,000.00</u>
Total Personnel	\$63,400.00

Contractual

Other

Occupancy Expenses	\$ 3,500.00
Supplies Expenses	\$ 100.00
Computer Expenses	\$ 300.00
Telephone Expenses	<u>\$ 300.00</u>
Total Other	\$ 4,200.00

Total Direct Costs	\$67,600.00
Indirect costs 8.0% of total direct costs	<u>\$ 5,400.00</u>
Total Contract	\$73,000.00

**Limitation of Price:** This contract will not exceed \$73,000.00

Method of Payment

Payment will be made upon receipt of monthly invoices as described above, which are supported by a summary of activities that have taken place in accordance with the terms of the contract. If otherwise, correct and acceptable, payment will be made for 100% of the expenditures. Line items in this budget may be adjusted, one to the other, within +/- 10% of the indicated amount but in no case can the total budget exceed the price limitation. Invoices with summary of activities will be submitted to:

Penny Duffy  
Department of Education  
Bureau of Special Education  
SPDG  
101 Pleasant Street  
Concord, NH 03301

Initials:   
Date: 10/29/15

EXHIBIT C  
Special Provisions

none

Initials:   
Date: 10/29/15

**Principal Staff**

Peter Darling, Project Director, Annual Salary: \$83,577.00

Maureen O'Donnell, Regional PD Intermediary Trainer/Coach, Annual Salary: \$52,396.50

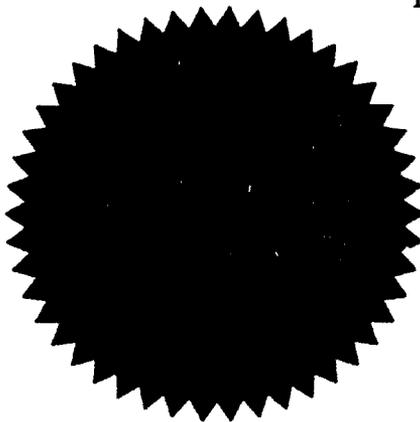
Marybeth Hammond, Regional PD Intermediary Trainer/Coach, Annual Salary: \$40,014

Initials:             
Date: 10/25/15

**State of New Hampshire  
Department of State**

**CERTIFICATE**

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that GRANITE STATE INDEPENDENT LIVING is a New Hampshire nonprofit corporation formed January 29, 1980. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 15<sup>th</sup> day of July A.D. 2015

A handwritten signature in black ink, appearing to read "William M. Gardner", written in a cursive style.

William M. Gardner  
Secretary of State



# Granite State Independent Living

## Resolutions of the Board of Directors

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

**Whereas:** The State of New Hampshire, Department of Education; has made available funds for a NH State Personnel Development Grant (SPDG) through a request for proposal (RFP) process, funds for such independent living purposes, and

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

**Whereas:** the New Hampshire Department of Education: SPDG seeks to enter into a contract for \$73,000.00 with GSIL for such services identified in the approved application.

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

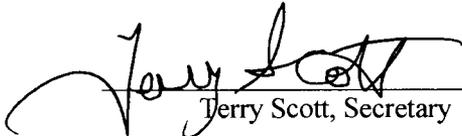
**Be it further RESOLVED:** Clyde E. Terry, as Chief Executive Officer, is hereby authorized on behalf of Granite State Independent Living, to enter into said contracts with the State and to execute any and all documents, agreements, and other instruments, and any amendments, revisions, or modifications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

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

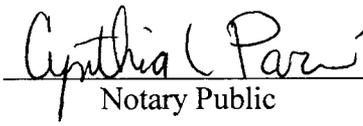
### Certificate of Vote

The undersigned, being the Secretary of Granite State Independent Living., a New Hampshire voluntary corporation (“Corporation”), does hereby certify that the Board of Directors of the Corporation did approve the resolutions set forth above, at a duly called vote of the Board of Directors held on October 16, 2015

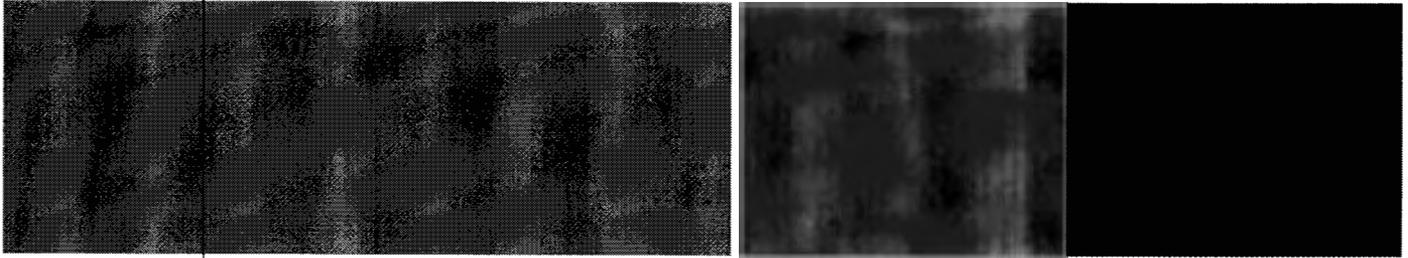
DATED: 10/29/15

  
Terry Scott, Secretary

My Commission Expires:

  
Cynthia L. Paris  
Notary Public





**FINANCIAL STATEMENTS**

September 30, 2014

(With Comparative Totals for 2013)

With Independent Auditor's Report





## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
Granite State Independent Living

We have audited the accompanying financial statements of Granite State Independent Living (the Organization), which comprise the statement of financial position as of September 30, 2014, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

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

Management is responsible for the preparation and fair presentation of these financial statements in accordance with 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 Organization as of September 30, 2014, 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.

