



Jeffrey A. Meyers
Commissioner

Marcella Jordan Bobinsky
Acting Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

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April 12, 2016

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Public Health Services, to enter into a **sole source** agreement with New Hampshire Coalition for Citizens with Disabilities, Inc., Vendor #177245-B002, 151 Manchester Street, Concord, NH 03301, in an amount not to exceed \$60,000, to provide education, advocacy, resources and support (EARS) to parents of young children who have a suspected or confirmed hearing loss, to be effective July 1, 2016 or date of Governor and Council approval, whichever is later, through June 30, 2018. 100% Federal Funds.

Funds are available in the following account(s) for SFY 2017, and are anticipated to be available in SFY 2018, upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified, without approval from Governor and Executive Council.

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

Fiscal Year	Class/Account	Class Title	Job Number	Total Amount
SFY 2017	102-500731	Contracts for Prog Svc	90004004	30,000
SFY 2018	102-500731	Contracts for Prog Svc	90004004	30,000
			Total	\$60,000

EXPLANATION

This is a **sole source** request for the following reasons. When these services were initially competitively bid 10 years ago, two proposals were received. The New Hampshire Coalition for Citizens with Disabilities' proposal was selected because they scored the highest points in the following categories: supervision and curriculum, program structure, quality assurance, budget and justification, agency responsiveness, and format. Since that time, Requests for Proposals have been published in 2009 and in 2013, with the New Hampshire Coalition for Citizens with Disabilities agency being the only respondent. This Contractor has consistently provided professional, unbiased services to meet the contract requirements successfully. A new vendor would not have the background or the information

to easily provide equitable and impartial choices for the families and babies serviced by this Agreement. Therefore, sole source approval is requested.

The New Hampshire Coalition for Citizens with Disabilities provides the follow-up activities for families whose infant did not pass the newborn hearing screen. The services provided through this contract are critical in working with families whose infant did not pass the birth facility's hearing screen with recommendations to get pediatric audiological testing completed and if necessary, enrollment into early intervention services. The New Hampshire Coalition for Citizens with Disabilities has consistently provided professional educational and support services to families. Family members will receive unbiased information about the impact of their infant's hearing loss, and obtain the early intervention services necessary to foster development of speech and language in an infant who is deaf or hard of hearing.

Funds in this agreement will be used to provide education, resources and support to parents of infants and young children who have a suspected or confirmed hearing loss to assist them to obtain necessary follow-up services. The primary purpose of the follow-up activities is to identify infants, at a young age, who are deaf or hard of hearing and foster the development of speech and language. The Early Hearing Detection and Intervention Program's overall measurements of success are quality, completeness, and timeliness of data reporting on the national standards of screening infants by one month, diagnosis by three months and enrollment into early intervention by six months. The purpose of this agreement is for the family advocate to contact families whose infant did not pass the newborn hearing screen, support families through the diagnostic testing process, and ensure that a referral has been made to an early intervention agency for families whose infant was diagnosed as deaf or hard of hearing.

In 2015 over 98% of infants born in New Hampshire received newborn hearing screens. Of those infants screened, 3.5% did not pass and were referred for an audiological diagnostic evaluation. Of the 221 infants who received a diagnostic evaluation, 16 were identified with a permanent hearing loss. The goals of the funding are to continue to increase the proportion of infants that receive diagnostic evaluations within three months of failing the first screening and increase the number of infants who are deaf and hard of hearing that are enrolled in early intervention by six months of age.

The New Hampshire Early Hearing Detection and Intervention Program was established in 2000 to provide an effective, family-centered, sustainable statewide newborn hearing screening and intervention program. Since 2007, the New Hampshire Coalition for Citizens with Disabilities has been the contracted agency responsible for following up with families for these services.

The Department is satisfied with the Contractor's prior performance to: 1) improve early detection of infants who are deaf or hard of hearing through contacting families whose infant did not pass the newborn hearing screen, 2) support families through the diagnostic testing process, and 3) ensure that a referral has been made to an early intervention agency through quality measures as demonstrated below:

- The Contractor has continuously met or exceeded the 80% target of contacting families within five business days of infants who did not pass the hearing screen.
- The Contractor has met 100% of the performance measure deliverables since 2008 such as completing volunteer advocacy training; completing the "Welcome to Early Supports and Services" training; and participating in newborn hearing screening trainings, Quality

Improvement Committee meetings, and Early Hearing Detection and Intervention team meetings. By attending these trainings and meetings, the family advocate has been able to develop referral hearing screen letters for families, hearing resources, and has increased collaboration with hospitals and diagnostic centers.

- The Contractor has continued to increase the percent of infants who receive diagnostic testing from 62.5 % to 74% in FY 15 since the performance measure was added in FY 13.
- In FY 15, the Contractor contacted 80% of families whose infants failed the newborn hearing screen within five business days which met the target of 80%; exceeded the target percent of 68% with 74% of infants receiving diagnostic testing; and has referred 100% of infants identified with a hearing loss to early intervention which met the target of 100%.

The impact of continuing this Agreement is improved timeliness and diagnosis of deaf or hard of hearing infants to better develop language and meet the developmental or educational milestones that impact the child. The contractor will ensure that the following performance measures are monitored monthly and achieved annually to measure the continued effectiveness of this agreement. Key performance measures include:

- 80% of families whose infant fails their final newborn hearing screening are referred through a referral source other than the secure-web based tracking system and are contacted within five business days.
- 80% of families with infants who failed their final newborn hearing screening are contacted within five business days of entry of hearing screening results into the web-based tracking system.
- 68% of families with infants who failed their final newborn hearing screening are contacted by the follow-up coordinator and receive diagnostic testing by three months of age.
- 90% of the newborn hearing screener meetings and trainings are attended by the follow-up coordinator during each grant year.
- The number of families with limited English proficiency (LEP) who are provided interpretation services during interactions with the follow-up Coordinator.

Should Governor and Executive Council not authorize this Request, there may be a lapse in service. Families may not receive assistance in scheduling and preparing their infant for audiologic testing. For deaf or hard of hearing infants, the family may not receive timely supports and services. This may ultimately impact the infant's ability to learn language and meet developmental or educational milestones impacting the child, the family and the educational system's social and financial resources.

This Agreement has the option to extend for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Council.

Area served: Statewide.

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

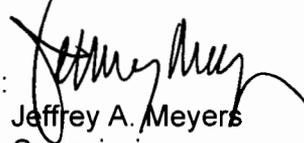
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Marcella J. Bobinsky, MPH
Acting Director

Approved by:



Jeffrey A. Meyers
Commissioner

Subject: EARS (Education, Advocacy, Resources & Support)

for families with young children with confirmed or suspected hearing loss

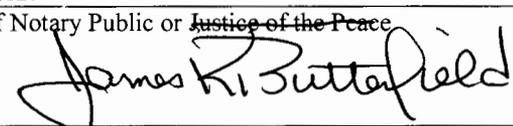
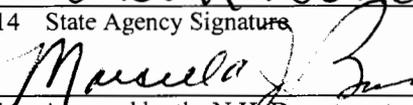
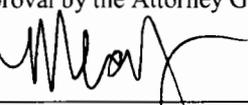
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name NH Department of Health and Human Services Division of Public Health Services		1.2 State Agency Address 129 Pleasant Street Concord, NH 03301-3857	
1.3 Contractor Name New Hampshire Coalition for Citizens with Disabilities		1.4 Contractor Address 54 Old Suncook Road Concord, NH 03301	
1.5 Contractor Phone Number 603-224-7005	1.6 Account Number 05-95-90-902010-5190-102-500731	1.7 Completion Date 6/30/2018	1.8 Price Limitation \$ 60,000
1.9 Contracting Officer for State Agency Eric Borrin, Director of Contracts and Procurement		1.10 State Agency Telephone Number 603-271-9558	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Michelle Lewis Executive Director	
1.13 Acknowledgement: State of New Hampshire County of Merrimack On Jan 27, 2016, before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace [Seal] 		My commission expires October 29, 2019	
1.13.2 Name and Title of Notary or Justice of the Peace James R. Butterfield Notary Public			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Brook Dupree Marcela J. Bobinsky Bureau Chief Acting Director	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  Megan A. Vaple Attorney On: 4/27/16			
1.18 Approval by the Governor and Executive Council (if applicable) By: _____ On: _____			

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.
3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("Effective Date").
3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

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

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.
5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.
5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.
5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

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

7. PERSONNEL.
7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.
7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this

Contractor Initials
Date 1/27/16

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

15. WORKERS' COMPENSATION.

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

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

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

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

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

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

19. CONSTRUCTION OF AGREEMENT AND TERMS.

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

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

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

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

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

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



Scope of Services

1. Provisions Applicable to All Services

- 1.1. The Contractor will submit a detailed description of the language assistance services they will provide to persons with limited English proficiency to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.
- 1.2. The Contractor agrees that, to the extent future legislative action by the New Hampshire General Court or federal or state court orders may have an impact on the Services described herein, the State Agency has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.

2. General Provisions

2.1. Culturally and linguistically Appropriate Standards of Care

- 2.1.1. The Division of Public Health Services recognizes that culture and language have considerable impact on how consumers access and respond to public health services. Culturally and linguistically diverse populations experience barriers in efforts to access health services. To ensure equal access to quality services, the Division of Public Health Services expects that contractors shall provide culturally and linguistically appropriate services according to the following guidelines:
 - 2.1.1.1. Assess the ethnic/cultural needs, resources and assets of their community.
 - 2.1.1.2. Promote the knowledge and skills necessary for staff to work effectively with consumers with respect to their culturally and linguistically diverse environment.
 - 2.1.1.3. Provide clients of limited English proficiency (LEP) with interpretation services. Persons of LEP are defined as those who do not speak English as their primary language and whose skills in listening to, speaking, or reading English are such that they are unable to adequately understand and participate in the care or in the services provided to them without language assistance.
 - 2.1.1.4. Offer consumers a forum through which clients have the equal opportunity to provide feedback to providers and organizations regarding cultural and linguistic issues that may deserve response.
 - 2.1.1.5. The contractor shall maintain a program policy that sets forth compliance with Title VI, Language Efficiency and Proficiency Citation 45 CFR 80:3(b) (2). The policy shall describe the way in which the items listed above were addressed and shall indicate the circumstances in which interpretation services are provided and the method of providing service (e.g. trained interpreter, staff person who speaks the language of the client, language line).

2.2. State and Federal Laws

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



Exhibit A

- 2.2.1.1. The Contractor shall report all cases of communicable diseases according to New Hampshire RSA 141-C and He-P 301, adopted 6/3/2008.
- 2.2.1.2. Persons employed by the Contractor shall comply with the reporting requirements of New Hampshire RSA 169:C, Child Protection Act; RSA 161:F46, Protective Services to Adults, RSA 631:6, Assault and Related Offences and RSA 130:A, Lead Paint Poisoning and Control.

2.3. Relevant Policies and Guidelines

- a) The Contractor shall adhere to the relevant policies and guidelines as described in the contract.

2.4. Publications Funded Under Contract

- 2.4.1. The DHHS and/or its funders will retain COPYRIGHT ownership for any and all original materials produced with DHHS contract funding, including, but not limited to, brochures, resource directories, protocols or guidelines, posters, or reports.
- 2.4.2. All documents (written, video, audio, electronic) produced, reproduced, or purchased under the contract shall have prior approval from DPHS before printing, production, distribution, or use.
- 2.4.3. The Contractor shall credit DHHS on all materials produced under this contract following the instructions outlined in Exhibit C, #14, Prior Approval and Copyright Ownership.

