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May 20, 2016

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

REQUESTED ACTION

1. Authorize the New Hampshire Department of Education, Bureau of Vocational Rehabilitation to enter into a contract with Granite State Independent Living (Vendor Code 155330), Concord, NH in the amount of \$2,225,162.00 to provide Generalized Pre-Employment Transition Services in accordance with the Workforce Innovation and Opportunity Act (WIOA) in six regions (Berlin, Lebanon, Keene/Claremont, Concord, Manchester, Nashua) effective upon Governor and Council approval for the period of July 1, 2016 through September 30, 2017. 100% Federal Funds.

Funding is available as follows, with the authority to adjust encumbrances in each of the state fiscal years, without additional Governor and Council approval, through the Budget Office if needed and justified, pending approval of the next biennial budget:

Field Programs-Match

06-56-56-565510-4020-102-500731	Contracts for Program Services	\$1,890,433.00	FY 2017
06-56-56-565510-4020-102-500731	Contracts for Program Services	\$ 334,729.00	FY 2018

2. Authorize the New Hampshire Department of Education to make advanced quarterly payments for services provided under the terms of the contract based on itemized estimates of expenditures for the coming payment period of the contract. Requests for advanced payment for the second and succeeding quarters would be supported by an itemized list of expenses incurred during the previous payment period.

EXPLANATION

The newly reauthorized Workforce Innovation and Opportunity Act went into effect July 22, 2014. One of the purposes of this federal law "is to ensure, to the greatest extent possible, that youth with disabilities and students with disabilities who are transitioning from receipt of special education

services under the Individuals with Disabilities Education Act (IDEA) and receipt of services under Section 504 of this act have opportunities for post-secondary success.” It is the intention of WIOA to better align the workforce system with education and workforce development in an effort to create a collective response to economic and labor market challenges on the national, state, and local levels. The revisions to the Act emphasize the importance of business collaboration and services to employers to ensure employment success and retention for individuals with disabilities. The five Pre-Employment Transition Services required in the Act include job exploration counseling, work-based learning experiences, comprehensive transition program or post-secondary education, workplace readiness training, and instruction in self-advocacy. The services provided under this contract will fulfill the above mentioned student experiences and serve six of the seven New Hampshire Vocational Rehabilitation regions.

A Request for Proposal (RFP) was released the week of October 20, 2015. The RFP was published on the New Hampshire Department of Education website, a truncated announcement of the RFP was published in the Manchester Union Leader (October 25-29, 2015), and a letter of introduction was sent to all school district superintendents. The RFP required responses to propose the development of regional consortiums comprised of a lead agency and partner agencies that will collectively be able to render all five required Transition Services in their particular region, as defined by NHVR’s seven regional areas. Fifteen proposals were received and thirteen of them were reviewed utilizing an evaluation tool that was developed based on the RFP requirements and scoring system included in the RFP (see Attachment A). Two of the proposals, Northeast Deaf and Hard of Hearing Services and Monadnock Developmental Services did not meet the minimum requirements of the RFP and were disqualified.

The RFP review panel consisted of Vocational Rehabilitation administrative staff and a Special Education staff:

Lisa Hinson-Hatz, Administrator III of Field Services, Bureau of Vocational Rehabilitation. Ms. Hatz brings 14 years of experience in developing and monitoring new contracts and initiatives related to Vocational Rehabilitation field services. She offers a wide range of experience related to service provision to people with disabilities.

Sharon DeAngelis, Administrator IV, Division of Career Technology and Adult Learning. Ms. DeAngelis has 25 years of experience in developing and monitoring budgets for the Division as well as contract development and monitoring contract requirements.

William Finn, Administrator II, Services for Blind and Visually Impaired (SBVI). Mr. Finn has worked in the field of vision rehabilitation and education for 42 years. He has been the Administrator of Services for the Blind and Visually Impaired for 17 years and has a wealth of experience in mobility and orientation, education, and independent living.

Lisa Beck, Supervisor IV, Manchester Vocational Rehabilitation Office. Ms. Beck has worked in the mental health field since 2004, as a counselor for two years and as a program director of a rehabilitation program. Prior to working in the mental health field, Ms. Beck was a teacher and director of Day Habilitation programs providing curriculum and oversight of individuals with

Her Excellency, Governor Margaret Wood Hassan

and the Honorable Council

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disabilities. She brings a wide variety of knowledge and experience as a supervisor for Vocational Rehabilitation.