***Report on Summarized Comparative Information***

We have previously audited the Organization's 2013 financial statements and, in our report dated February 12, 2014, expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended September 30, 2013, is 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 15, 2015

**GRANITE STATE INDEPENDENT LIVING**

**Statement of Financial Position**

**September 30, 2014  
(With Comparative Totals for September 30, 2013)**

**ASSETS**

	<u>2014</u>	<u>2013</u>
Current assets		
Cash and cash equivalents	\$ 3,097,322	\$ 3,316,854
Assets whose use is limited, self-funded worker's compensation collateral funds	221,700	-
Accounts receivable, net of allowance of \$53,046 in 2014 and \$73,794 in 2013	1,440,132	1,401,667
Prepaid expenses and other current assets	<u>115,444</u>	<u>270,548</u>
Total current assets	4,874,598	4,989,069
Assets whose use is limited, permanently restricted cash	95,191	95,191
Property and equipment, net	<u>1,019,936</u>	<u>1,084,806</u>
Total assets	<u>\$ 5,989,725</u>	<u>\$ 6,169,066</u>

**LIABILITIES AND NET ASSETS**

Current liabilities and total liabilities		
Accounts payable	\$ 88,869	\$ 84,030
Accrued expenses and other current liabilities	165,530	58,588
Accrued salaries and related expenses	729,220	649,557
Due to the State	<u>32,085</u>	<u>421,746</u>
Total current liabilities and total liabilities	<u>1,015,704</u>	<u>1,213,921</u>
Net assets		
Unrestricted	4,788,932	4,805,263
Temporarily restricted	89,898	54,691
Permanently restricted	<u>95,191</u>	<u>95,191</u>
Total net assets	<u>4,974,021</u>	<u>4,955,145</u>
Total liabilities and net assets	<u>\$ 5,989,725</u>	<u>\$ 6,169,066</u>

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

**GRANITE STATE INDEPENDENT LIVING**

**Statement of Activities**

**Year Ended September 30, 2014  
(With Comparative Totals for Year Ended September 30, 2013)**

	<u>Unrestricted</u>	Temporarily <u>Restricted</u>	Permanently <u>Restricted</u>	<b><u>2014</u></b>	<b><u>2013</u></b>
Support and revenue					
Program fees	\$14,142,753	\$ -	\$ -	<b>\$14,142,753</b>	\$13,824,188
Grants	1,472,362	108,642	-	<b>1,581,004</b>	1,545,778
Public support	77,041	-	-	<b>77,041</b>	133,889
Interest	3,028	-	-	<b>3,028</b>	3,725
Miscellaneous	42,987	-	-	<b>42,987</b>	81,190
Net assets released from restrictions	<u>73,435</u>	<u>(73,435)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total support and revenue	<b><u>15,811,606</u></b>	<b><u>35,207</u></b>	<b><u>-</u></b>	<b><u>15,846,813</u></b>	<b><u>15,588,770</u></b>
Expenses					
Long-Term Care	11,900,592	-	-	<b>11,900,592</b>	11,785,956
Community Economic Development	2,406,177	-	-	<b>2,406,177</b>	2,270,396
General Management	1,409,166	-	-	<b>1,409,166</b>	1,415,502
Fundraising	<u>112,002</u>	<u>-</u>	<u>-</u>	<b><u>112,002</u></b>	<u>113,154</u>
Total expenses	<b><u>15,827,937</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>15,827,937</u></b>	<b><u>15,585,008</u></b>
Change in net assets	(16,331)	35,207	-	<b>18,876</b>	3,762
Net assets, beginning of year	<u>4,805,263</u>	<u>54,691</u>	<u>95,191</u>	<b><u>4,955,145</u></b>	<u>4,951,383</u>
Net assets, end of year	<b><u>\$ 4,788,932</u></b>	<b><u>\$ 89,898</u></b>	<b><u>\$ 95,191</u></b>	<b><u>\$ 4,974,021</u></b>	<b><u>\$ 4,955,145</u></b>

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

**GRANITE STATE INDEPENDENT LIVING**

**Statement of Functional Expenses**

**Year Ended September 30, 2014**

**(With Comparative Totals for Year Ended September 30, 2013)**

	<u>Long-Term Care</u>	<u>Community Economic Development</u>	<u>Total Program</u>	<u>General Management</u>	<u>Fundraising</u>	<u>Total 2014</u>	<u>Total 2013</u>
Personnel expense							
Salaries and wages	\$ 9,579,947	\$ 1,461,152	\$ 11,041,099	\$ 817,704	\$ 71,010	\$ 11,929,813	\$ 11,641,125
Payroll taxes	837,874	121,202	959,076	69,227	5,745	1,034,048	1,012,797
Employee benefits	<u>811,818</u>	<u>346,187</u>	<u>1,158,005</u>	<u>149,997</u>	<u>19,152</u>	<u>1,327,154</u>	<u>1,423,803</u>
	11,229,639	1,928,541	13,158,180	1,036,928	95,907	14,291,015	14,077,725
All other expenses							
Advertising	14,155	10,593	24,748	31,209	4,312	60,269	14,443
Provision for bad debts	33,728	2,437	36,165	5,088	-	41,253	35,078
Board of directors	-	-	-	10,602	-	10,602	8,399
Building occupancy	105,059	83,857	188,916	61,985	-	250,901	232,470
Computer	40,642	8,615	49,257	2,891	-	52,148	67,631
Consultants	-	-	-	19,096	-	19,096	57,801
Depreciation	79,254	44,528	123,782	12,518	-	136,300	144,729
Dues and subscriptions	725	1,253	1,978	5,257	250	7,485	8,902
Equipment lease and maintenance	33,688	6,033	39,721	5,178	-	44,899	42,245
Grants	-	140,302	140,302	-	-	140,302	96,598
Insurance	38,504	6,979	45,483	4,726	-	50,209	53,603
Interest	-	-	-	-	-	-	4,790
Interpreter	-	3,587	3,587	1,419	375	5,381	6,689
Meals and entertainment	163	926	1,089	117	50	1,256	1,289
Miscellaneous	86,316	3,337	89,653	19,118	3,293	112,064	137,470
Postage and shipping	34,381	2,960	37,341	7,627	3,925	48,893	53,884
Printing	9,444	2,204	11,648	3,494	3,097	18,239	23,855
Professional development	2,087	3,191	5,278	3,232	40	8,550	11,748
Professional fees	59,233	3,637	62,870	144,178	-	207,048	158,173
Supplies	9,550	9,436	18,986	23,580	316	42,882	52,148
Telephone	43,895	13,596	57,491	3,681	-	61,172	69,728
Transportation	1,892	74,973	76,865	578	-	77,443	84,297
Travel	<u>78,237</u>	<u>55,192</u>	<u>133,429</u>	<u>6,664</u>	<u>437</u>	<u>140,530</u>	<u>141,313</u>
Total expenses	<b>\$ 11,900,592</b>	<b>\$ 2,406,177</b>	<b>\$ 14,306,769</b>	<b>\$ 1,409,166</b>	<b>\$ 112,002</b>	<b>\$ 15,827,937</b>	<b>\$ 15,585,008</b>