2.5. Subcontractors

- 2.5.1. The Contractor is liable for all requirements of this contract, and is responsible to ensure subcontractor compliance as well, per the instructions detailed in Exhibit C, #19, Subcontractors.

3. Required Activities

3.1. Service Requirements

- 3.1.1. Carry out the work as described in a work plan submitted with the application for funding and as approved by the Maternal and Child Health Section (MCHS).
- 3.1.2. Hire a part-time follow up coordinator in full consultation with MCH.
- 3.1.3. Train, oversee, and evaluate the follow-up coordinator.
- 3.1.4. Ensure telephone and computer access for the follow-up coordinator during regularly scheduled working hours.
- 3.1.5. Contact each family with a newborn who did not pass his or her final hearing screening within five business days of data entry into the data tracking system.
- 3.1.6. Collaborate with medical providers and audiology professionals to promote timely diagnostic testing by 3 months of age for infants who are referred.
- 3.1.7. Ensure that appointments for diagnostic testing and follow-up are made and kept.

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Exhibit A

- 3.1.8. Provide immediate and appropriate responses to questions about the referral process when an infant fails the final newborn hearing screening.
 - 3.1.9. Demonstrate an understanding of hearing loss and its relationship to development and communication skills.
 - 3.1.10. Counsel and support families making decisions about communication choices and services for their deaf or hard of hearing children.
 - 3.1.11. Counsel families about the importance of enrolling infants who are deaf or hard of hearing in an early intervention program by 6 months of age if possible.
 - 3.1.12. Provide unbiased information about all communication methodologies.
 - 3.1.13. Participate in professional development activities.
 - 3.1.14. Actively participate in the Early Hearing Detection and Intervention (EHDI) Quality Improvement (QI) Committee and participate in quality improvement initiatives as appropriate.
 - 3.1.15. Actively participate in the EHDI monthly team meetings and participate in programmatic system improvements as appropriate.
- 3.2. Staffing Provisions
- 3.2.1. Qualifications
 - 3.2.1.1. All health and allied health professionals shall have the appropriate New Hampshire licenses whether directly employed, contracted or subcontracted.
 - 3.2.1.2. The Follow-up Coordinator shall have:
 - 3.2.1.2.1. A bachelor's degree in social sciences or a related field, and four years' professional or paraprofessional experience providing education sharing resources and supporting families. Each additional year of approved work experience may be substituted for one year of required formal education.
 - 3.2.1.2.2. Proficiency in spoken English and written English. When contacting a family whose usual language is not English, use of qualified interpreters is expected and required.
 - 3.2.1.2.3. Experience meeting the diverse racial, ethnic and cultural needs of families with a family-centered approach.
 - 3.2.1.2.4. Sensitivity when addressing complex cultural, emotional and financial issues with families.
 - 3.2.1.2.5. An understanding of the impact of a child with special needs on the family.
 - 3.2.1.3. New Hires



Exhibit A

3.2.1.3.1. The Contractor shall notify the Maternal and Child Health Section (MCHS) in writing within one month of hire when a new administrator, clinical coordinator, or any staff person essential to carrying out contracted services is hired to work in the program. A resume of the employee shall accompany the aforesaid notification.

3.2.1.4. Vacancies

3.2.1.4.1. The Contractor must notify the MCHS in writing if any critical position is vacant for more than one month, or if at any time funded under this contract does not have adequate staffing to perform all required services for more than one month. This may be done through a budget revision.

3.2.1.4.2. Before an agency hires new program personnel that do not meet the required staff qualifications, the agency shall notify the MCHS in writing requesting a waiver of the applicable staffing requirements. The Section may grant waivers based on the need of the program, individuals' experience, and additional training.

3.3. Coordination of Services

3.3.1. The Contractor shall coordinate, where possible, with other service providers including statewide Family-Centered Early Support and Services agencies and the regional Family-Centered Early Support and Services agencies for the area where the family lives. At a minimum, such collaboration shall include interagency referrals and coordination of care.

3.4. Meetings and Trainings

3.4.1. The Contractor shall ensure follow-up coordinator participation in meetings and trainings as required by the Early Hearing Detection and Intervention (EHDI) Program.

3.4.2. Meet at least twice annually to consult with EHDI staff to discuss issues.

3.4.3. Collaborate with the EHDI staff in monitoring performance and providing feedback to staff at all hearing screening facilities and audiologic testing sites.

3.4.4. Attend Quality Improvement (QI) and EHDI meetings as requested.

4. Quality or Performance Improvement (QI/PI)

4.1. Workplans

4.1.1. Annual Performance Workplans and Workplan Outcome reports according to the schedule and instructions provided by the MCHS. The MCHS shall notify the Contractor at least 30 days in advance of any changes in the submission schedule.

4.1.2. MCHS Data trends Tables (DTT) which correspond to the MCHS performance measures, shall be submitted annually per the schedule and instructions provided by MCHS. If a performance measure's target goal is not met, a Corrective Action Plan, as

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Exhibit A

per directions from MCHS, must be submitted. The MCHS will notify the Contractor at least 30 days in advance of any changes in the submission schedule.

4.1.3. The Contractor shall incorporate required and developmental performance measures, defined by the MCHS into the agency's QI/PI plan. Reports on Workplan Progress/Outcomes shall detail the QI/PI plans and activities that monitor and evaluate the agency's progress toward performance measure targets.

4.1.4. The Contractor shall comply with modifications and/or additions to the workplan and annual report format as requested by MCHS. MCHS will provide the contractor with reasonable notice of such changes.

4.1.5. The contractor shall make corrective actions as advised by the review team if contracted services are not found to be provided in accordance with this exhibit.

4.2. Additional reporting requirements

4.2.1. In addition to Performance Workplans, the Contractor shall submit to the MCHS, the Sources of Revenue report at any point when changes in revenue threaten the ability of the agency to carry out the planned program.

4.3. On-site reviews

4.3.1. The Contractor shall allow a team or person authorized by the DHHS to periodically review the contractor's systems of governance, administration, data collection and submission, clinical and financial management, and delivery of education services in order to assure systems are adequate to provide the contracted services.

4.3.2. Reviews shall include client record reviews to measure compliance with this exhibit.

5. Performance Measures

5.1. The Contractor shall ensure that the following performance indicators are annually achieved and monitored quarterly to measure the effectiveness of the agreement:

5.1.1. 80% of families with infants who referred on their final newborn hearing screening were contacted by telephone within three business days when the referral is made by the infant's health care provider, hearing screening staff, or early intervention staff and documented in the telephone log.

5.1.1.1. Goal: To have all infants with possible hearing loss referred for audiologic testing by age 3 months

5.1.1.2. Definition

- 1) Numerator: The percent of infants in the denominator who received diagnostic testing by three months of age.
- 2) Denominator: All infants who did not pass their final screening and were referred to the follow-up coordinator by the infant's health care provider, hearing screening staff, or early intervention staff.

5.1.1.3. Data Source: Telephone Log

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1/27/16



Exhibit A

- 5.1.2. 80% of families with infants who failed their final newborn hearing screening were contacted within five business days of entry of hearing screening results into the web-based tracking system.
 - 5.1.2.1. Goal: To have all infants with possible hearing loss referred for audiologic testing by age 3 months
 - 5.1.2.2. Definition
 - 1) Numerator: The percent of infants in the denominator who were contacted by the follow-up coordinator within five business days.
 - 2) Denominator: All infants entered into the web-based system who failed their final hearing screening.
 - 5.1.2.3. Data Source: Web-based tracking system
- 5.1.3. 68% of families with infants who failed their final newborn hearing screening were contacted by the follow-up coordinator and received diagnostic testing by three months of age.
 - 5.1.3.1. Goal: To have all infants with possible hearing loss referred for audiologic testing by age 3 months
 - 5.1.3.2. Definition
 - 1) Numerator: The percent of infants in the denominator who received diagnostic testing by three months of age.
 - 2) Denominator: All infants who failed their final newborn hearing screening and were contacted by the follow-up coordinator.
 - 5.1.3.3. Data Source: Web-based tracking system
- 5.1.4. 90% of the newborn hearing screener meetings and trainings are attended by the follow-up coordinator during each grant year.
 - 5.1.4.1. Goal: To have the follow-up coordinator routinely participate in the newborn hearing screener trainings and meetings.
 - 5.1.4.2. Definition
 - 1) Numerator: The number of newborn hearing screener trainings and meetings in the denominator that were participated in by the follow-up coordinator.
 - 2) Denominator: The number of hearing screening trainings and meetings offered in one grant year.
 - 5.1.4.3. Data Source: Program calendar
- 5.1.5. The number of families with limited English proficiency (LEP) who were provided interpretation services during interactions with the follow-up Coordinator.

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Exhibit A

5.1.5.1. Goal: To reduce barriers to health care for families with limited English proficiency by providing interpretation services.

5.1.5.2. Definition

- 1) Numerator: The number of families in the denominator who were provided interpretation services.
- 2) Denominator: All families with limited English proficiency who were contacted by the follow-up coordinator.

5.1.5.3. Data Source: Follow-up Coordinator's Tracking Spreadsheet

5.2. Annually, the Contractor shall develop and submit to the DHHS, a corrective action plan for any performance measure that was not achieved.

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Exhibit B

Method and Conditions Precedent to Payment

- 1) The State shall pay the contractor an amount not to exceed the Form P-37, Block 1.8, Price Limitation for the services provided by the Contractor pursuant to Exhibit A, Scope of Services.
 - 1.1. This contract is funded with funds from the following Catalog of Federal Domestic Assistance (CFDA) numbers:
 - 100% federal funds from the US Department of Health and Human Services, Health Resources and Services Administration (HRSA), New Hampshire Universal Newborn Hearing Screening Program, CFDA #93.251, Federal Award Identification Number (FAIN), H61MC00034.
 - 1.2. The Contractor agrees to provide the services in Exhibit A, Scope of Service in compliance with funding requirements. Failure to meet the scope of services may jeopardize the funded contractor's current and/or future funding.

- 2) Payment for said services shall be made monthly as follows:
 - 2.1. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this agreement, and shall be in accordance with the approved line item budgets shown in Exhibits B-1 SFY 2017 and SFY 2018.
 - 2.2. The Contractor will submit an invoice in a form satisfactory to the State by the twentieth working day of each month, which identifies and requests reimbursement for authorized expenses incurred in the prior month. The invoice must be completed, signed, dated and returned to the Department in order to initiate payment.
 - 2.3. The State shall make payment to the Contractor within thirty (30) days of receipt of each invoice, subsequent to approval of the submitted invoice and if sufficient funds are available. Contractors will keep detailed records of their activities related to DHHS-funded programs and services.
 - 2.4. The final invoice shall be due to the State no later than forty (40) days after the contract Form P-37, Block 1.7 Completion Date.
 - 2.5. In lieu of hard copies, all invoices may be assigned an electronic signature and emailed. Hard copies shall be mailed to:

Department of Health and Human Services
Division of Public Health Services
29 Hazen Drive
Concord, NH 03301
Email address: DPHScontractbilling@dhhs.state.nh.us

- 3) Notwithstanding paragraph 18 of the General Provisions P-37, an amendment limited to adjustments to amounts between budget line items, related items, amendments of related budget exhibits within the price limitation, and to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified, may be made by written agreement of both parties and may be made without obtaining approval of the Governor and Executive Council.

**Exhibit B-1 (SFY 2017)
Budget Form**

New Hampshire Department of Health and Human Services

Bidder/Contractor Name: NH Coalition for Citizens with Disabilities, Inc.