Sherry Burbank, Education Consultant I, Bureau of Special Education. Mrs. Burbank has 20 years of experience supporting students to best use the services and supports provided under IDEA to accomplish their goals in education. She is currently working in the Bureau of Special Education as the Education Consultant for Secondary Transition.

Kevin Stevenson, Administrator II. Mr. Stevenson brings 18 years of experience in working with people with mental disabilities. He was recently hired by Vocational Rehabilitation to serve as the Administrator for Transition.

The committee recommended funding seven proposals. Granite State Independent Living was selected to cover six of the regions, Berlin, Concord, Keene/Claremont, Lebanon, Manchester and Nashua regions. One proposal from Strafford Learning Center is recommended for funding for the Portsmouth region. The two grantees for the WIOA Vocational Rehabilitation funding, Granite State Independent Living and Strafford Learning Center, will be awarded monies pending Governor and Council approval.

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

Respectfully submitted,



Virginia M. Barry, Ph.D.

Commissioner of Education

Attachment A

Proposal Criteria in the RFP:

- | | |
|--------------------------|-----------|
| 1. Operational Capacity | 20 Points |
| 2. Program Design | 50 Points |
| 3. Budget and Evaluation | 20 Points |
| 4. Customer References | 10 Points |

Proposals were reviewed using the point scoring system specified above. Scores of 60 points and above were considered as eligible for contract development. Proposals were ranked based on the score assigned by the panel after careful evaluation by panel members.

REGION	PROPOSAL	BUDGET	AVERAGE SCORE	Funding
BERLIN	Granite State Independent Living	\$397,662.00	86.92	Highest score for this region. Funding is recommended.
	North Country Educational Services	637,790.00	51.83	Low score. Funding is not recommended.
CONCORD	Granite State Independent Living	365,500.00	86.92	High score and only proposal for this region. Funding is recommended.
KEENE	Granite State Independent Living	365,500.00	88.58	High score and only proposal for this region. Funding is recommended.
LEBANON	Granite State Independent Living	365,500.00	88.58	Highest score for this region. Funding is recommended.
	Easter Seals	323,284.00	70.50	Low score. Funding is not recommended.
MANCHESTER	Granite State Independent Living	365,500.00	88.58	Highest score for this region. Funding is recommended
	Easter Seals	516,153.00	71.00	Low score. Funding is not recommended
NASHUA	Granite State Independent Living	365,500.00	88.75	Highest score for this region. Funding is recommended
	Easter Seals	461,413.00	70.50	Low score. Funding is not recommended
PORTSMOUTH	Granite State Independent Living	365,500.00	74.92	Low score. Funding is not recommended
	Strafford Learning Center	363,569.10	87.17	Highest score for this region. Funding is recommended
	Easter Seals	570,892.00	70.50	Low score. Funding is not recommended

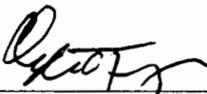
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name NHDOE, Division of Career Technology and Adult Learning		1.2 State Agency Address 21 South Fruit Street, Suite 20, Concord, NH 03301	
1.3 Contractor Name Granite State Independent Living		1.4 Contractor Address 21 Chenell Drive, Concord, NH 03301	
1.5 Contractor Phone Number 603.228.9680	1.6 Account Number 06-056-4020-102-500731	1.7 Completion Date September 30, 2017	1.8 Price Limitation \$2,225,162.00
1.9 Contracting Officer for State Agency Virginia M. Barry, Ph.D.		1.10 State Agency Telephone Number 603-271-3144	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Clyde E. Terry, CEO	
1.13 Acknowledgement: State of <u>New Hampshire</u> County of <u>Merrimack</u> On <u>May 31, 2016</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace [Seal] <u>Casey N Strickulis</u>			
1.13.2 Name and Title of Notary or Justice of the Peace <u>Casey N. Strickulis</u> <u>Executive Assistant</u>			
1.14 State Agency Signature <u>Virginia M. Barry: 6/1/16</u>		1.15 Name and Title of State Agency Signatory <u>Virginia M. BARRY, Commissioner of Education</u>	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By: <u>Eric McLarty</u> On: <u>6/1/16</u>			
1.18 Approval by the Governor and Executive Council (if applicable) By: _____ On: _____			

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

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

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

4. CONDITIONAL NATURE OF AGREEMENT.

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

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.