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

**GRANITE STATE INDEPENDENT LIVING**

**Statement of Cash Flows**

**Year Ended September 30, 2014  
(With Comparative Totals for Year Ended September 30, 2013)**

	<u>2014</u>	<u>2013</u>
Cash flows from operating activities		
Change in net assets	\$ 18,876	\$ 3,762
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Depreciation	136,300	144,729
Provision for bad debts	41,253	35,078
Contribution revenue for long-term purposes	-	(49,233)
Decrease (increase) in		
Accounts receivable	(79,718)	81,806
Prepaid expenses	155,104	(170,529)
Increase (decrease) in		
Accounts payable	4,839	34,926
Accrued expenses and other liabilities	106,942	40,646
Accrued salaries and related expenses	79,663	(72,245)
Due to the State	<u>(389,661)</u>	<u>421,746</u>
Net cash provided by operating activities	<u>73,598</u>	<u>470,686</u>
Cash flows from investing activities		
Acquisition of equipment	(71,430)	(162,098)
Decrease in assets whose use is limited, mortgage reserve	-	25,298
Increase in assets whose use is limited, self-funded worker's compensation collateral funds	<u>(221,700)</u>	<u>(49,233)</u>
Net cash used by investing activities	<u>(293,130)</u>	<u>(186,033)</u>
Cash flows from financing activities		
Principal payments on note payable	-	(505,902)
Proceeds from contributions for long-term purposes	<u>-</u>	<u>49,233</u>
Net cash used by financing activities	<u>-</u>	<u>(456,669)</u>
Net decrease in cash and cash equivalents	(219,532)	(172,016)
Cash and cash equivalents, beginning of year	<u>3,316,854</u>	<u>3,488,870</u>
Cash and cash equivalents, end of year	<u>\$ 3,097,322</u>	<u>\$ 3,316,854</u>

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

# GRANITE STATE INDEPENDENT LIVING

## Notes to Financial Statements

September 30, 2014  
(With Comparative Totals for September 30, 2013)

### Nature of Business

Granite State Independent Living (the Organization) is a New Hampshire nonprofit corporation providing a wide range of services to improve the quality of life for individuals with disabilities in New Hampshire. This is accomplished through ensuring the availability of a broad range of services, advocacy efforts, and the establishment of social support.

### 1. Summary of Significant Accounting Policies

#### Comparative Information

The financial statements include certain prior year summarized comparative information in total, but not by net asset classification. Such information does not include sufficient detail to constitute a presentation in conformity with U.S. generally accepted accounting principles (U.S. GAAP). Accordingly, such information should be read in conjunction with the Organization's September 30, 2013 financial statements, from which the summarized information was derived.

#### Use of Estimates

The preparation of financial statements in conformity with 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.

#### 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.

Unrestricted net assets - Net assets that are not subject to donor imposed stipulations.

Temporarily restricted net assets - Net assets subject to donor imposed stipulations that may be or will be met by actions of the Organization and/or the passage of time. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Permanently restricted net assets - Net assets subject to donor imposed stipulations that they be maintained permanently by the Organization. The donors of these assets permit the Organization to use all or part of the income earned on related contributions for general or specific purposes. Permanently restricted net assets totaled \$95,191 as of September 30, 2014 and 2013.

# GRANITE STATE INDEPENDENT LIVING

## Notes to Financial Statements

September 30, 2014  
(With Comparative Totals for September 30, 2013)

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as temporarily restricted or permanently restricted support that increases those net asset classes. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. The Organization records donor-restricted contributions whose restrictions are met in the same reporting period as unrestricted support in the year of the gift.

The Organization reports contributions of land, buildings or equipment as unrestricted support, unless a donor places explicit restriction on their use. Contributions of cash or other assets that must be used to acquire long-lived assets are reported as temporarily restricted support and reclassified to unrestricted net assets when the assets are acquired and placed in service.

### Cash and Cash Equivalents

The Organization considers all highly liquid investments with an initial maturity of three months or less to be cash equivalents. The Organization maintains its cash in bank deposit accounts which, at times, may exceed the federally insured limits. Management regularly monitors the financial institutions, together with their respective cash balances, and attempts to maintain the potential risk at a minimum. The Organization has not experienced any losses in such accounts and management believes it is not exposed to any significant risk on these accounts.