**Education, Advocacy, Resources & Support for
families with young children with confirmed or
Budget Request for:** suspected hearing loss
(Name of RFP)

Budget Period: SFY 2017

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 21,216.00	\$ 2,200.00	\$ 23,416.00	
2. Employee Benefits	\$ 4,550.00	\$ 450.00	\$ 5,000.00	
3. Consultants	\$ 125.00	\$ 10.00	\$ 135.00	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	
6. Travel	\$ -	\$ -	\$ -	
7. Occupancy	\$ 660.00	\$ 60.00	\$ 720.00	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ 550.00	\$ 55.00	\$ 605.00	
Postage	\$ 50.00	\$ 5.00	\$ 55.00	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Print	\$ 64.00	\$ 5.00	\$ 69.00	
11. Staff Education and Training	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL	\$ 27,215.00	\$ 2,785.00	\$ 30,000.00	

Indirect As A Percent of Direct 10.2%

Exhibit B-1 - Budget

Contractor Initials: ①

Date: 1/27/16

**Exhibit B-1 (SFY 2018)
Budget Form**

New Hampshire Department of Health and Human Services

Bidder/Contractor Name: NH Coalition for Citizens with Disabilities, Inc.

**Education, Advocacy, Resources & Support for
families with young children with confirmed or
Budget Request for:** suspected hearing loss
(Name of RFP)

Budget Period: SFY 2018

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 21,216.00	\$ 2,200.00	\$ 23,416.00	
2. Employee Benefits	\$ 4,550.00	\$ 450.00	\$ 5,000.00	
3. Consultants	\$ 125.00	\$ 10.00	\$ 135.00	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	
6. Travel	\$ -	\$ -	\$ -	
7. Occupancy	\$ 660.00	\$ 60.00	\$ 720.00	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ 550.00	\$ 55.00	\$ 605.00	
Postage	\$ 50.00	\$ 5.00	\$ 55.00	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Print	\$ 64.00	\$ 5.00	\$ 69.00	
11. Staff Education and Training	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL	\$ 27,215.00	\$ 2,785.00	\$ 30,000.00	

Indirect As A Percent of Direct

10.2%

Exhibit B-1 - Budget

Contractor Initials: ⓪

Date: 1/27/16



SPECIAL PROVISIONS

Contractors Obligations: The Contractor covenants and agrees that all funds received by the Contractor under the Contract shall be used only as payment to the Contractor for services provided to eligible individuals and, in the furtherance of the aforesaid covenants, the Contractor hereby covenants and agrees as follows:

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

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

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

8. **Maintenance of Records:** In addition to the eligibility records specified above, the Contractor covenants and agrees to maintain the following records during the Contract Period:
- 8.1. **Fiscal Records:** books, records, documents and other data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor during the Contract Period, said records to be maintained in accordance with accounting procedures and practices which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
- 8.2. **Statistical Records:** Statistical, enrollment, attendance or visit records for each recipient of services during the Contract Period, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
- 8.3. **Medical Records:** Where appropriate and as prescribed by the Department regulations, the Contractor shall retain medical records on each patient/recipient of services.
9. **Audit:** Contractor shall submit an annual audit to the Department within 60 days after the close of the agency fiscal year. It is recommended that the report be prepared in accordance with the provision of Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Non Profit Organizations" and the provisions of Standards for Audit of Governmental Organizations, Programs, Activities and Functions, issued by the US General Accounting Office (GAO standards) as they pertain to financial compliance audits.
- 9.1. **Audit and Review:** During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts.
- 9.2. **Audit Liabilities:** In addition to and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department, all payments made under the Contract to which exception has been taken or which have been disallowed because of such an exception.
10. **Confidentiality of Records:** All information, reports, and records maintained hereunder or collected in connection with the performance of the services and the Contract shall be confidential and shall not be disclosed by the Contractor, provided however, that pursuant to state laws and the regulations of the Department regarding the use and disclosure of such information, disclosure may be made to public officials requiring such information in connection with their official duties and for purposes directly connected to the administration of the services and the Contract; and provided further, that the use or disclosure by any party of any information concerning a recipient for any purpose not directly connected with the administration of the Department or the Contractor's responsibilities with respect to purchased services hereunder is prohibited except on written consent of the recipient, his attorney or guardian.



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

11. **Reports:** Fiscal and Statistical: The Contractor agrees to submit the following reports at the following times if requested by the Department.
 - 11.1. Interim Financial Reports: Written interim financial reports containing a detailed description of all costs and non-allowable expenses incurred by the Contractor to the date of the report and containing such other information as shall be deemed satisfactory by the Department to justify the rate of payment hereunder. Such Financial Reports shall be submitted on the form designated by the Department or deemed satisfactory by the Department.
 - 11.2. Final Report: A final report shall be submitted within thirty (30) days after the end of the term of this Contract. The Final Report shall be in a form satisfactory to the Department and shall contain a summary statement of progress toward goals and objectives stated in the Proposal and other information required by the Department.

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

13. **Credits:** All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement:
 - 13.1. The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services.

14. **Prior Approval and Copyright Ownership:** All materials (written, video, audio) produced or purchased under the contract shall have prior approval from DHHS before printing, production, distribution or use. The DHHS will retain copyright ownership for any and all original materials produced, including, but not limited to, brochures, resource directories, protocols or guidelines, posters, or reports. Contractor shall not reproduce any materials produced under the contract without prior written approval from DHHS.

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

16. **Equal Employment Opportunity Plan (EEOP):** The Contractor will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs (OCR), if it has received a single award of \$500,000 or more. If the recipient receives \$25,000 or more and has 50 or



more employees, it will maintain a current EEOP on file and submit an EEOP Certification Form to the OCR, certifying that its EEOP is on file. For recipients receiving less than \$25,000, or public grantees with fewer than 50 employees, regardless of the amount of the award, the recipient will provide an EEOP Certification Form to the OCR certifying it is not required to submit or maintain an EEOP. Non-profit organizations, Indian Tribes, and medical and educational institutions are exempt from the EEOP requirement, but are required to submit a certification form to the OCR to claim the exemption. EEOP Certification Forms are available at: <http://www.ojp.usdoj/about/ocr/pdfs/cert.pdf>.

17. **Limited English Proficiency (LEP):** As clarified by Executive Order 13166, Improving Access to Services for persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, Contractors must take reasonable steps to ensure that LEP persons have meaningful access to its programs.
18. **Pilot Program for Enhancement of Contractor Employee Whistleblower Protections:** The following shall apply to all contracts that exceed the Simplified Acquisition Threshold as defined in 48 CFR 2.101 (currently, \$150,000)

CONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS AND REQUIREMENT TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS (SEP 2013)

(a) This contract and employees working on this contract will be subject to the whistleblower rights and remedies in the pilot program on Contractor employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239) and FAR 3.908.

(b) The Contractor shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in section 3.908 of the Federal Acquisition Regulation.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in all subcontracts over the simplified acquisition threshold.

19. **Subcontractors:** DHHS recognizes that the Contractor may choose to use subcontractors with greater expertise to perform certain health care services or functions for efficiency or convenience, but the Contractor shall retain the responsibility and accountability for the function(s). Prior to subcontracting, the Contractor shall evaluate the subcontractor's ability to perform the delegated function(s). This is accomplished through a written agreement that specifies activities and reporting responsibilities of the subcontractor and provides for revoking the delegation or imposing sanctions if the subcontractor's performance is not adequate. Subcontractors are subject to the same contractual conditions as the Contractor and the Contractor is responsible to ensure subcontractor compliance with those conditions.

When the Contractor delegates a function to a subcontractor, the Contractor shall do the following:

- 19.1. Evaluate the prospective subcontractor's ability to perform the activities, before delegating the function
- 19.2. Have a written agreement with the subcontractor that specifies activities and reporting responsibilities and how sanctions/revocation will be managed if the subcontractor's performance is not adequate
- 19.3. Monitor the subcontractor's performance on an ongoing basis

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- 19.4. Provide to DHHS an annual schedule identifying all subcontractors, delegated functions and responsibilities, and when the subcontractor's performance will be reviewed
- 19.5. DHHS shall, at its discretion, review and approve all subcontracts.

If the Contractor identifies deficiencies or areas for improvement are identified, the Contractor shall take corrective action.

DEFINITIONS

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

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

DEPARTMENT: NH Department of Health and Human Services.

FINANCIAL MANAGEMENT GUIDELINES: Shall mean that section of the Contractor Manual which is entitled "Financial Management Guidelines" and which contains the regulations governing the financial activities of contractor agencies which have contracted with the State of NH to receive funds.

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

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

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

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

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



Exhibit C-1

REVISIONS TO GENERAL PROVISIONS

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

4. **CONDITIONAL NATURE OF AGREEMENT.**

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

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

- 10.1 The State may terminate the Agreement at any time for any reason, at the sole discretion of the State, 30 days after giving the Contractor written notice that the State is exercising its option to terminate the Agreement.
- 10.2 In the event of early termination, the Contractor shall, within 15 days of notice of early termination, develop and submit to the State a Transition Plan for services under the Agreement, including but not limited to, identifying the present and future needs of clients receiving services under the Agreement and establishes a process to meet those needs.
- 10.3 The Contractor shall fully cooperate with the State and shall promptly provide detailed information to support the Transition Plan including, but not limited to, any information or data requested by the State related to the termination of the Agreement and Transition Plan and shall provide ongoing communication and revisions of the Transition Plan to the State as requested.
- 10.4 In the event that services under the Agreement, including but not limited to clients receiving services under the Agreement are transitioned to having services delivered by another entity including contracted providers or the State, the Contractor shall provide a process for uninterrupted delivery of services in the Transition Plan.
- 10.5 The Contractor shall establish a method of notifying clients and other affected individuals about the transition. The Contractor shall include the proposed communications in its Transition Plan submitted to the State as described above.

3. Extension:

This agreement has the option for a potential extension of up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Council.

(Handwritten initials)

1/27/16



CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS

**US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS
US DEPARTMENT OF EDUCATION - CONTRACTORS
US DEPARTMENT OF AGRICULTURE - CONTRACTORS**

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.). The January 31, 1989 regulations were amended and published as Part II of the May 25, 1990 Federal Register (pages 21681-21691), and require certification by grantees (and by inference, sub-grantees and sub-contractors), prior to award, that they will maintain a drug-free workplace. Section 3017.630(c) of the regulation provides that a grantee (and by inference, sub-grantees and sub-contractors) that is a State may elect to make one certification to the Department in each federal fiscal year in lieu of certificates for each grant during the federal fiscal year covered by the certification. The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment. Contractors using this form should send it to:

Commissioner
NH Department of Health and Human Services
129 Pleasant Street,
Concord, NH 03301-6505

1. The grantee certifies that it will or will continue to provide a drug-free workplace by:
 - 1.1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - 1.2. Establishing an ongoing drug-free awareness program to inform employees about
 - 1.2.1. The dangers of drug abuse in the workplace;
 - 1.2.2. The grantee's policy of maintaining a drug-free workplace;
 - 1.2.3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 1.2.4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - 1.3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - 1.4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - 1.4.1. Abide by the terms of the statement; and
 - 1.4.2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - 1.5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 1.4.2 from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency



- has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- 1.6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 1.4.2, with respect to any employee who is so convicted
 - 1.6.1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 1.6.2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - 1.7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6.
2. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code) (list each location)

Check if there are workplaces on file that are not identified here.