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

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

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

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

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

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

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

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

7. PERSONNEL.

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

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

Agreement. This provision shall survive termination of this Agreement.

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

8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

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

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

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

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

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

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

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

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

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

14. INSURANCE.

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

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

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

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

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

15. WORKERS' COMPENSATION.

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

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

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

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

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

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

19. CONSTRUCTION OF AGREEMENT AND TERMS.

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

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

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

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

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

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

**Exhibit A
The Services**

1. The Contractor shall ensure the provision of the five required Pre-Employment Transition Services, outlined in the Workforce Innovation and Opportunity Act (WIOA), as listed below. Offering of services other than the five required Pre-Employment Transition Service categories listed in bold below shall require the approval of New Hampshire Vocational Rehabilitation (NHVR).

A. Job Exploration Counseling Module

- i. Student completion of an interest inventory
- ii. Student completion of a self-report assessment
- iii. Student creation of a career ladder
- iv. Employers speaking to groups of students about the day to day operations/expectations of the workplace
- v. Employers speaking to students and outlining all possible positions at a company

B. Work-Based Learning Experiences Module

- i. Students identify what types of work based learning experience they already have
- ii. Students identify workplaces in which they might like to have experience
- iii. Students identify transferrable skills

C. Comprehensive Transition Program or Post-Secondary Education Module

- i. Students receive labor market information
- ii. Students receive information on how to use public transportation
- iii. Students receive information on budgeting
- iv. Students receive information on health management
- v. Students receive information on healthy recreational activities
- vi. Students receive information on Vocational Rehabilitation services and how to apply for services
- vii. Students are exposed to post-secondary educational information such as:
 - a) Rapidly growing careers
 - b) Community colleges
 - c) Trade schools
 - d) Traditional four year college
 - e) Technical schools

D. Workplace Readiness Training Module

- i. Students receive information on social skills and independent living skills
- ii. Employers and Students experience mock interviews
- iii. Students receive feedback on interviewing skills
- iv. Students receive training regarding professional presentation and appearance
- v. Students produce a resume

E. Instruction in Self-Advocacy Module

- i. Students receive information and training regarding personalized planning to learn how to advocate for themselves independently and in the presence of support throughout the transition process.
- ii. Students receive training on how to identify positive supports
- iii. Students identify positive peer supports
- iv. Students identify positive adult supports

2. The Contractor shall:

A. Provide a workshop series with an accompanying online component as one of the layers of Granite State Independent Living's (GSIL) IMPACCT program to ensure that all eligible students statewide have access to gaining awareness, basic skills, and resources in any or all of the five Transition Services modules.

B. Ensure that the workshop series and the accompanying online component will include all five Transition Services modules, while keeping self-advocacy as the foundation. An unlimited number of students throughout the state will be able to participate on an ongoing/rolling basis.

C. Provide a separate Academy experience as another layer of the GSIL IMPACCT program, which will consist of up to three cohorts of students in each of the awarded regions every year. Each cohort will contain an estimate of 15 new students and will be held at a Community College or other designated location. The potential schedule will consist of a 14-week fall cohort, 14-week spring cohort, and 5-week summer cohort.

D. The structure for the Academy experience will be based on the following weekly schedule and will be adapted as possible based on the needs of the students and schools in each awarded region; four days a week students will report to the training room and one day a week students will report to their internship site.

E. The following daily schedule for the Academy experience will be adapted as possible based on the needs of the students and schools in each awarded region:

- i. The program day shall be from 9:00 a.m. - 2:30 p.m.
- ii. The mornings will be focused on the cohort of students progressing through the Transition Services and IMPACCT Academy curriculum and mastering these competencies.
- iii. The afternoon will consist of more autonomous student activities related to their personal learning plan.

F. Each student will get further assistance with their personal academic, career, independent living, credential opportunities, and needs as possible and appropriate. This includes but is not limited to:

- i. The National Career Readiness Certificate
- ii. Online credit recovery and remedial education
- iii. HiSET preparation tools
- iv. Peer mentoring
- v. Job shadows
- vi. Job tours
- vii. Informational interviews
- viii. Internships

G. Ensure that the Academy experience focuses on:

- i. Development of soft skills relevant to the workplace
- ii. Development of skills necessary for successful attainment of credentialing
- iii. Development of a healthy peer support network
- iv. Development of a "team work" mentality
- v. Development of a career portfolio

H. Ensure that those participating in the Academy experience have the opportunity to earn academic credits through Extended Learning Opportunities (ELO's).