### Accounts Receivable

Accounts receivable are stated at the amount that management expects to collect from outstanding balances. As of September 30, 2014 and 2013, management believes that \$53,046 and \$73,794, respectively, in accounts receivable balances may not be collectible and therefore established an allowance for probable uncollectible amounts. 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 accounts receivable.

For the year ended September 30, 2014, management modified the methodology used to estimate the allowance for doubtful accounts. The allowance is calculated to be 3% of gross receivables for balances that are 90 days or less past due, 35% of Personal Care Service Program gross receivables over 90 days past due, and 50% of all other gross receivables over 90 days past due. For the year ended September 30, 2013, the allowance was calculated to be 3% of gross receivables for balances that are 90 days or less past due, and 50% for any outstanding balances over 90 days.

# GRANITE STATE INDEPENDENT LIVING

## Notes to Financial Statements

September 30, 2014  
(With Comparative Totals for September 30, 2013)

### Property and Equipment

Property and equipment are recorded at cost or, if donated, at estimated fair market value at the date of donation less accumulated depreciation. Major additions and improvements are capitalized, while ordinary maintenance and repairs are charged to expense. Depreciation is provided using the straight-line method over the estimated useful lives of the related assets, ranging from 3 to 40 years. Assets not in service are not depreciated.

### Functional Expenses

The costs of providing various programs and activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

### Income Taxes

The Organization is a tax-exempt Section 170(b)(1)(A)(vi) public charity as described in Section 501(c)(3) of the Internal Revenue Code (the Code) and is exempt from federal income taxes on related income pursuant to Section 501(a) of the Code. Accordingly, no provision for income taxes has been reflected in these financial statements.

The standards for accounting for uncertainty in income taxes require the Organization to report any uncertain tax positions and to adjust its financial statements for the impact thereof. As of September 30, 2014 and 2013, the Organization determined that it had no tax positions that did not meet the "more-likely-than-not" threshold of being sustained by the applicable tax authority. The Organization files an informational return in the United States. This return is generally subject to examination by the federal government for the last three years.

## 2. Property and Equipment and Depreciation

Property and equipment consists of:

	<u>2014</u>	<u>2013</u>
Land	\$ 69,198	\$ 69,198
Buildings and improvements	1,300,712	1,303,876
Furniture, fixtures, and equipment	1,106,684	1,254,907
Vehicles	<u>364,683</u>	<u>364,787</u>
	2,841,277	2,992,768
Accumulated depreciation	<u>(1,821,341)</u>	<u>(1,907,962)</u>
Total	<u>\$ 1,019,936</u>	<u>\$ 1,084,806</u>

# GRANITE STATE INDEPENDENT LIVING

## Notes to Financial Statements

September 30, 2014  
(With Comparative Totals for September 30, 2013)

Depreciation expense for the years ended September 30, 2014 and 2013 totaled \$136,300 and \$144,729, respectively.

### 3. Due to the State

Effective March 2013, the New Hampshire Department of Health and Human Services (DHHS) implemented a new Medicaid Management Information System (MMIS) for administering and managing costs for the New Hampshire Medicaid Program. During the implementation period, Medicaid claims were not accepted by DHHS. DHHS anticipated this transition difficulty and issued the Organization transition payments, based on past claim history, to cover the three-week transition period. As actual claims are processed by DHHS in the MMIS, Medicaid recoupments will be reduced by related payments. As of September 30, 2013, a liability representing \$421,746 of cash advances received by the Organization and not yet applied against remittances had been reported in the statement of financial position. Payments have been fully recouped through remittance withholdings.

As of September 30, 2014, a liability of \$32,085 represented payments due to the State for a legal settlement with DHHS.

### 4. Line of Credit

The Organization has a revolving line of credit with a bank in the amount of \$1,000,000 payable on demand which requires monthly interest only payments calculated on the outstanding balance from the previous month. Interest accrues at the greater of the bank's LIBOR Advantage plus 3.5% or the minimum interest rate of 5%. As of September 30, 2014 and 2013, the current combination of the bank's LIBOR Advantage plus 3.5% was 5.00% and 3.68%, respectively. At September 30, 2014 and 2013, there was no outstanding balance on the line and there were no borrowings during the year.

### 5. Temporarily Restricted Net Assets

Temporarily restricted net assets are as follows:

	<u>2014</u>	<u>2013</u>
Accessible modification program	\$ 78,590	\$ 33,331
Other community economic development programs	11,308	7,279
Housing	-	581
Grants	-	13,500
	<u>\$ 89,898</u>	<u>\$ 54,691</u>

# GRANITE STATE INDEPENDENT LIVING

## Notes to Financial Statements

September 30, 2014  
(With Comparative Totals for September 30, 2013)

### 6. Commitments and Contingencies

#### Self Insurance

During 2014, the Organization began a self-funded worker's compensation plan. At September 30, 2014, the Organization had accrued estimated losses on incurred but not reported claims of \$85,596 included in accrued expenses and other current liabilities in the statement of financial position.

#### Litigation

In 2012, the Organization notified DHHS of possible Medicaid fraud by a former consumer. As a result, DHHS alleged the Organization owed approximately \$113,000 related to all services provided to the former consumer. As of February 12, 2014, the Organization had resolved the issue and settled with DHHS in the amount of \$55,000. The Organization has agreed to pay 12 equal installments of \$4,583. As of September 30, 2014, the Organization had an outstanding balance of \$32,085, reported as due to State on the statement of financial position.