Contractor Name: New Hampshire Coalition for Citizens with Disabilities

1/27/16
Date


Name: Michelle L. Lewis
Title: Executive Director

Contractor Initials DL
Date 1/27/16



CERTIFICATION REGARDING LOBBYING

The Contractor identified in Section 1.3 of the General Provisions 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, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS
US DEPARTMENT OF EDUCATION - CONTRACTORS
US DEPARTMENT OF AGRICULTURE - CONTRACTORS

Programs (indicate applicable program covered):

- *Temporary Assistance to Needy Families under Title IV-A
- *Child Support Enforcement Program under Title IV-D
- *Social Services Block Grant Program under Title XX
- *Medicaid Program under Title XIX
- *Community Services Block Grant under Title VI
- *Child Care Development Block Grant under Title IV

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any 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, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor).
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor), the undersigned shall complete and submit Standard Form LLL, (Disclosure Form to Report Lobbying, in accordance with its instructions, attached and identified as Standard Exhibit E-I.)
3. The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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 or entering into this transaction imposed by Section 1352, Title 31, 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.

Contractor Name: New Hampshire Coalition for Citizens with Disabilities

1/27/16
Date


Name: Michele L. Lewis
Title: Executive Director



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION
AND OTHER RESPONSIBILITY MATTERS**

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Executive Order of the President, Executive Order 12549 and 45 CFR Part 76 regarding Debarment, Suspension, and Other Responsibility Matters, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this proposal (contract) is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.
6. The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHHS.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by DHHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and



information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, DHHS may terminate this transaction for cause or default.

PRIMARY COVERED TRANSACTIONS

11. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - 11.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - 11.2. have not within a three-year period preceding this proposal (contract) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or a contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - 11.3. are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (I)(b) of this certification; and
 - 11.4. have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
12. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal (contract).

LOWER TIER COVERED TRANSACTIONS

13. By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:
 - 13.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
 - 13.2. where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).
14. The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

Contractor Name: New Hampshire Coalition for Citizens with Disabilities

1/27/16
Date


Name: Michelle L. Lewis
Title: Executive Director


1/27/16



**CERTIFICATION OF COMPLIANCE WITH REQUIREMENTS PERTAINING TO
FEDERAL NONDISCRIMINATION, EQUAL TREATMENT OF FAITH-BASED ORGANIZATIONS AND
WHISTLEBLOWER PROTECTIONS**

The Contractor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

Contractor will comply, and will require any subgrantees or subcontractors to comply, with any applicable federal nondiscrimination requirements, which may include:

- the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. Section 3789d) which prohibits recipients of federal funding under this statute from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act requires certain recipients to produce an Equal Employment Opportunity Plan;
- the Juvenile Justice Delinquency Prevention Act of 2002 (42 U.S.C. Section 5672(b)) which adopts by reference, the civil rights obligations of the Safe Streets Act. Recipients of federal funding under this statute are prohibited from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act includes Equal Employment Opportunity Plan requirements;
- the Civil Rights Act of 1964 (42 U.S.C. Section 2000d, which prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in any program or activity);
- the Rehabilitation Act of 1973 (29 U.S.C. Section 794), which prohibits recipients of Federal financial assistance from discriminating on the basis of disability, in regard to employment and the delivery of services or benefits, in any program or activity;
- the Americans with Disabilities Act of 1990 (42 U.S.C. Sections 12131-34), which prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation;
- the Education Amendments of 1972 (20 U.S.C. Sections 1681, 1683, 1685-86), which prohibits discrimination on the basis of sex in federally assisted education programs;
- the Age Discrimination Act of 1975 (42 U.S.C. Sections 6106-07), which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance. It does not include employment discrimination;
- 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Executive Order No. 13279 (equal protection of the laws for faith-based and community organizations); Executive Order No. 13559, which provide fundamental principles and policy-making criteria for partnerships with faith-based and neighborhood organizations;
- 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations); and Whistleblower protections 41 U.S.C. §4712 and The National Defense Authorization Act (NDAA) for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013) the Pilot Program for Enhancement of Contract Employee Whistleblower Protections, which protects employees against reprisal for certain whistle blowing activities in connection with federal grants and contracts.

The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment.

Exhibit G

Contractor Initials

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

New Hampshire Department of Health and Human Services
Exhibit G



In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, to the applicable contracting agency or division within the Department of Health and Human Services, and to the Department of Health and Human Services Office of the Ombudsman.

The Contractor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

1. By signing and submitting this proposal (contract) the Contractor agrees to comply with the provisions indicated above.

Contractor Name: New Hampshire Coalition for Citizens with Disabilities

1/27/16
Date

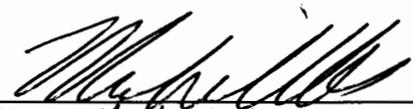

Name: Michelle L. Lewis
Title: Executive Director

Exhibit G

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

Contractor Initials





CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

The Contractor identified in Section 1.3 of the General Provisions agrees, by signature of the Contractor's representative as identified in Section 1.11 and 1.12 of the General Provisions, to execute the following certification:

1. By signing and submitting this contract, the Contractor agrees to make reasonable efforts to comply with all applicable provisions of Public Law 103-227, Part C, known as the Pro-Children Act of 1994.

Contractor Name: New Hampshire Coalition for Citizens with Disabilities

1/27/16
Date


Name: Michelle L. Lewis
Title: Executive Director



Exhibit I

HEALTH INSURANCE PORTABILITY ACT
BUSINESS ASSOCIATE AGREEMENT

The Contractor identified in Section 1.3 of the General Provisions of the Agreement agrees to comply with the Health Insurance Portability and Accountability Act, Public Law 104-191 and with the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160 and 164 applicable to business associates. As defined herein, "Business Associate" shall mean the Contractor and subcontractors and agents of the Contractor that receive, use or have access to protected health information under this Agreement and "Covered Entity" shall mean the State of New Hampshire, Department of Health and Human Services.

(1) Definitions.

- a. "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
- b. "Business Associate" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- c. "Covered Entity" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. "Designated Record Set" shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- e. "Data Aggregation" shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- f. "Health Care Operations" shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- g. "HITECH Act" means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164 and amendments thereto.
- i. "Individual" shall have the same meaning as the term "individual" in 45 CFR Section 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
- k. "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR Section 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.



Exhibit I

- I. “Required by Law” shall have the same meaning as the term “required by law” in 45 CFR Section 164.103.
- m. “Secretary” shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- n. “Security Rule” shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C, and amendments thereto.
- o. “Unsecured Protected Health Information” means protected health information that is not secured by a technology standard that renders protected health information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.
- p. Other Definitions - All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH Act.

(2) **Business Associate Use and Disclosure of Protected Health Information.**

- a. Business Associate shall not use, disclose, maintain or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under Exhibit A of the Agreement. Further, Business Associate, including but not limited to all its directors, officers, employees and agents, shall not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
- b. Business Associate may use or disclose PHI:
 - I. For the proper management and administration of the Business Associate;
 - II. As required by law, pursuant to the terms set forth in paragraph d. below; or
 - III. For data aggregation purposes for the health care operations of Covered Entity.
- c. To the extent Business Associate is permitted under the Agreement to disclose PHI to a third party, Business Associate must obtain, prior to making any such disclosure, (i) reasonable assurances from the third party that such PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party; and (ii) an agreement from such third party to notify Business Associate, in accordance with the HIPAA Privacy, Security, and Breach Notification Rules of any breaches of the confidentiality of the PHI, to the extent it has obtained knowledge of such breach.
- d. The Business Associate shall not, unless such disclosure is reasonably necessary to provide services under Exhibit A of the Agreement, disclose any PHI in response to a request for disclosure on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity has an opportunity to object to the disclosure and to seek appropriate relief. If Covered Entity objects to such disclosure, the Business

1/27/16



Exhibit I

Associate shall refrain from disclosing the PHI until Covered Entity has exhausted all remedies.

- e. If the Covered Entity notifies the Business Associate that Covered Entity has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Business Associate shall be bound by such additional restrictions and shall not disclose PHI in violation of such additional restrictions and shall abide by any additional security safeguards.

(3) Obligations and Activities of Business Associate.

- a. The Business Associate shall notify the Covered Entity's Privacy Officer immediately after the Business Associate becomes aware of any use or disclosure of protected health information not provided for by the Agreement including breaches of unsecured protected health information and/or any security incident that may have an impact on the protected health information of the Covered Entity.
- b. The Business Associate shall immediately perform a risk assessment when it becomes aware of any of the above situations. The risk assessment shall include, but not be limited to:
 - o The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
 - o The unauthorized person used the protected health information or to whom the disclosure was made;
 - o Whether the protected health information was actually acquired or viewed
 - o The extent to which the risk to the protected health information has been mitigated.

The Business Associate shall complete the risk assessment within 48 hours of the breach and immediately report the findings of the risk assessment in writing to the Covered Entity.

- c. The Business Associate shall comply with all sections of the Privacy, Security, and Breach Notification Rule.
- d. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.
- e. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section 3 (I). The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI

Handwritten initials, possibly 'O' or 'D', written in black ink.

1/27/16



Exhibit I

pursuant to this Agreement, with rights of enforcement and indemnification from such business associates who shall be governed by standard Paragraph #13 of the standard contract provisions (P-37) of this Agreement for the purpose of use and disclosure of protected health information.

- f. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.
- g. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
- h. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.
- i. Business Associate shall document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528.
- j. Within ten (10) business days of receiving a written request from Covered Entity for a request for an accounting of disclosures of PHI, Business Associate shall make available to Covered Entity such information as Covered Entity may require to fulfill its obligations to provide an accounting of disclosures with respect to PHI in accordance with 45 CFR Section 164.528.
- k. In the event any individual requests access to, amendment of, or accounting of PHI directly from the Business Associate, the Business Associate shall within two (2) business days forward such request to Covered Entity. Covered Entity shall have the responsibility of responding to forwarded requests. However, if forwarding the individual's request to Covered Entity would cause Covered Entity or the Business Associate to violate HIPAA and the Privacy and Security Rule, the Business Associate shall instead respond to the individual's request as required by such law and notify Covered Entity of such response as soon as practicable.
- l. Within ten (10) business days of termination of the Agreement, for any reason, the Business Associate shall return or destroy, as specified by Covered Entity, all PHI received from, or created or received by the Business Associate in connection with the Agreement, and shall not retain any copies or back-up tapes of such PHI. If return or destruction is not feasible, or the disposition of the PHI has been otherwise agreed to in the Agreement, Business Associate shall continue to extend the protections of the Agreement, to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business

Handwritten initials, possibly 'C' or 'D', enclosed in a circle.

1/27/16



Exhibit I

Associate maintains such PHI. If Covered Entity, in its sole discretion, requires that the Business Associate destroy any or all PHI, the Business Associate shall certify to Covered Entity that the PHI has been destroyed.

(4) Obligations of Covered Entity

- a. Covered Entity shall notify Business Associate of any changes or limitation(s) in its Notice of Privacy Practices provided to individuals in accordance with 45 CFR Section 164.520, to the extent that such change or limitation may affect Business Associate's use or disclosure of PHI.
- b. Covered Entity shall promptly notify Business Associate of any changes in, or revocation of permission provided to Covered Entity by individuals whose PHI may be used or disclosed by Business Associate under this Agreement, pursuant to 45 CFR Section 164.506 or 45 CFR Section 164.508.
- c. Covered entity shall promptly notify Business Associate of any restrictions on the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

(5) Termination for Cause

In addition to Paragraph 10 of the standard terms and conditions (P-37) of this Agreement the Covered Entity may immediately terminate the Agreement upon Covered Entity's knowledge of a breach by Business Associate of the Business Associate Agreement set forth herein as Exhibit I. The Covered Entity may either immediately terminate the Agreement or provide an opportunity for Business Associate to cure the alleged breach within a timeframe specified by Covered Entity. If Covered Entity determines that neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary.