I. Provide a separate condensed weekend experience for students that are not able to participate in the Workshop Series with the accompanying online component or the Academy experience, if needed during the summer of 2017.

J. Ensure that students who complete the Workshop Series and the accompanying Online Component have the opportunity to earn academic credit through Extended Learning Opportunities (ELO's).

K. Ensure that transportation arrangements are made with the participating schools in each region for participating students to get to and from the program each day.

L. Provide transportation to community and employer sites as needed once students are at the physical location of the program.

M. Provide appropriate follow up services in partnership with the high school, NHVR, and consortium partners once the student has completed the Academy experience and is transitioning back to high school.

N. Identify a "point person" at each participating school who will serve as the contact person for the IMPACCT Academy and assist with appropriate on-site administrative tasks.

O. Ensure that instructors use evaluation and competency rubrics to ensure that competencies associated with credentialing and academic credits are mastered.

P. Ensure that the curriculum used for all approaches, the Workshop Series, the Online Component, the Academy, and the possible Weekend Experience, appropriately addresses the five required Transition Services identified in WIOA.

3. The Contractor shall work in tandem with NHVR and the Contractor's consortium partners to ensure:

A. The "student with a disability" population for the awarded regions is properly identified using the definition provided by WIOA.

B. The development, marketing, and presentation of the required Pre-Employment Transition Services and all aspects of the process are effective and accessible.

C. Traditionally underserved populations are identified and provided equal opportunity to participate, such as students who are in all levels of placements, and students who are in, and/or from rural settings.

D. Appropriate collaboration with local schools and Special Education professionals to coordinate provision of services to students with disabilities.

E. That the Pre-Employment Transition Services modules are offered and measured as separate, free-standing services.

F. The employers are appropriately involved in the delivery of Pre-Employment Transition Services being sure to include: Presenting information about their specific industry, opportunities within the industry and/or the employers' specific organization such as, after school opportunities, summer opportunities, training opportunities, and other types of opportunities, presenting a basic overview of workplace expectations such as, soft skills, appropriate verbal communication, appropriate electronic communication, appropriate customer interactions, appropriate conflict resolution, and appropriate overall workplace behavior.

G. Any and all marketing materials used to promote the specific services listed above shall prominently display the NHVR logo and communicate clearly that the services are being provided at the request of NHVR and as a result of direct funding by NHVR.



4. The Contractor provides a good faith estimate of 900 individual students that will be served. The individual students will be connected to a high school or alternative placement in one of the awarded regions. SAU's that are within each NHVR region are listed below:

VR REGION	SAU'S
BERLIN	3, 4, 7,9,13, 20, 23, 35, 36, 45, 48, 58, 68, 76, 77, 78
LEBANON	32, 62, 70, 75, 88
KEENE/CLAREMONT	1, 6, 24, 29, 34, 43, 47, 60, 71, 85, 87, 89, 91, 93, 94, 96
CONCORD	2, 4, 8, 18, 24, 30, 46, 51, 53, 59, 65, 66, 72, 73, 79, 80, 86
MANCHESTER	10, 12, 15, 19, 25, 27, 28, 37, 55, 57, 82, 95
NASHUA	26, 28, 39, 40, 41, 42, 81

5. The Contractor will also be sure to include NHVR personnel, when possible, in the provision of the specific services cited above.

Reporting

1. The Contractor shall provide fiscal reports which must be submitted no later than the twenty-fifth of the month following the previous quarter's expenditures and at a minimum must include: accrual report, reconciliation report, and supporting documentation for invoicing.

2. The Contractor shall also supply a separate report which captures the required data elements for NHVR's required reporting to the Rehabilitation Services Administration. This report will be in accordance with:

OMB Control Number: 1820-0508
 Reporting Manual for the CASE SERVICE RECORD REPORT
 (RSA-911)
 State-Federal Program for Vocational Rehabilitation

3. NHVR will meet with the Contractor at least quarterly to review performance as it pertains to this contract, and will meet to evaluate the need for service changes to improve performance as needed.