In July 2010, the Organization was the subject of a review by DHHS that involved an assessment of the Organization's records. DHHS contends the Organization failed to comply with certain documentation requirements related to the services provided and recommended 100% recovery from the 32 items sampled in the approximate amount of \$447,000. The Organization has been negotiating with the State of New Hampshire Attorney General's Office to resolve this matter. As of September 30, 2014 and 2013, no liability has been recorded related to this preliminary report, as the ultimate liability, if any, cannot be reasonably estimated.

The Organization is involved in one other known legal matter arising from the ordinary course of business. This matter has currently been assigned a court appearance. At September 30, 2014, the matter was considered to be in the early stages of proceedings and therefore, no liability has been recorded. In the opinion of management, this matter will not materially affect the Organization's financial position.

#### Operating Leases

The Organization leases office space under the terms of written lease agreements that are scheduled to expire at various times through 2019. The Organization also rents additional facilities on a month-to-month basis. Rent expense under these agreements totaled \$136,994 and \$134,269 for the years ended September 30, 2014 and 2013, respectively.

The Organization also leases office equipment under non-cancelable lease agreements that are scheduled to expire at various times through 2019. Rental expense under these agreements totaled \$43,720 and \$40,265 for the years ended September 30, 2014 and 2013, respectively.

**GRANITE STATE INDEPENDENT LIVING**

**Notes to Financial Statements**

**September 30, 2014  
(With Comparative Totals for September 30, 2013)**

Estimated future minimum payments on the above leases are as follows:

2015	\$ 147,450
2016	87,012
2017	52,345
2018	49,696
2019	<u>45,916</u>
	<u>\$ 382,419</u>

**7. Concentration of Risk**

A material part of the Organization's revenue is dependent upon government sources, the loss of which would have a materially adverse effect on the Organization. During the years ended and as of September 30, 2014 and 2013, Medicaid accounted for 80% and 78%, respectively, of total support and revenues and 77% and 73%, respectively, of gross accounts receivable.

**8. Retirement Plan**

All salaried employees working 30 or more hours a week and are 21 years of age or older may participate in a voluntary contributory tax sheltered annuity plan. The Organization matches up to 100% of employee contributions to the plan, to a maximum of 3% of salaries in 2013 and 6% of salaries in 2012, depending on the years of service. The Organization contributed \$39,089 and \$40,408 for the years ended September 30, 2014 and 2013, respectively.

**9. Subsequent Events**

For purposes of the preparation of these financial statements in conformity with U.S. GAAP, the Organization has considered transactions or events occurring through January 15, 2015, which was 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.

**Granite State Independent Living**  
 Balance Sheet - SRC: Detail w/GL Codes  
 As of 8/31/2015

Current Year

ASSETS

Current Assets

Cash & Cash Equivalents

Citizens Operating Account	1011	2,854,413.04
Segregation Account	1015	2,436.11
Citizens Bank - Payroll	1021	(24,360.13)
Reserve Account - Citizens	1050	95,490.76
TD Bank - Money Market	1060	1,205,966.06
TD Bank - Checking	1061	101.00
Petty Cash	1099	950.00
Cash Clearing Account	1100	<u>(82,307.18)</u>
Total Cash & Cash Equivalents		4,052,689.66

Accounts Receivable - Medicaid

A/R: Medicaid PCA	1210	442,277.40
A/R: Medicaid PCSP	1220	218,603.13
A/R: Medicaid Home Health	1225	<u>69,370.20</u>
Total Accounts Receivable - Medicaid		730,250.73

Accounts Receivable - Title VII

A/R: TVII B	1230	<u>25,324.96</u>
Total Accounts Receivable - Title VII		25,324.96

Accounts Receivable - Other

A/R: Other	1235	138,998.71
A/R: Accruals	1245	<u>571,350.01</u>
Total Accounts Receivable - Other		710,348.72

Allowance for Doubtful Accounts

A/R: Reserve Acct	1236	(103,584.99)
Allowance for WC Claims	1513	<u>(176,081.27)</u>
Total Allowance for Doubtful Accounts		(279,666.26)

Prepaid Expenses

Prepaid Rent	1509	10,492.77
Prepaid Expense	1510	177,197.96
Workers Compensation Collateral	1511	20,257.48
Prepaid Insurance	1512	57,982.70
Deposits	1530	<u>8,960.00</u>
Total Prepaid Expenses		274,890.91

Total Current Assets

5,513,838.72

NonCurrent Offices

Fixed Assets (Net)		<u>933,165.00</u>
Total ASSETS		<u>6,447,003.72</u>

LIABILITIES & NET ASSETS

Current Liabilities

Accrued Expenses

A/P: Admin	2010	(57,227.94)
A/P: Other	2030	117,777.92
Accountant Fees Liab	2115	23,344.49
Due to State of New Hampshire	2211	29,166.65
Insurance Payable	2219	<u>11,847.00</u>
Total Accrued Expenses		124,908.12

Accrued Payroll

P/R Accrual	2130	385,067.74
P/R Liab: Vacation	2135	177,818.20
P/R Tax Liab: FWT	2140	35,587.35