(6) Miscellaneous

- a. Definitions and Regulatory References. All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy and Security Rule, amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and Security Rule means the Section as in effect or as amended.
- b. Amendment. Covered Entity and Business Associate agree to take such action as is necessary to amend the Agreement, from time to time as is necessary for Covered Entity to comply with the changes in the requirements of HIPAA, the Privacy and Security Rule, and applicable federal and state law.
- c. Data Ownership. The Business Associate acknowledges that it has no ownership rights with respect to the PHI provided by or created on behalf of Covered Entity.
- d. Interpretation. The parties agree that any ambiguity in the Agreement shall be resolved to permit Covered Entity to comply with HIPAA, the Privacy and Security Rule.

(Signature)



Exhibit I

- e. Segregation. If any term or condition of this Exhibit I or the application thereof to any person(s) or circumstance is held invalid, such invalidity shall not affect other terms or conditions which can be given effect without the invalid term or condition; to this end the terms and conditions of this Exhibit I are declared severable.
- f. Survival. Provisions in this Exhibit I regarding the use and disclosure of PHI, return or destruction of PHI, extensions of the protections of the Agreement in section (3) I, the defense and indemnification provisions of section (3) e and Paragraph 13 of the standard terms and conditions (P-37), shall survive the termination of the Agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed this Exhibit I.

Department of Health and Human Services

New Hampshire Coalition for Citizens with Disabilities

The State

Name of the Contractor

Marcella J. Bobinsky
Signature of Authorized Representative

Michelle L. Lewis
Signature of Authorized Representative

~~Brook Dupee~~ MARCELLA J. BOBINSKY
Name of Authorized Representative

Michelle L. Lewis
Name of Authorized Representative

~~Bureau Chief~~ ACTING DIRECTOR
Title of Authorized Representative

Executive Director
Title of Authorized Representative

4/18/14
Date

1/27/16
Date

Contractor Initials ML
Date 1/27/16



CERTIFICATION REGARDING THE FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) COMPLIANCE

The Federal Funding Accountability and Transparency Act (FFATA) requires prime awardees of individual Federal grants equal to or greater than \$25,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$25,000 or more. If the initial award is below \$25,000 but subsequent grant modifications result in a total award equal to or over \$25,000, the award is subject to the FFATA reporting requirements, as of the date of the award.

In accordance with 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), the Department of Health and Human Services (DHHS) must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

1. Name of entity
2. Amount of award
3. Funding agency
4. NAICS code for contracts / CFDA program number for grants
5. Program source
6. Award title descriptive of the purpose of the funding action
7. Location of the entity
8. Principle place of performance
9. Unique identifier of the entity (DUNS #)
10. Total compensation and names of the top five executives if:
 - 10.1. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
 - 10.2. Compensation information is not already available through reporting to the SEC.

Prime grant recipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of The Federal Funding Accountability and Transparency Act, Public Law 109-282 and Public Law 110-252, and 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

The below named Contractor agrees to provide needed information as outlined above to the NH Department of Health and Human Services and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.

Contractor Name: New Hampshire Coalition for Citizens with Disabilities

1/27/16
Date


Name: Michelle L. Lewis
Title: Executive Director



FORM A

As the Contractor identified in Section 1.3 of the General Provisions, I certify that the responses to the below listed questions are true and accurate.

1. The DUNS number for your entity is: 119759876
2. In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

NO YES

If the answer to #2 above is NO, stop here

If the answer to #2 above is YES, please answer the following:

3. Does the public have access to information about the compensation of the executives in your business or organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C.78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

NO YES

If the answer to #3 above is YES, stop here

If the answer to #3 above is NO, please answer the following:

4. The names and compensation of the five most highly compensated officers in your business or organization are as follows:

Name: _____	Amount: _____

State of New Hampshire Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC. is a New Hampshire nonprofit corporation formed October 7, 1975. 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 14th day of April A.D. 2016

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

William M. Gardner
Secretary of State

Certificate of Vote

I, Paula Ferenc, do certify that:

1. I am the duly elected Board Chair for the NH Coalition for Citizens with Disabilities.
2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of the Corporation duly held on January 27, 2016.

RESOLVED: That this Corporation enter into a contract with the State of New Hampshire, acting through its Department of Health and Human Services, Division of Public Health Services.

RESOLVED: That the Executive Director is hereby authorized on behalf of this Corporation to enter into said contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

Michelle Lewis is the duly elected Executive Director of the Corporation.

3. The forgoing resolutions have not been amended or revoked, and remain in full force and effect as of the 27th day of Jan, 2016
(Date Contract Signed)

STATE OF NEW HAMPSHIRE

County of Merrimack

The forgoing instrument was acknowledged before me this 27th day of Jan, 2016.

By Paula Ferenc
(Name of Board Chair of the Corporation)

James Butterfield
(Notary Public/Justice of the Peace)
Commission Expires:

**My commission expires
October 29, 2019**

NOTARY SEAL

State of New Hampshire

County of Merrimack

Page 1 of 1



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/2/2016

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

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

PRODUCER Infantine Insurance P. O. Box 5125 Manchester NH 03108		CONTACT NAME: Vivian Pinette PHONE (A/C, No, Ext): (800) 937-0704 E-MAIL ADDRESS: vivian@infantine.com FAX (A/C, No): (603) 669-6831																						
INSURED NH Coalition For Citizens With Disabilities Inc. 54 Old Suncook Rd Concord NH 03301-7317		<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td colspan="2">INSURER A: Philadelphia Indemnity Ins Co</td> <td>18058</td> </tr> <tr> <td colspan="2">INSURER B: AmGuard Ins Co</td> <td>42390</td> </tr> <tr> <td colspan="2">INSURER C: Mount Vernon Fire Ins. Co.</td> <td></td> </tr> <tr> <td colspan="2">INSURER D:</td> <td></td> </tr> <tr> <td colspan="2">INSURER E:</td> <td></td> </tr> <tr> <td colspan="2">INSURER F:</td> <td></td> </tr> </table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A: Philadelphia Indemnity Ins Co		18058	INSURER B: AmGuard Ins Co		42390	INSURER C: Mount Vernon Fire Ins. Co.			INSURER D:			INSURER E:			INSURER F:		
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INSURER D:																								
INSURER E:																								
INSURER F:																								

COVERAGES CERTIFICATE NUMBER: CL15122959070 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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Employee Benefits Liab. GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		PHPK1436149	1/1/2016	1/1/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		PHPK1436149	1/1/2016	1/1/2017	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Hired Auto Liability \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		PHUB525825	1/1/2016	1/1/2017	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ \$
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 N N/A	NHWC738301 State: NH	1/1/2016	1/1/2017	<input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	D&O/Employment Practices		NDO2003251J	1/1/2016	1/1/2017	\$1,000,000 Occurrence \$1,000,000 Aggregate

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

CERTIFICATE HOLDER NH Dept of Health & Human Services 129 Pleasant St. Concord, NH 03301-3857	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Charles Hamlin/VP2
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**NEW HAMPSHIRE COALITION FOR CITIZENS
WITH DISABILITIES, INC.**

dba PARENT INFORMATION CENTER

FINANCIAL STATEMENTS

**FOR THE YEARS ENDED
JUNE 30, 2014 AND 2013**

AND

INDEPENDENT AUDITOR'S REPORTS

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.

dba PARENT INFORMATION CENTER

JUNE 30, 2014 AND 2013

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CHARLENE T. VALLEE
C P A , P L L C

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
New Hampshire Coalition for Citizens with Disabilities, Inc.
dba Parent Information Center

Report on the Financial Statements

We have audited the accompanying financial statements of New Hampshire Coalition for Citizens with Disabilities, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 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. The prior year comparative information has been derived from New Hampshire Coalition for Citizens with Disabilities, Inc.'s financial statements as of June 30, 2013. These statements were audited by a predecessor firm. In their report, dated February 4, 2014, they expressed an unmodified opinion.

Management's Responsibility for the Financial Statements

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

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 auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated 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 New Hampshire Coalition for Citizens with Disabilities, Inc. as of June 30, 2014, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Supplemental Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of program services is not a required part of the financial statements but is presented for the purpose of additional analysis. The schedule of expenditures of federal awards is required by Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated October 27, 2014, on our consideration of New Hampshire Coalition for Citizens with Disabilities, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering New Hampshire Coalition for Citizens with Disabilities, Inc.'s internal control over financial reporting and compliance.



Charlene T. Vallee, CPA, PLLC
Concord, New Hampshire

October 27, 2014

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER

STATEMENTS OF FINANCIAL POSITION

JUNE 30, 2014 and 2013

	<u>ASSETS</u>	
	2014	2013
CURRENT ASSETS		
Cash	\$ 219,525	\$ 288,993
Grants receivable	218,367	131,749
Prepaid expenses	<u>41,463</u>	<u>8,134</u>
Total current assets	<u>479,355</u>	<u>428,876</u>
PROPERTY AND EQUIPMENT		
Property and equipment	107,898	107,898
Less accumulated depreciation	<u>(90,329)</u>	<u>(80,467)</u>
Property and equipment - net	<u>17,569</u>	<u>27,431</u>
TOTAL ASSETS	<u>\$ 496,924</u>	<u>\$ 456,307</u>
<u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES		
Accounts payable	\$ 49,628	\$ 28,344
Accrued expenses	673	35
Accrued payroll and related liabilities	16,708	17,035
Accrual for compensated balances	<u>29,650</u>	<u>30,314</u>
Total current liabilities	<u>96,659</u>	<u>75,728</u>
NET ASSETS		
Unrestricted	189,835	201,781
Temporarily restricted	<u>210,430</u>	<u>178,798</u>
Total net assets	<u>400,265</u>	<u>380,579</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 496,924</u>	<u>\$ 456,307</u>

See Notes to Financial Statements

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER

STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JUNE 30, 2014 AND 2013

	<u>2014</u>	<u>2013</u>
UNRESTRICTED NET ASSETS:		
REVENUE AND SUPPORT		
Contributions, including fundraising activities	\$ 7,097	\$ 8,163
Program Services Revenue:		
Counseling income (AFC)	7,775	8,667
Workshops and training	2,675	10,075
Conferences	6,880	910
In-kind income	21,588	18,225
Other revenue	12,929	11,087
Total Program Service Revenue	<u>51,847</u>	<u>48,964</u>
Net Assets Released From Restrictions:		
Restrictions satisfied by payments	<u>1,369,950</u>	<u>1,347,038</u>
Total Revenue, Support, and Net Assets Released from Restrictions	1,428,894	1,404,165
OPERATING EXPENSES		
Program services	1,379,839	1,350,436
Management and general	59,655	(5,892)
Fundraising	2,162	1,256
Total Operating Expenses	<u>1,441,656</u>	<u>1,345,800</u>
OTHER REVENUE, EXPENSES, GAINS AND LOSSES		
Interest income	846	1,219
Interest expense	(30)	(25)
Loss on sale of equipment	-	(187)
Total Other Revenue, Expenses, Gains and Losses	<u>816</u>	<u>1,007</u>
NET (DECREASE) INCREASE IN UNRESTRICTED NET ASSETS	<u>(11,946)</u>	<u>59,372</u>
TEMPORARILY RESTRICTED NET ASSETS:		
Grant revenue	1,401,582	1,332,789
Net Assets Released From Restrictions:		
Restrictions satisfied by payments	<u>(1,369,950)</u>	<u>(1,347,038)</u>
NET INCREASE (DECREASE) IN TEMPORARILY RESTRICTED NET ASSETS	<u>31,632</u>	<u>(14,249)</u>
CHANGES IN NET ASSETS	19,686	45,123
NET ASSETS - BEGINNING OF YEAR	<u>380,579</u>	<u>335,456</u>
NET ASSETS - END OF YEAR	<u>\$ 400,265</u>	<u>\$ 380,579</u>