Exhibit B
Estimated Budget: Limitation on Price: Payment

Estimated Budget:

	Start Up	Operations FY 2017	Operations FY 2018	Total
Staff Salaries/Wages	237,186.00	525,549.00	175,183.00	937,918.00
Fringe Benefits	58,111.00	128,759.00	42,920.00	229,790.00
Travel/Transportation	290,831.00	8,707.00	2,903.00	302,441.00
Mileage Reimbursement	8,800.00	27,000.00	9,000.00	44,800.00
Occupancy Expense	24,000.00	108,000.00	36,000.00	168,000.00
Teacher Stipends	0.00	4,500.00	1,500.00	6,000.00
Stakeholders/Partners	74,571.00	58,500.00	19,500.00	152,571.00
Office Expenses	0.00	12,708.00	4,236.00	16,944.00
Printing/Promotion/Outreach	0.00	6,435.00	2,145.00	8,580.00
Computer Costs	750.00	22,225.00	7,409.00	30,384.00
Equipment	122,580.00	0.00	0.00	122,580.00
Student Costs	0.00	10,507.00	3,503.00	14,010.00
Indirect Cost	69,425.00	91,289.00	30,430.00	191,144.00
TOTALS	886,254.00	1,004,179.00	334,729.00	2,225,162.00

Line items in this budget may be adjusted, one to the other but in no case can the total budget exceed the price limitation. The Contractor must receive Department of Education approval prior to transferring from one line item to another.

Limitation of Price:

This contract will not exceed \$2,225,162.00.

Method of Payment:

Quarterly advance payment may be made for each quarter of the contract years. Each advance payment will be based on a line item estimate of expenditures for the coming payment period. Each advance payment request, except the first request, will include a line item listing of expenses incurred during the previous period within the funding categories. Ten percent of the contract price will be withheld until the submission of all reports and satisfactory completion of all contract requirements. Invoices will be submitted to Sharon DeAngelis, Administrator IV, 21 South Fruit Street, Suite 20, Concord, NH 03301.

EXHIBIT C
Special Provisions

On or after the date set forth in Item 1.7 of the General Provisions, the Contractor shall deliver to the State, at the address set forth in Item 1.1 and 1.2, an independent audit of the funds received under this Agreement, during the Contractor's fiscal year, which is conducted in compliance with the Single Audit Act of 1984 (P.L. 98-502) and US Office of Management and Budget (OMB) Circular A-133 Audits of Institutions of Higher Education and Other Non-Profit Institutions.

The Contractor shall comply with the provisions of the US Code of Federal Regulations 34 CFR 364 and the following US Circular:

- a. OMB Circular A-110-"Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations." Contractor/Vendor shall not make any award or permit any award (sub grant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under executive Order 12549, "Debarment and Suspension".



Granite State Independent Living

Certificate of Authority

I, Liza Colby, Secretary of Granite State Independent Living do hereby certify that:

1. I am duly elected Secretary of Granite State Independent Living, a State of New Hampshire corporation;
2. I maintain and have custody and am familiar with the Seal and minute books of the Corporation;
3. I am duly authorized to issue certificates with respect to the contents of such books;
4. The following are true, accurate and complete copies of the resolution duly adopted by the Board of Directors at a vote, duly held on April 27, 2016, which meeting was duly held in accordance with the State of New Hampshire law and the by-laws of the Corporation;
5. The foregoing resolutions have not been amended or revoked and remain in full force and effect as of the date hereof; and:
6. The following person(s) has (have) been duly elected to and now occupy the office (s) indicated below:

Lorna Greer, Chair
 Eric Schlepfforst, 1st Vice Chair
 Terry Scott, 2nd Vice Chair
 Liza Colby, Secretary
 Brad Kulacz, Treasurer

IN WITNESS WHEREOF, I have hereunto set my hand as the Secretary of the Corporation this

May 31 2016.

Liza Colby
 Liza Colby, Secretary

State Of New Hampshire

County Of Merrimack

The foregoing instrument was acknowledged before me this 31st day of May 2016, before me, Casey Strickulis, the undersigned Officer, personally appeared Liza Colby who acknowledged herself to be the Secretary of Granite State Independent Living, a Corporation, and that she, as such Secretary being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the Corporation by herself as secretary.

IN WITNESS WHEREOF I hereunto set my hand and official seal:

Casey N. Strickulis
 Casey N. Strickulis, Notary Public

SEAL:

My Commission Expires: Nov 4, 2020

CASEY N. STRICKULIS, Notary Public
 State of New Hampshire
 My Commission Expires November 4, 2020



Granite State Independent Living

Resolutions of the Board of Directors

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

Whereas: The State of New Hampshire, Department of Education; Division of Career Technology and Adult Learning has made available through a request for proposal (RFP) process funds to support the five required Pre-Employment Transition services outlined in the Workforce Innovation and Opportunity Act (WIOA).