**Granite State Independent Living**  
 Balance Sheet - SRC: Detail w/GL Codes  
 As of 8/31/2015

		<u>Current Year</u>
P/R Tax Liab: Social Security	2141	57,686.12
P/R Tax Liab: Medicare	2142	13,493.33
Mass State W/H	2143	281.50
Unempl Tax Liab	2145	(9,695.70)
P/R Ded: Sect 125	2150	(3,891.87)
P/R Ded: AFLAC	2155	676.39
P/R Liab: Dental (EE)	2165	95.08
P/R Liab: Dental (ER)	2166	(0.06)
P/R Ded: Garnish	2170	(429.81)
P/R Ded: Vol Life & AD&D	2175	171.19
P/R Ded: GSIL EE Donations	2181	287.93
P/R Liab: S/LTD Ins	2185	(0.04)
P/R Ded: PCA STD	2190	488.44
P/R Liab: HRA - EE	2192	(2,181.86)
P/R Liab: HRA Corp - ER	2193	32,227.21
Credit Card Passthrough Account	2195	(8,262.66)
Cash Advance	2196	(67.15)
Employee Investment Plan	2200	10,731.44
P/R Ded: EIP Loan Payment	2203	<u>278.53</u>
Total Accrued Payroll		690,361.30
Deferred Revenue		
Deferred Income	2210	64,814.70
Earn and Learn Scholarships Payable	2216	<u>2,405.70</u>
Total Deferred Revenue		67,220.40
Due To/From Interfund		
Due From	1920	(150,256,172.60)
Due To	1930	<u>150,256,172.40</u>
Total Due To/From Interfund		<u>(0.20)</u>
Total Current Liabilities		882,489.62
Net Assets		
Beginning Fund Balance		
Net Assets	3010	4,809,732.72
Temp Restrict Net Asset	3030	76,106.91
Perm Restrict Net Asset	3040	<u>88,981.71</u>
Total Beginning Fund Balance		4,974,821.34
YTD Surplus(Deficit)		
Extraordinary Loss	9900	(50,000.00)
Other		<u>639,692.76</u>
Total YTD Surplus(Deficit)		<u>589,692.76</u>
Total Net Assets		<u>5,564,514.10</u>
Total LIABILITIES & NET ASSETS		<u><u>6,447,003.72</u></u>

**Granite State Independent Living**  
Statement of Revenues and Expenditures  
From 10/1/2014 Through 8/31/2015

		<u>YTD Actual</u>
<b>REVENUE</b>		
Contributions		
Individual Contribution	4010	18,314.56
Corporate Contributions	4030	6,402.06
AMP Contributions	4041	6,624.99
Employee Campaigns	4042	13,703.98
Grant Rev: Other	4170	<u>293,579.27</u>
Total Contributions		338,624.86
Special Events		
Event Fees	4085	<u>51,654.30</u>
Total Special Events		51,654.30
Grants		
Grants: Federal	4150	865,232.41
Grants: State	4160	<u>187,257.16</u>
Total Grants		1,052,489.57
Program Fees		
Fee for Service	4120	954,543.85
GSIL Internal	4121	13,641.58
ICO FFS Revenue	4175	269,077.44
Home Care Private Pay Revenue	4176	404,740.71
Home Health Medicaid Program Fees	4177	1,100,327.74
PCSP Program Fees	4180	4,640,080.06
PCA Program Fees	4190	4,019,420.84
TRANS Medicaid Reimbursements	4192	18,355.13
TRANS CTS Reimbursements	4193	20,567.13
Non-Medical Transportation	4194	176.00
PCA - Meridian	4196	(92.52)
PCA - NH Healthy Families	4197	1,437,413.31
PCA - Well Sense	4198	<u>1,418,673.90</u>
Total Program Fees		14,296,925.17
Interest Income		
Interest	4100	<u>5,360.22</u>
Total Interest Income		5,360.22
Other Income		
In-Kind	4090	4,726.38
Other Reimbursements	4195	<u>70.00</u>
Total Other Income		<u>4,796.38</u>
Total REVENUE		<u>15,749,850.50</u>
<b>EXPENSES</b>		
Compensation		
Wages	5010	7,415,905.00
Salaries	5011	3,503,226.01
Salaries: Awards & Recognition	5012	485.79
On Call Salaries	5014	1,203.71
Wages - Non-Billable	5015	6,900.70
Wages - ACE Training	5016	7,262.57
Wages - Annual Training	5017	16,320.01
Bonuses	5019	27,842.81
Signing - Referral Bonuses	5020	2,210.65
Vacation Liability Expense	5135	15,545.51
P/R Taxes: Social Security	5210	664,138.39
P/R Taxes: Medicare	5211	158,712.01
P/R Taxes: Unemployment	5220	102,932.10

**Granite State Independent Living**  
Statement of Revenues and Expenditures  
From 10/1/2014 Through 8/31/2015

		<u>YTD Actual</u>
Fringe: Health Insurance	5310	954,776.48
Fringe: HRA	5315	(40,231.44)
Fringe: Dental Insurance	5320	38,201.84
Fringe: Tuition Reimbursement	5330	5,000.00
Fringe: Disability Ins	5340	30,063.33
Workers' Comp Ins	5410	699,236.21
EIP Match	5510	<u>36,829.94</u>
Total Compensation		13,646,561.62
All Other Expenses		
Liability Ins	5420	59,380.33
Consultants	6010	11,900.00
Accountant	6020	29,718.57
Legal	6030	31,394.52
Outside Services	6040	16,892.64
Interpreter	6050	4,488.21
Grant Exp: Other	6080	17,581.40
Grant Exp: Equipment	6085	143,768.91
Quiet Comfort Expenses	6090	3,146.37
Building Repair/Maintenance	6110	42,654.57
Grounds Maintenance	6120	14,398.99
Janitor	6130	21,425.00
Utilities	6140	53,361.53
Board	6210	8,227.75
Events Expense	6215	13,494.42
Annual Meeting	6220	1,689.10
Meeting Expense	6225	6,552.93
Professional Development	6310	17,394.29
Conference	6320	2,010.00
Meals & Entertainment	6325	1,052.76
Mileage Reimbursement	6331	133,211.65
Airfare	6332	1,396.10
Lodging	6333	902.55
Trans : TRP	6341	14,433.03
Trans: Sub Part B	6342	22,258.80
Trans: Subcontract	6343	6,597.58
Transportation-GSIL Internal	6344	11,566.08
Vehicle Maintenance, Repairs, Licenses	6345	9,892.32
Gasoline	6350	11,148.30
Rent	6410	128,131.95
Equipment	6420	2,138.69
Accomodations	6425	750.00
Equipment Lease	6430	31,860.21
Equipment Maintenance	6431	250.00
Supplies	6440	30,333.54
Kitchen Supplies	6445	4,563.30
Telephone	6450	62,093.14
Copies Expense	6459	16,514.16
Printing	6460	19,602.94
Postage	6470	45,507.82
Shipping & Handling	6476	3,212.47
Marketing	6479	39,399.37
Advertising	6480	11,476.82
Outreach	6485	1,614.77
Computer Misc.	6490	9,739.53
Computer Hardware	6491	3,161.22