See Notes to Financial Statements

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER

STATEMENTS OF CASH FLOWS

FOR THE YEARS ENDED JUNE 30, 2014 AND 2013

	<u>2014</u>	<u>2013</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 19,686	\$ 45,123
Adjustments to reconcile change in net assets to net cash from operating activities:		
Depreciation	9,862	10,777
Loss on sale of assets	-	187
(Increase) decrease in assets:		
Grants receivable	(86,618)	13,647
Prepaid expenses	(33,329)	(5,547)
Increase (decrease) in liabilities:		
Accounts payable	21,284	3,574
Accrued expenses	638	(1,985)
Accrued payroll and related expenses	(327)	(807)
Accrued compensated absences	(664)	3,057
Total adjustments	<u>(89,154)</u>	<u>22,903</u>
NET CASH (USED IN) PROVIDED BY OPERATING ACTIVITIES	<u>(69,468)</u>	<u>68,026</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Proceeds from sale of capital assets	-	475
Purchase of capital assets	<u>-</u>	<u>(15,200)</u>
NET CASH USED IN INVESTING ACTIVITIES	<u>-</u>	<u>(14,725)</u>
NET (DECREASE) INCREASE IN CASH	(69,468)	53,301
CASH - BEGINNING OF YEAR	<u>288,993</u>	<u>235,692</u>
CASH - END OF YEAR	<u>\$ 219,525</u>	<u>\$ 288,993</u>

See Notes to Financial Statements

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED JUNE 30, 2014

(With comparative totals for the year ended June 30, 2013)

	<u>PROGRAM SERVICES</u>	<u>MANAGEMENT AND GENERAL</u>	<u>FUND- RAISING</u>	<u>TOTAL 2014</u>	<u>TOTAL 2013</u>
WAGES AND RELATED					
Salaries and wages	\$ 773,498	\$ 73,106	\$ 257	\$ 846,861	\$ 815,171
Benefits and payroll taxes	<u>203,430</u>	<u>20,685</u>	<u>20</u>	<u>224,135</u>	<u>211,529</u>
Total wages and related	<u>976,928</u>	<u>93,791</u>	<u>277</u>	<u>1,070,996</u>	<u>1,026,700</u>
EXPENSES					
Professional services	43,006	17,941	-	60,947	56,341
Travel	46,690	821	-	47,511	45,653
Occupancy costs	25,953	20,517	-	46,470	29,930
Contractual services	31,627	-	-	31,627	30,288
Program expenses	25,803	-	-	25,803	29,107
In-kind expenses	18,000	3,588	-	21,588	18,225
Telephone	15,848	3,363	-	19,211	14,405
Other expenses	13,407	3,902	1,663	18,972	16,618
Workshop expenses	9,420	5,365	-	14,785	19,681
Marketing and communications	14,338	-	-	14,338	388
Office expense	9,508	4,132	-	13,640	11,907
Insurance	4,253	7,476	-	11,729	5,999
Depreciation	-	9,862	-	9,862	10,777
Repairs and maintenance	3,484	5,401	-	8,885	2,877
Conferences and seminars	5,954	813	-	6,767	2,183
Printing and reproduction	1,474	4,247	57	5,778	11,741
Furniture, fixtures, and equipment	4,503	895	-	5,398	20,595
Postage and shipping	2,318	975	165	3,458	4,060
Library	2,442	-	-	2,442	1,773
Dues and memberships	539	660	-	1,199	1,224
Bank service charges	<u>-</u>	<u>250</u>	<u>-</u>	<u>250</u>	<u>528</u>
Subtotal	1,255,495	183,999	2,162	1,441,656	1,361,000
Indirect cost allocation	124,344	(124,344)	-	-	-
Less amounts capitalized	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(15,200)</u>
Total Expenses	<u>\$ 1,379,839</u>	<u>\$ 59,655</u>	<u>\$ 2,162</u>	<u>\$ 1,441,656</u>	<u>\$ 1,345,800</u>

See Notes to Financial Statements

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2014 AND 2013

1. Nature of Business and Summary of Significant Accounting Policies

Nature of Activities

The New Hampshire Coalition for Citizens with Disabilities, Inc. (the "Coalition") was incorporated in 1975 for the purpose of creating a unified body of citizens, which would promote the general welfare for all citizens with disabilities. A complete description of the Coalition's programs is described in Note 2. The Coalition is supported primarily through federal and state grants. Approximately 96% of the Coalition's support for both years ended June 30, 2014 and 2013 came from grant revenue.

The Coalition is also the fiscal agent for NH Family Voices, Multi-Sensory Intervention through Consultation and Education (MICE) and Prevention Makes Cents. The agreements are signed annually and are to provide all administrative and financial responsibilities for the programs. In turn, the Coalition receives compensation through the indirect rate paid by each grantor of contracts, grants, and other income.

Basis of Accounting

The financial statements of the Coalition have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables, and other liabilities.

Basis of Presentation

The Coalition is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. 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 asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Coalition's financial statements for the year ended June 30, 2013, from which the summarized information was derived.

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2014 AND 2013

1. Nature of Business and Summary of Significant Accounting Policies
(Continued)

Designation of Unrestricted Net Assets

It is the policy of the Board of Directors of the Coalition to review its plans for future property improvements and acquisition from time to time and to designate appropriate sums of unrestricted net assets to assure adequate financing of such improvements and acquisitions.

Donated Services

Donated Services are recognized as contributions if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Coalition. Volunteers also provide other services throughout the year that are not recognized as contributions in the financial statement since the recognition criteria were not met.

Support and Revenue

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions. Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in temporarily restricted or permanently restricted net assets, depending on the nature of the restriction. When a 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.

Contributions of cash that must be used to acquire property and equipment are reported as temporarily restricted support. Absent donor stipulations regarding how long those assets must be maintained, the Coalition reports the expirations of donor restrictions when the acquired assets are placed in service as instructed by the donor. The Coalition reclassifies temporarily restricted net assets to unrestricted net assets at that time.

Functional expenses

Directly identifiable expenses are charged to program services and supporting activities. Expenses related to more than one function are charged to functions on the basis of periodic time and expense studies. Management and general expenses include those expenses that are not directly identifiable with any other specific function but provide for the overall support and direction of the Coalition.

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2014 AND 2013

1. Nature of Business and Summary of Significant Accounting Policies (continued)

Property and Equipment

All acquisitions of property and equipment in excess of \$2,000 and all costs of repairs, maintenance, renewals, and betterments that materially prolong the useful lives of assets are capitalized. Property and equipment are carried at cost or, if donated, at the approximate fair value at the date of donation. Depreciation is calculated using the straight-line and various accelerated methods over the following estimated useful lives.

Furniture, Fixtures, and Equipment	3-10 years
Automobiles	5 years

Leasehold improvements are amortized over the terms of the restricted leases.

Income Taxes

The Coalition is exempt from income taxes under Section 501(c)(3) of the United States Internal Revenue Code. However, income from certain activities not directly related to the Coalition's tax-exempt purpose is subject to taxation as unrelated business income. In addition, the Coalition qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as a Coalition other than a private foundation under Section 509(a)(2). The Coalition is no longer subject to examinations by tax authorities for years before 2010.

2. Description of Program Services and Supporting Activities

Program Services

The Coalition administers several different programs as follows:

Family to Family (F2F) - This project is funded by the United States Department of Education Health Resources and Services Administration (HRSA) to provide information, education, training, outreach, and peer support to families of children and youth with special health care needs and the professionals who serve them.

Parent Training and Information Center (PTI) - This project is funded by the United States Department of Education to provide information, referral, training, and support to parents of children with disabilities.

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2014 AND 2013

Program Services Continued:

NH Family Voices (FV) - The project is funded through the State of New Hampshire, Department of Health and Human Services, Bureau of Special Medical Services to provide assistance to families and professionals through direct contact (telephone, e-mail, and in person), publication development and dissemination, workshops, website and trainings.

NH State Planning Grant for ASD - This project will support NH in the development of a comprehensive, measurable state plan that addresses early screening; coordination of family-centered services through a medical home; ASD/DD public and provider awareness; organization of community based services for children and youth with ASD/DD; transition from the pediatric to the adult health care system; adequate health insurance and financing of services; and unmet health needs of children and youth with ASD and DD.

Medical Home Initiative - The project is to support primary care practices in the development of family advisory councils. NH Family Voices staff will work closely with a practice to develop and launch their council, providing guidance in the creation of policies for the council, conducting outreach, and new member orientation.

Multi-Sensory Intervention through Consultation and Education (MICE) - This program is funded by the State of New Hampshire, Department of Health and Human Services, Bureau of Developmental Services to provide educational and developmental services to sensory impaired infants, age's birth to three years.

Education, Advocacy, Resources, and Support for Families with Infants and Children who have suspected or Confirmed Hearing Loss (EARS) - This project is funded by the State of New Hampshire, Department of Health and Human Services, this program works in conjunction with birth hospitals and testing centers, providing support to families who are referred to diagnostic testing after a newborn hearing screening.

New Hampshire Connections (NHC) – This project is funded by the State of New Hampshire, Department of Education, Bureau of Special Education to build the capacity of state, local districts, schools and families to promote partnerships and develop family engagement systems in special education.

Supporting Successful Early Childhood Transitions (SSECT) - This project is funded through the State of New Hampshire, Department of Education, Bureau of Special Education to provide education and support to school districts and others around early childhood transitions, Least Restrictive Environment, and Child Find.

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2014 AND 2013

Facets of Epilepsy Care in NH (FACETS) - This program is funded by the State of New Hampshire, Department of Health and Human Services to assist Special Medical Services to initiate, plan, and organize activities and supports for parents and youth with epilepsy, individually, and as groups related to improved access to care and active engagement in medical homes.

Prevention Makes Cents (PMC) - This program is funded by a variety of contracts to provide school-based child assault prevention programs for preschool and elementary-aged children as well as multi-week parenting programs and topic-related workshops for parents and professionals.

Supporting Activities

Management and General-includes the functions necessary to maintain an equitable employment program; ensure an adequate working environment; provide coordination and articulation of the Coalition's program strategy; secure proper administrative functioning of the Board of Directors; and manage the financial and budgetary responsibilities of the Coalition.

Fundraising - Provides the structure necessary to encourage and secure private financial support from individuals, governments, foundations, and corporations.

3. Concentrations

Cash Deposits in Excess of Insured Limits

The Coalition maintains cash balances at several financial institutions located in New Hampshire. Accounts at each institution are insured by the Federal Deposit Insurance Corporation up to \$250,000. At June, 30, 2014 and 2013, there were no uninsured cash balances.

Concentration of Grants

Approximately 67% of the Coalition's grant funding is comprised of federal monies. In addition, 48% of the Coalition's grant funding is provided from grants from the U.S. Department of Education.

4. Property and Equipment

As of June 30, 2014 and 2013, property and equipment consisted of the following:

	<u>2014</u>	<u>2013</u>
Furniture and Fixtures	\$2,595	\$2,595
Office Equipment	48,144	48,144
Leasehold Improvements	27,170	27,170
Vehicles	<u>29,989</u>	<u>29,989</u>
Total Property and Equipment	107,898	107,898
Less: Accumulated Depreciation	<u>(90,329)</u>	<u>(80,467)</u>
Total Property and Equipment, net	<u>\$17,569</u>	<u>\$27,431</u>

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.

dba PARENT INFORMATION CENTER

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2014 AND 2013

As of the year ended June 30, 2013, the Coalition acquired a car with restricted grant funds. Although the grantor agency reserves the right to request the car be returned to the grantor agency at the end of the grant period, the Coalition has capitalized the car since it is probable that it will be allowed to keep the car at the end of the grant period.