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

Whereas: the New Hampshire Department of Education: seeks to enter into a contract for \$2,225,162.00 with GSIL for such services identified in the approved application.

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

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

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

Certificate of Vote

The undersigned, being the Secretary of Granite State Independent Living., a New Hampshire voluntary corporation (“Corporation”), does hereby certify that the Board of Directors of the Corporation did approve the resolutions set forth above, at a duly called vote of said Board of Directors held on April 27, 2016.

DATED: May 31, 2016

Liza Colby
Liza Colby, Secretary

My Commission Expires:

Casey N Strickulis
Notary Public

CASEY N. STRICKULIS, Notary Public
State of New Hampshire
My Commission Expires November 4, 2020

State of New Hampshire Department of State

CERTIFICATE

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



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 1st day of April A.D. 2016

A handwritten signature in cursive script, reading "William M. Gardner".

William M. Gardner
Secretary of State

Client#: 492954

GRANISTA6

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/26/2016

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: USI Insurance Services LLC, 3 Executive Park Drive, Suite 300, Bedford, NH 03110, 855 874-0123. CONTACT NAME, PHONE (A/C, No, Ext): 855 874-0123, FAX (A/C, No):. INSURER(S) AFFORDING COVERAGE: INSURER A: Philadelphia Insurance Company, NAIC #: 23850; INSURER B: Travelers Insurance Company, NAIC #: 19038.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liab, and Workers Compensation and Employers' Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The General Liability policy includes a Blanket Automatic Additional Insured Endorsement that provides Additional Insured status to the Certificate Holder when there is a written contract that requires such status.
(See Attached Descriptions)

CERTIFICATE HOLDER: State of NH-Dept. of Education, Division of Career Technology & Adult Learning, 21 S. Fruit St., Suite 20, Concord, NH 03301. 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: E. [Signature]

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Granite State Independent Living
Balance Sheet
as of 3/31/16 and 3/31/15
(In Whole Numbers)

	3/31/16	3/31/15
Assets		
Current Assets		
Cash & Cash Equivalents	\$ 3,609,722	\$ 3,212,407
Restricted Cash		
TransportNH Account	\$ 50,000	\$ -
Reserve Account - Citizens	\$ 95,496	\$ 95,487
Mill River Endowment Fund	\$ 75,105	\$ -
Total Restricted Cash	\$ 220,602	\$ 95,487
Accounts Receivable - Medicaid	\$ 1,069,694	\$ 874,177
Accounts Receivable - CED & Fee for Service	\$ 191,209	\$ 136,087
Accounts Receivable - Accruals	\$ 776,782	\$ 568,485
Total Accounts Receivables	\$ 2,037,685	\$ 1,578,749
Less: Allowance for Doubtful Accounts	\$ (111,084)	\$ (72,538)
Net Accounts Receivable	\$ 1,926,601	\$ 1,506,211
Prepaid Expenses		
Workers Compensation Collateral	\$ 111,973	\$ 357,374
Allowance for WC Claims	\$ (151,636)	\$ (165,764)
Net Workers Compensation Collateral	\$ (39,663)	\$ 191,610
Prepaid Rent	\$ 10,997	\$ 10,363
Prepaid Expense	\$ 198,911	\$ 235,357
Prepaid Insurance	\$ 226,172	\$ 223,603
Unempl Tax Liab	\$ 30,078	\$ 3,895
Total Prepaid Expenses	\$ 426,495	\$ 664,828
Other Current Assets		
Grants Receivable	\$ -	\$ 20,000
Deposits	\$ 8,960	\$ 8,960
Cash Advance	\$ 67	\$ 67
Total Other Current Assets	\$ 9,027	\$ 29,027
Total Current Assets	\$ 6,192,447	\$ 5,507,958
Long-term Assets		
Property & Equipment (net)	\$ 947,065	\$ 923,293
Total Long-term Assets	\$ 947,065	\$ 923,293
Total Assets	\$ 7,139,512	\$ 6,431,251
Liabilities		
Short-term Liabilities		
Accounts Payable	\$ 139,401	\$ 128,505
Accrued Payroll	\$ 550,633	\$ 587,964
Payroll Taxes and Other Withholdings	\$ 117,922	\$ 126,503
Other Short-term Liabilities		
Due to State of New Hampshire	\$ -	\$ 54,587
Earn and Learn Scholarships Payable	\$ 2,470	\$ 2,356
Copier Leases Payable	\$ -	\$ 1,326
WC Collateral Payable	\$ 87,668	\$ 89,000
Insurance Payable	\$ 139,221	\$ 138,872
Total Other Short-term Liabilities	\$ 1,037,315	\$ 1,129,113
Deferred Revenue		
Deferred - TransportNH	\$ 50,000	\$ -
Deferred Income	\$ 18,585	\$ 119,325
Total Deferred Revenue	\$ 68,585	\$ 119,325
Total Short-term Liabilities	\$ 1,105,900	\$ 1,248,438
Total Liabilities	\$ 1,105,900	\$ 1,248,438
Net Assets		
Beginning Net Assets		
Net Assets	\$ 5,285,667	\$ 4,789,733
Temp Restrict Net Asset	\$ 78,443	\$ 89,898
Perm Restrict Net Asset	\$ 164,082	\$ 95,191
Total Beginning Net Assets	\$ 5,528,192	\$ 4,974,822
Current YTD Net Income	\$ 505,420	\$ 207,992
Total Net Assets	\$ 6,033,612	\$ 5,182,813
Total Liabilities and Net Assets	\$ 7,139,512	\$ 6,431,251