**Granite State Independent Living**  
**Statement of Revenues and Expenditures**  
From 10/1/2014 Through 8/31/2015

		<u>YTD Actual</u>
Computer Software	6492	39,856.89
Computer Training	6493	1,082.43
Computer Consulting	6494	617.75
Software Maintenance Fees	6495	36,283.01
Sponsorship	6515	500.00
Membership/Dues	6520	3,351.25
Subscriptions/Publications	6530	2,688.35
Staff Expense	6540	2,157.59
Consumer Expenses	6545	1,200.08
Volunteer Expense	6550	111.20
Fees	6560	15,258.81
Care Attendant - New Hire Fees	6565	40,300.50
Taxes	6570	15,729.75
Depreciation	6610	117,103.38
Bad Debt	6620	60,029.28
In-Kind	6640	4,726.38
Miscellaneous	6650	<u>310.84</u>
Total All Other Expenses		1,463,596.12
Extraordinary Gains/Losses		
Extraordinary Loss	9900	<u>50,000.00</u>
Total Extraordinary Gains/Losses		50,000.00
Total EXPENSES		<u>15,160,157.74</u>
NET SURPLUS (DEFICIT)		<u><u>589,692.76</u></u>



## **2015-2016 BOARD OF DIRECTORS**

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### **Chair**

**\*Lorna D. Greer (2016-1)**

### **1st Vice Chair**

**\*Patricia L. Martin-Brown (2016-1)**

### **2nd Vice Chair**

**\*L. Eric Schleppehorst, MD (2016-1)**

### **Treasurer**

**Brad Kulacz (2017-1)**

### **Secretary**

**\*Terry Scott (2019-1)**

**Laura Clark** (2019-1)

**Ron Hoy** (2016-1)

**Liza Colby** (2017-1)

**\*Paul Perry** (2019-2)

**Michael J. Hall** (2016-1)

**Jennifer Share** (2017-1)

**\*Dan Hebert** (2017-2)

**Philip Spurr** (2019-2)

# **GSIL BOARD OF DIRECTORS STAFF SUPPORT**

**Clyde Terry**  
**CEO**

W: (603) 228-9680 X 1107  
**[cterry@gsil.org](mailto:cterry@gsil.org)**

**Debbie Krider**  
**COO**

W: (603) 228-9680 X 1108  
**[debbie.krider@gsil.org](mailto:debbie.krider@gsil.org)**

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**VP of Resource Development**

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**Chris Purington**  
**VP of Community Economic Development**

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**Linda Tsantoulis**  
**VP of Human Resources**

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**Joy Sabolevski**  
**VP of Long Term Supports**

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**[jsabolevski@gsil.org](mailto:jsabolevski@gsil.org)**

**Kathrine Theisen-Mausser**  
**Director of Finance**

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**[ktheisenmauser@gsil.org](mailto:ktheisenmauser@gsil.org)**

**Director of Information Technology**

W: (603) 228-9680 1147

**Casey Strickulis**  
**Executive Assistant**  
**(Board Liaison and Recorder)**

W: (603) 410-6540 – Direct Line

**[cstrickulis@gsil.org](mailto:cstrickulis@gsil.org)**

# PETER J. DARLING

## EDUCATION

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*M.ED. in Rehabilitation Counseling*

University of South Carolina

*Bachelors degree in Sociology*

Wofford College

## PROFESSIONAL EXPERIENCE

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October 2005 - Present

Granite State Independent living

*Vice President of Community Economic Development*

- Provide direction, leadership and supervision to department staff to meet department goals and objectives.
- Develop and implement the specific goals, objectives and program activities with the Community Economic Development Services Department in support of the organization's strategic plan.
- Manage department budget in accordance with organizational budget guidelines.
- Actively engage in consultation for organizational decision making and leadership in support of GSIL's mission, vision and values.
- Analyze financial and utilization reports and oversee coordination with outside funding sources and customers.
- Identify and participate in developing potential new funding sources to support Employment Services Department programs and services.
- Identify and utilize effective methods to promote the value of the Employment Services department's programs and services to local business and industry.
- Provide on-going performance feedback and conduct annual performance reviews with all direct reports, and review performance feedback and bonus recommendations on all department staff.
- Responsible for providing inter and intra-departmental coordination, cooperation and communication.
- Works with the Human Resources Department to up-to date departmental policies & procedures and communicate them effectively.
- Represent GSIL on relevant external committees and task forces.
- Act as liaison to appropriate Board committees.

October 2001 - October 2005

Bancroft, Inc.

*President/CEO*

- Led the organization in the development of strategic planning as well as the coordination of organizational activities and recourses at a time of significant downsizing.

1995 - October 2001

Bancroft Products, Inc.

*Vice President of Bancroft Employment Services*

- Led, managed and developed the employment services of Bancroft.