5. Line of Credit

The Coalition has a \$50,000 revolving line of credit, of which \$50,000 was unused and available for working capital at June 30, 2014 and 2013. Bank advances on the credit line are payable on demand and carry an interest rate of 1 ¾ over prime (3.25% at June 30, 2014 and 2013). The credit line is secured by substantially all assets of the Coalition.

6. Temporarily Restricted Net Assets

As of June 30, 2014 and 2013, temporarily restricted net assets by program were comprised of the following.

	<u>2014</u>	<u>2013</u>
Family 2 Family	\$ 1,090	\$ -
Consultation and Education (MICE)	116,276	114,193
Family Voices	11,832	-
Medical Home	12,366	-
Initiative (FEDLI)	4,821	4,821
Family Voices - Donations	48,906	42,104
FACETS - Facets of Epilepsy Care	8,654	-
PMC - Prevention Makes Cents	1,921	11,164
Family Voices – MICE	4,564	4,564
Family Resource	<u>-</u>	<u>1,952</u>
Total	<u>\$210,430</u>	<u>\$178,798</u>

7. Operating Leases

Office Lease

The Coalition had an operating lease for the office space for a period of two years, ending February 1, 2014. A new lease agreement was signed for three years, commencing on August 20, 2013. The lease contains a renewal option and requires the Coalition to pay all utilities. The terms of the lease require monthly rental payments of \$3,000 per month. For the years ended June 30, 2014 and 2013, rental expenses were \$31,500 and \$18,000, respectively.

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER

NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2014 AND 2013

Future minimum lease payments as of June 30, 2014 are as follows:

2015	\$36,000
2016	<u>6,000</u>
Total	<u>\$42,000</u>

Office Lease-MICE

The Coalition entered into an operating lease for office space beginning February 1, 2012 for 41 months. The lease contains a renewal option and requires the Coalition to pay all utilities. The terms of the lease require monthly rental payments of \$1,000. Future minimum lease payments are as follows.

2015	\$12,000
------	----------

8. Advertising

The Coalition uses media campaigns to promote its programs among the audiences it serves. The production costs of these campaigns are expensed as advertising when incurred. Advertising costs totaled \$50 and \$0 for the years ended June 30, 2014 and 2013 respectively, and are included in other expenses in the Statement of Functional Expenses.

9. Contingencies

Compliance with Grantor Restrictions

The Coalition receives money from various federal and state grants. Under the terms of these grants, the Coalition is required to use the money within the grant period for the purposes specified in the grant proposal. If expenditures of the grant were found not to have been made in compliance with the proposal, the Coalition may be required to repay the grantor's funds.

Because no specific amounts have been determined by grantor agency audits or assessed as of June 30, 2014 or 2013, no provisions have been made for this contingency.

10. Employee Benefit Plan

The Coalition maintains a defined contribution retirement account as defined under Section 403 (b) of the United States Internal Revenue Code for its employees. The plan covers all employees of the Coalition. Employees may make contributions to the plan up to the maximum amount allowed by the Internal Revenue Code if they wish. The Coalition is not required to make matching employer contributions. The Coalition did not make any employer contributions to the plan for the fiscal years ended June 30, 2014 and 2013.

11. Subsequent Events

In preparing these financial statements, the Coalition has evaluated events and transactions for potential recognition or disclosure through October 27, 2014, the date the financial statements were available to be issued. The Coalition did not identify any subsequent events that would require disclosure in these financial statements.

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER

SUPPLEMENTAL SCHEDULE OF PROGRAM SERVICES

FOR THE YEAR ENDED JUNE 30, 2014

<i>Income</i>	MICE	FV	NHC	PTI	OTHER	TOTAL
Grant Income	\$ 311,939	\$ 259,464	\$ 222,747	\$ 211,422	\$ 396,010	\$ 1,401,582
Program Service Revenue	-	-	-	-	51,847	51,847
Contributions & Fundraising	2,917	1,278	-	-	2,902	7,097
Total Income	314,856	260,742	222,747	211,422	450,759	1,460,526
<i>Expenses</i>						
Salaries	163,956	118,940	147,222	131,441	211,938	773,498
Employee Benefits & Payroll Tax	38,176	63,660	27,630	40,327	33,638	203,430
	202,132	182,600	174,852	171,768	245,576	976,928
Professional Services	41,031	363	1,612	-	-	43,006
Contractual Services	-	1,015	12,763	919	16,931	31,627
Travel	21,421	4,408	2,730	3,150	14,980	46,690
Conferences & Seminars	1,059	4,656	35	204	-	5,954
Dues & Memberships	354	60	-	-	125	539
Occupancy Costs	4,383	-	7,955	7,200	6,415	25,953
Repairs & Maintenance	-	-	-	-	3,484	3,484
Furniture & Equipment	-	830	-	-	3,673	4,503
Less Amounts Capitalized	-	-	-	-	-	-
Library	-	2,442	-	-	-	2,442
Postage & Delivery	867	-	326	411	713	2,318
Printing & Reproduction	1,014	93	294	-	73	1,474
Insurance	-	-	-	-	4,253	4,253
Other Expenses	10,600	6,468	1,769	8,908	-	27,745
Office Expense	1,174	1,663	1,648	1,304	3,718	9,508
Communications	2,456	933	2,263	2,055	8,142	15,848
Program Expense	-	14,577	-	-	11,225	25,803
Workshop Expense	-	-	-	-	9,420	9,420
In-kind Expenses	-	-	-	-	18,000	18,000
Bank Service Charges	-	-	-	-	-	-
Indirect Cost Allocation	28,365	27,685	16,500	18,924	32,870	124,344
Total Expenses	314,856	247,793	222,746	214,843	379,598	1,379,839
Net Program Activities	\$ -	\$ 12,948	\$ -	\$ (3,420)	\$ 71,161	\$ 80,686

See Notes to Financial Statements
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NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FOR THE YEAR ENDED JUNE 30, 2014

<u>Federal Grantor/Pass through Grantor/Program or Cluster Title</u>	<u>Federal CFDA Number</u>	<u>Pass through Grantor ID</u>	<u>Federal Expenditures</u>
<i>Through the United States Department of Education:</i>			
Parent Training and Information Projects (10/12-09/13)	84.328M	H328M050030	\$ 45,723
Parent Training and Information Projects (10/13-09/14)	84.328M	H328M050030	<u>164,124</u>
<u>Total United States Department of Education 07/13-06/14</u>			<u>209,847</u>
<i>Through the State of New Hampshire Department of Health and Human Services, Division of Public Health Services:</i>			
Education Advocacy, Resources and Support for Families with Infants and Children Who Have a Suspected or Confirmed Hearing Loss (07/13-06/14)	93.251	101639	29,276
Family Support Resource Center (Family Voices) (07/13-06/14)	93.994	150470	113,729
FACETS of Epilepsy Care in New Hampshire (07/13-06/14)	93.110	1013096	<u>33,831</u>
<u>Total State of New Hampshire Department of Health and Human Services, Division of Public Health Services 07/13-06/14</u>			<u>176,836</u>
<i>Through the State of New Hampshire Department of Education:</i>			
Supporting Successful Early Childhood Transitions (07/13-06/14)	84.027		71,257

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FOR THE YEAR ENDED JUNE 30, 2014

<u>Federal Grantor/Pass through Grantor/Program or Cluster Title</u>	<u>Federal CFDA Number</u>	<u>Pass through Grantor ID</u>	<u>Federal Expenditures</u>
State Personnel Development Grant (SPDG) Next Steps	84.323A	H323A20003	<u>64,900</u>
<i><u>Total State of New Hampshire Department of Education 07/13-06/14</u></i>			<u>136,157</u>
<i>Through the State of New Hampshire Department of Education, Bureau of Special Education:</i>			
NH Connections Grant (07/13-06/14)	84.027D	72600	<u>222,747</u>
<i><u>Total New Hampshire Department of Education, Bureau of Special Education 07/13-06/14</u></i>			<u>222,747</u>
<i>Through the United States Department of Health and Human Services:</i>			
Family to Family Health Information Center (06/13-05/14)	93.110	H4MC09488-04-00	94,105
Family to Family Health Information Center (06/14-05/15)	93.110	H84MC09488-05-02	<u>5,305</u>
<i><u>Total United States Department of Health and Human Services 07/13-06/14</u></i>			<u>99,410</u>
<i>Through the New Hampshire Department of Health and Human Services, Division of Community Based Care Services</i>			
Autism Grant (11/13-06/14)	93.110		22,245
Medical Home Project Grant (07/13-06/14)	93.994		<u>27,240</u>
<i><u>Total New Hampshire Department of Health and Human Services Division of Community Based Care Services 07/13-06/14</u></i>			<u>49,485</u>
Total Expenditures of Federal Awards			<u>\$894,482</u>

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Note A: Basis of Accounting

The accompanying schedule of expenditures of federal awards includes the federal grant activity of New Hampshire Coalition for Citizens with Disabilities, Inc., and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented, or used in the preparation of, the basic financial statements.



CHARLENE T VALLEE
C P A , P L L C

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-133**

To the Board of Directors of
New Hampshire Coalition for Citizens with Disabilities, Inc.
dba Parent Information Center

Report on Compliance for Each Major Federal Program

We have audited New Hampshire Coalition for Citizens with Disabilities, Inc.'s compliance with the types of compliance requirements described in the OMB Circular A-133 Compliance Supplement that could have a direct and material effect on each of New Hampshire Coalition for Citizens with Disabilities, Inc.'s major federal programs for the year ended June 30, 2014. New Hampshire Coalition for Citizens with Disabilities, Inc.'s major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of New Hampshire Coalition for Citizens with Disabilities, Inc.'s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about New Hampshire Coalition for Citizens with Disabilities, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of New Hampshire Coalition for Citizens with Disabilities, Inc.'s compliance.

Opinion on Each Major Federal Program

In our opinion, New Hampshire Coalition for Citizens with Disabilities, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2014.

Report on Internal Control Over Compliance

Management of New Hampshire Coalition for Citizens with Disabilities, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered New Hampshire Coalition for Citizens with Disabilities, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of New Hampshire Coalition for Citizens with Disabilities, Inc.'s internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.



Charlene T. Vallee, CPA, PLLC
Concord, New Hampshire
October 27, 2014



CHARLENE T. VALLEE
C P A , P L L C

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors of
New Hampshire Coalition for Citizens with Disabilities, Inc.
dba Parent Information Center

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of New Hampshire Coalition for Citizens with Disabilities, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2014, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 27, 2014.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered New Hampshire Coalition for Citizens with Disabilities, Inc.'s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of New Hampshire Coalition for Citizens with Disabilities, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A *deficiency* in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether New Hampshire Coalition for Citizens with Disabilities, Inc. 's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the organization's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

Charlene T Vallee, CPA PLLC

Charlene T. Vallee, CPA, PLLC
Concord, New Hampshire
October 27, 2014

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

FOR THE YEAR ENDED JUNE 30, 2014

A. SUMMARY OF AUDITOR'S RESULTS

1. The auditor's report expresses an unmodified opinion on the financial statements of New Hampshire Coalition for Citizens with Disabilities, Inc.
2. There were no significant deficiencies or material weaknesses identified in the *Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.*
3. No instances of noncompliance material to the financial statements of New Hampshire Coalition for Citizens with Disabilities, Inc. which would be required to be reported in accordance with Government Auditing Standards, were disclosed during the audit.
4. There were no significant deficiencies or material weaknesses identified relating to the audit of major federal award programs reported in the *Independent Auditor's Report on Compliance with Requirements That Could have a Direct and Material Effect on Each Major Program and on Internal Control Over Compliance in Accordance with OMB Circular A-133.*
5. The auditor's report on compliance for the major federal award programs for New Hampshire Coalition for Citizens with Disabilities, Inc. expresses an unmodified opinion on each major program.
6. No audit findings are reported.
7. The programs tested as major programs were: Supporting Successful Early Childhood (CFDA 84.027) and NH Connections Grant (CFDA 84.027D)
8. The threshold for distinguishing Types A and B programs was \$300,000.
9. New Hampshire Coalition for Citizens with Disabilities, Inc. was determined to be a low-risk auditee.