**Granite State Independent Living
Agency Statement of Revenues & Expenses
for the six months ended 3/31/16 and 3/31/15
(In Whole Numbers)**

	One Mo Actual	Current Mo Budget	Current Mo Budget Variance	YTD Actual 10/1/15 - 3/31/16	YTD Budget 10/1/15 - 3/31/16	YTD Budget Variance	Total FY16 Budget	Prior Year 10/1/14 - 3/31/15
REVENUE								
Contributions								
4010 Individual Contribution	\$ 710	\$ 2,529	\$ (1,820)	\$ 9,822	\$ 15,175	\$ (5,353)	\$ 30,350	\$ 10,405
4025 Endowment	\$ -	\$ -	\$ -	\$ 75,100	\$ -	\$ 75,100	\$ -	\$ -
4030 Corporate Contributions	\$ 1,000	\$ 208	\$ 792	\$ 4,808	\$ 6,250	\$ (1,442)	\$ 27,500	\$ 1,016
4041 AMP Contributions	\$ 265	\$ 437	\$ (172)	\$ 3,019	\$ 2,622	\$ 397	\$ 5,244	\$ 1,580
4042 Employee Campaigns	\$ 927	\$ 1,647	\$ (720)	\$ 6,800	\$ 8,734	\$ (1,934)	\$ 20,170	\$ 6,896
4170 Grant Rev: Other	\$ 20,673	\$ 17,491	\$ 3,182	\$ 141,917	\$ 109,705	\$ 32,212	\$ 247,431	\$ 166,875
Total Contributions	\$ 23,575	\$ 22,312	\$ 1,262	\$ 241,465	\$ 142,486	\$ 98,980	\$ 330,695	\$ 186,772
Special Events								
4085 Event Fees	\$ 8,565	\$ -	\$ 8,565	\$ 13,415	\$ -	\$ 13,415	\$ 50,000	\$ 977
Total Special Events	\$ 8,565	\$ -	\$ 8,565	\$ 13,415	\$ -	\$ 13,415	\$ 50,000	\$ 977
Grants								
4150 Grants: Federal	\$ 84,933	\$ 85,220	\$ (287)	\$ 475,408	\$ 494,374	\$ (18,967)	\$ 991,945	\$ 466,316
4160 Grants: State	\$ 32,601	\$ 23,180	\$ 9,421	\$ 124,434	\$ 138,081	\$ (13,647)	\$ 269,962	\$ 107,887
Total Grants	\$ 117,534	\$ 108,400	\$ 9,134	\$ 599,842	\$ 632,455	\$ (32,613)	\$ 1,261,907	\$ 574,203
Program Fees								
4120 Fee for Service	\$ 81,229	\$ 87,058	\$ (5,828)	\$ 642,372	\$ 538,658	\$ 103,713	\$ 1,053,158	\$ 452,562
4121 GSIL Internal	\$ 2,109	\$ 800	\$ 1,309	\$ 16,244	\$ 5,075	\$ 11,169	\$ 10,000	\$ 5,548
4175 ICO FFS Revenue	\$ 26,869	\$ 36,917	\$ (10,048)	\$ 132,103	\$ 172,268	\$ (40,165)	\$ 373,352	\$ 151,125
4176 Home Care Private Pay Revenue	\$ 34,064	\$ 47,559	\$ (13,495)	\$ 213,137	\$ 293,333	\$ (80,196)	\$ 501,794	\$ 199,679
4177 Home Health Medicaid Program Fees	\$ 161,342	\$ 127,788	\$ 33,554	\$ 832,498	\$ 730,087	\$ 102,411	\$ 1,518,797	\$ 532,021