1989-1995

The Work Place

*Owner/President*

**1992-1995**  
*Executive Director*

**Meeting the Challenge**

**1987-1989**  
*Vice President of Operations*

**TEE/Employment Connection Specialist**

**1973-1987**  
*Assistant Executive Director*

**William J. Moore Regional Services**

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**PROFESSIONAL MEMBERSHIPS**

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September 2001 – May 2002  
*Participants share expertise, learn about the inner workings of Concord, and sharpen their own leadership skills.*

**Leadership Greater Concord**

2001-Present  
*Governor appointed*

**NH State Rehabilitation Council**

1975- Present  
*Board Member, Committee Chairs  
President (1986 & 1997)*

**New Hampshire Rehabilitation Association**

1997- Present  
*Board Member and Committee Chairs*

**Private Provider Network**

1994-1997  
*Board Member  
President (1996)*

**Northeast Rehabilitation Association**

1990-2000  
*Member and Committee Chair (Governor appointed)*

**NH Statewide Independent Living Council**

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**AWARDS**

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1994 The Frank J. Loughran- Life Time Achievement Award  
*"In Recognition of Services to People with Disabilities"*

# MAUREEN O'DONNELL

## EDUCATION

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<i>Graduate Studies in School-to-Work Transition</i>	Plymouth State University
<i>Graduate Studies in Psychotherapy &amp; Counseling</i>	Rivier College
<i>Bachelors Degree in Education</i>	Keene State College

## PROFESSIONAL EXPERIENCE

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2005 -Present

Granite State Independent Living

*Educational Services Director*

- Manage and Coordinate activities of Earn and Learn Program. Responsibilities include developing curriculum, evaluations, report writing and supervision of staff.
- Represents GSIL in the Next Steps New Hampshire Program and serves as a Regional Intermediary.
- Responsible for supervising program services including intake, assessment, job seeking skills training, job development, placement and on-going support.
- Responsible for supervising staff who are marketing GSIL programs and services to businesses, community agencies, funding sources and participants.
- Providing direct services as appropriate.
- Insuring all written reports and documents are completed in a timely fashion; preparing and monitoring program budgets.
- Responsible for hiring, supervising and evaluating assigned staff including coordinating orientation, on-going training and keeping them informed on all pertinent information.
- Insuring all staff assigned follow client rights procedures.
- Attending all meetings and trainings as assigned.
- Ability to develop an appropriate professional relationship with program participants, community agencies and funding sources.
- Contribute to the achievement of program and fiscal goals.
- Achieve goals and objectives set out in Annual Performance Appraisal.
- Develop innovative initiatives to enhance program services.

1995-2005

Bancroft Products

*Program Coordinator*

- Managed adult population Projects with Industries Program (PWI) including intake, job development, marketing, job placement and follow-up services.

1989-1995

Employment Connection Specialists, Inc.

*Corporate Manager*

- Oversaw the daily operations off our projects.
- Marketed services of ECS to private industries.
- Provided customer care follow-up.
- Conducted presentations to community organizations and agencies.
- Trained outside agencies and employees.
- Supported senior management and CEO.

## **AWARDS**

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- State Rehabilitation Council Job Developer of the Quarter and Recognition for the success in the Earn and Learn Program, April 2011
- New Hampshire Rehabilitation Association Professional of the Year 1992

# MARYBETH HAMMOND

## EDUCATION

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January 2008

Southern New Hampshire University

*Bachelors of Arts, Psychology*

- GPA 3.9
- Member of Psi Chi National Honor Society of Psychology and President's List

## PROFESSIONAL EXPERIENCE

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December 2009- Present

Granite State Independent Living

*Transition Support Specialist for Earn and Learn Program*

- Design and implement competency based Extended Learning Opportunity (ELO) curriculum for students participating in the Earn and Learn Program enabling them to earn academic credit
- Organize student work experiences in the community where they can develop social, interpersonal and occupational skills while earning academic credit
- Recruit youth with disabilities who have dropped out or are at-risk of dropping out of school and need to legally reengage in the educational system and academic recovery activities for participation in the Earn and Learn Program
- Coordinate all service activities with NHVR and Manchester Schools, incorporating community supports as appropriate to foster interagency collaboration using the guidance of a self-efficacy model of delivery service
- Plan and implement workshops/services for students on topics relevant to developing independent living skills, career readiness and increased understanding of available community resources
- With student as the informant, develop, plan and implement programming that enables increased self-reliance and opportunities to explore life and education/career choices
- Represents GSIL as a Regional Intermediary on the SPDG.

April 2008- December 2009

Antrim Girls Shelter

*Residential Counselor/Charge Staff*

- Responsible for ensuring the day-to-day emotional and physical safety and security of female residents ranging in age from eleven to seventeen referred for placement by the juvenile court, by structuring, supervising and maintaining daily activities
- Plan and coordinate all activities occurring during the shift; supervise the Residential Counselors assigned to the shift and manage change and/or crisis that may develop while on duty
- Implement a behavioral based psychology program in order to provide effective treatment of residents on a short-term basis
- Complete assigned daily, weekly and monthly paperwork, including documentation of all significant events of the shift, daily behavioral summaries for each girl, maintenance of resident's files and dispensing of medications

## **VOLUNTEER ACTIVITIES**

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September 2007- present

Court Appointed Special Advocate (CASA)

*Guardian ad Litem for Children*

- Effectively advocate for interventions and services designed to ensure the safety of a child who is abused or neglected
- Collaborate with the child, child's family, the Division of Children, Youth, and Families agency and other service providers to identify resources for meeting the needs of the child
- Design and present to the court fact-based recommendations so that appropriate resources can be ordered to meet the needs of the child

## **OTHER QUALIFICATIONS**

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- Current Certification CPR, First Aid and Automated External Defibrillation

## **AWARDS**

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- Campus Compact for New Hampshire Presidents' Community Partner Award, April 2011