B. FINDINGS - FINANCIAL STATEMENT AUDIT

None

C. FINDINGS AND QUESTIONED COSTS-MAJOR FEDERAL AWARD PROGRAMS AUDIT

None

**Parent Information Center
Mission Statement**

The Parent Information Center (PIC), a New Hampshire statewide family organization, strives to achieve positive outcomes for children and youth, with a focus on those with disabilities and special health care needs. This is achieved through its partnerships with families, educators, youth, professionals, and organizations.

PIC is committed to the belief that:

- *Families make the difference.*
- *When families, professionals and other partners are well-informed and have a shared commitment to work together, everyone benefits.*
- *As youth move toward adulthood, they have increasing ownership of their future.*
- *Every child can succeed and contribute as valued members of the community.*

Parent Information Center
Board of Directors January 2016

The board serves without compensation.

Marcia Bagley

Board Secretary
Preschool Coordinator, Nashua District
Member 2011

Jocelyn Charles

Parent Representative
CPA
Member 2014

Cindy DiFillipo

Parent Representative
Marketing Consultant
Member 2015

Sandra E. Fay

Board Treasurer
Member 2012

Sreenivasu Odugu

Parent Representative
Member 2015

Paula Ferenc

Circle Program, Program Director
Parent Representative
Board Chair
Member 2011

Dana Hill

Parent Representative
Vice Chair
Member 2014

John Moulis

Retired Superintendent
Member 2010

Kimberly Plante

Parent Representative
Member 2015

Executive Director

Michelle Lewis
Parent Information Center

Michelle L. Lewis

DEGREE

May 2009
1996

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

EMPLOYMENT

January 2013-present	Executive Director, NH Parent Information Center (PIC)
July 2012-January 2013	Interim Executive Director, NH Parent Information Center
August 2009-present	PTAN Region 1 Facilitator, Parent Information Center contract through SERESC
August 2002-present	Project Director, NH Parent Information Center
August 2005-present	Project Director, Supporting Successfully Early Childhood Transitions at PIC
December 2007- present	Project Director, Parent Training and Information Center at PIC
02/04-10/06	Project Director, Parents Involved in Education at PIC
08/02-10/03	Project Director, Parent Information and Resource Center
07/00-06/02	Treatment Foster Care Worker, Family Works, Inc., Madison, Wisconsin
10/96-07/00	Youth Offender Response Team Worker, Larimer County Department of Human Services, Fort Collins, Colorado

SCHOOL COUNSELING EXPERIENCE

02/09-05/09	Intern, Belmont Elementary School, Belmont, NH
08/08-01/09	Intern, Inter-Lakes High School, Meredith, NH
08/08-12/08	Intern, Inter-Lakes Middle Tier – 7 th & 8 th Grade, Meredith, NH
03/08-05/08	Practicum Student, Inter-Lakes Middle Tier – 5 th & 6 th Grade, Meredith, NH

PROFESSIONAL DEVELOPMENT

IDEA Leadership	Summer 2013
Early Childhood Advisory Council Strategic Planning Day	03/13
Watch Me Grow Stakeholder Day	03/13
Multi-Tiered Systems of Support: Teamwork, Leadership and Data-Based Decision-Making	Summer 2012
IDEA Leadership	Summer 2012
Diversity Journey: Beyond the Comfort Zone	04/12
Building a System of Care for NH Children: A Statewide Leadership Summit	04/12
Common Core State Standards	09/12
Mental Health and Schools Conference	10/12
Implementing Common Core State Standards	Fall 2012
Mental Health and Schools Conference	10/11
Response-to-Intervention (early literacy and behavior) Two-Day Training	Spring 2011
Delivering a State Early Childhood System	02/10
Improving Relationships and Results: Building Family-School Partnerships	10/10
PIC Volunteer Advocate Training	Spring 2009
Worried about Your Worrier, Early Childhood Anxiety, Lynn Lyons	03/2009
Child Care Inclusion, Preschool Technical Assistance Network	11/2009
WrightsLaw Special Education Law Conference	10/2008
Early Childhood Outcomes Conference, Early Childhood Outcomes Center	08/2008

PROFESSIONAL CAPABILITIES

Leadership

- Successfully span the divide between regular education and special education, earning the trust and respect of PIC staff across multiple programs, helping the agency to work more effectively together
- Simultaneously manage multiple projects with both federal and state grant funding
- Successfully manage \$1.3M in grant funding for PIC, adhering to federal and state grant guidelines
- Skilled at resolving interpersonal and interagency conflicts, successfully mediating between co-workers and amongst agencies and school districts
- Built effective partnerships with NH Department of Education, Department of Health and Human Services, school districts, Family Centered Early Supports and Services staff, and families thereby helping children succeed
- Ability to relate well to diverse groups, families, and individuals

State and National Presentations

- Co-presented with NH Department of Education at the IDEA Leadership Conference on *Beyond the Data-Increasing Parent Engagement and Developing Partnerships in Action* in 2013
- On-going, engaging dynamic presenter at *Welcome to Family-Centered Early Supports and Services*, a two-day training all early intervention service coordinators must attend
- Co-presented with NH's Part C Coordinator at the IDEA Leadership Conference on the Effective Collaboration between Parent Centers and Early Childhood Part C Agencies in 2011
- Highlighted NH's work by presenting *Engaging Families in NH's Part C Child and Family Outcomes System* in August 2008 at the Early Childhood Outcomes National Conference
- Co-developed and presented *No Child Left Behind* with Mary Heath, Deputy Commissioner of Education at NH's Partnerships for Education Conference in March 2007
- Assisted other states in developing outcomes systems by presenting at *Engaging All Stakeholders: NH's Early Childhood Outcomes System* in December 2005 at the National Early Childhood Technical Assistance Center Annual Conference
- Develop and present early childhood transition workshops and other special education workshops
- Develop and present workshops on building strong family/school partnerships

Communication Skills

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

- Designed and coordinated multiple projects, expanding and enhancing the work of PIC
- Organized, developed, implemented and marketed the Parents Involved in Education project, a fee for service program in order to continue the work of the Parent Information and Resource Center (PIRC) when funding was lost in October 2003
- Oversaw the development of *Let's Read Together* video for families
- Coordinated the development of *Talk with Me, Read with Me, Sing with Me*; a multi-stakeholder production in which PIC was the main partner
- Streamlined the early transition interagency agreement process, making NH one of the leading states in the area of early childhood transitions
- Developed multi-stakeholder advisory board and hold regular meetings to advise the work of the SSECT Project
- Envisioned and successfully secured multiple grants through grant writing
- Through successful collaboration with evaluators, created data collection tools to assess program effectiveness

Systems Change and Policy Development

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

State and National Advisory Boards/Workgroups

- NH's Early Childhood Advisory Council (SPARK NH) - September 2011-present
- Interagency Coordinating Committee (ICC) – Past Chair and Current Member, November 2005- present
- Early Childhood Outcomes National Advisory Board- February 2009-present
- Parent Involvement Survey Committee- Bureau of Special Education – December 2007-present
- Preschool Technical Assistance Network – September 2006-present
- Child Care Advisory Council – September 2007-present
- Procedural Safeguards Committee- October 2008-January 2009

Janet L. Halley

Education

Bachelor of Science: Occupational Therapy
Western Michigan University- December 1979

Professional Experience

July 1, 2015 – Current: PIC Vision and Hearing Support Services and E.A.R.S. Family Advocate

March 1, 1987 to June 30, 2015: M.I.C.E. Program, Director: M.I.C.E. is a statewide program providing educational and developmental services to infants and toddlers with sensory impairments, birth to age 3. Technical assistance, consultation, and direct services are provided on behalf of young children with visual impairments, hearing loss, or deaf-blindness. Services are provided in conjunction with early supports and services throughout NH. Responsibilities include: Overall administration of the program, staff supervision, representation on statewide committees, grant writing, budget, training, consultation, and direct services to families. The MICE Program is a program of the Parent Information Center (NH Coalition for Citizens with Disabilities).

June 1983-March 1987: M.I.C.E. Program, Occupational Therapist: Provided assessment and direct services to young children with visual impairments, hearing loss, or deaf-blindness and their families. Consultation and technical assistance was provided to early intervention programs, preschools, and daycare programs. Training and in-service presentations were an important component of the job.

February 1980-June 1983: N.H. Educational Services for the Visually Handicapped, Occupational Therapist: A statewide program for children with visual impairments, ages 3-21. Activities included assisting local school districts in programming for the needs of children with visual impairments; consultation to Teachers of the Blind and Visually Impaired (TBVI); and assessments and direct Occupational Therapy Services to individual children within the schools.

Professional Memberships:

Association for the Education and Rehabilitation of the Blind and Visually Impaired
Early Intervention Network of NH, Inc.
National Family Association for Deaf-Blind
NH Chapter of the National Association for Parents of the Visually Impaired (NAPVI)
NH Chapter of the National Organization for Albinism and Hypopigmentation (NOAH)

Current Professional Affiliations:

- Advisory Committee- ASSETT, providing services to school aged children with visual impairments, hearing impairments, or communication disorders.
- Advisory Committee- New England Center for Deaf-Blind, Perkins School for the Blind- participation on both the regional and “in-state” (NH) advisory panels.
- Early Connections Grant- Institute on Disabilities: Policies and Practice Committee and the sub-committee on vision screening.
- Universal Hearing Screening Grant-Maternal and Child Health: Policies and Practice committee and the subcommittee for Parent and Professional Linkages.
- Member of the Committee for the NH Agenda for Students with Visual Impairments, Including those with Multiple Disabilities.
- Commission for the Education of Deaf and Hard of Hearing

KEY ADMINISTRATIVE PERSONNEL

NH Department of Health and Human Services

Contractor Name: New Hampshire Coalition for Citizens with Disabilities

Name of Program: Education, Advocacy, Resources & Support for families with young children with confirmed or suspected hearing loss

BUDGET PERIOD:		SFY 17		
NAME	JOB TITLE	SALARY	PERCENT PAID FROM THIS CONTRACT	AMOUNT PAID FROM THIS CONTRACT
Michelle Lewis	Executive Director	\$66,000	0.00%	\$0.00
Jan Halley	Program Coordinator	\$62,400	34.00%	\$21,216.00
		\$0	0.00%	\$0.00
		\$0	0.00%	\$0.00
		\$0	0.00%	\$0.00
		\$0	0.00%	\$0.00
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)				\$21,216.00

BUDGET PERIOD:		SFY 18		
NAME	JOB TITLE	SALARY	PERCENT PAID FROM THIS CONTRACT	AMOUNT PAID FROM THIS CONTRACT
Michelle Lewis	Executive Director	\$66,000	0.00%	\$0.00
Jan Halley	Program Coordinator	\$62,400	34.00%	\$21,216.00
		\$0	0.00%	\$0.00
		\$0	0.00%	\$0.00
		\$0	0.00%	\$0.00
		\$0	0.00%	\$0.00
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)				\$21,216.00