4180 PCSP Program Fees	\$ 443,667	\$ 456,629	\$ (12,962)	\$ 2,590,772	\$ 2,635,166	\$ (44,394)	\$ 5,329,552	\$ 2,508,067
4190 PCA Program Fees	\$ 30,237	\$ -	\$ 30,237	\$ 1,374,356	\$ 1,543,901	\$ (169,545)	\$ 1,543,901	\$ 2,211,297
4192 TRANS Medicaid Reimbursements	\$ -	\$ 1,100	\$ (1,100)	\$ 6,065	\$ 6,600	\$ (535)	\$ 15,510	\$ 5,854
4193 TRANS CTS Reimbursements	\$ 16,932	\$ 16,000	\$ 932	\$ 37,467	\$ 29,400	\$ 8,067	\$ 62,000	\$ 10,715
4194 Non-Medical Transportation	\$ -	\$ -	\$ -	\$ -	\$ 176	\$ (176)	\$ 176	\$ 176
4196 PCA - Meridian	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (163)
4197 PCA - NH Healthy Families	\$ 272,071	\$ 314,881	\$ (42,810)	\$ 1,089,518	\$ 1,142,208	\$ (52,691)	\$ 3,103,081	\$ 760,836
4198 PCA - Well Sense	\$ 371,969	\$ 318,853	\$ 53,116	\$ 1,272,019	\$ 1,141,448	\$ 130,571	\$ 3,003,005	\$ 751,566
Total Program Fees	\$ 1,440,488	\$ 1,407,585	\$ 32,904	\$ 8,206,550	\$ 8,238,320	\$ (31,770)	\$ 16,514,326	\$ 7,589,281
Interest Income								
4100 Interest	\$ 220	\$ 201	\$ 20	\$ 1,424	\$ 1,205	\$ 219	\$ 2,410	\$ 2,114
Total Interest Income	\$ 220	\$ 201	\$ 20	\$ 1,424	\$ 1,205	\$ 219	\$ 2,410	\$ 2,114
Other Income								
4090 In-Kind	\$ 2,146	\$ 500	\$ 1,646	\$ 23,089	\$ 3,000	\$ 20,089	\$ 6,000	\$ 3,306
4900 Gain/Loss on Disposal of Assets	\$ 1,622	\$ -	\$ 1,622	\$ 58	\$ -	\$ 58	\$ -	\$ -
Total Other Income	\$ 3,768	\$ 500	\$ 3,268	\$ 23,146	\$ 3,000	\$ 20,146	\$ 6,000	\$ 3,306
Total REVENUE	\$ 1,594,151	\$ 1,538,998	\$ 55,153	\$ 9,085,842	\$ 9,017,466	\$ 68,376	\$ 18,165,338	\$ 8,356,654
EXPENSES								
Compensation								
Salaries								
5010 Wages	\$ 714,404	\$ 722,323	\$ 7,919	\$ 4,143,067	\$ 4,281,035	\$ 137,968	\$ 8,550,241	\$ 3,958,801
5011 Salaries	\$ 370,721	\$ 350,960	\$ (19,761)	\$ 2,023,022	\$ 2,036,070	\$ 13,048	\$ 4,201,355	\$ 1,916,205
5012 Salaries: Awards & Recognition	\$ -	\$ 92	\$ 92	\$ 725	\$ 1,350	\$ 625	\$ 2,000	\$ (600)
5014 On Call Salaries	\$ 225	\$ 1,008	\$ 784	\$ 1,916	\$ 4,325	\$ 2,409	\$ 10,400	\$ -
5015 Wages - Non-Billable	\$ 319	\$ 648	\$ 329	\$ 2,417	\$ 3,888	\$ 1,470	\$ 7,775	\$ 3,213
5016 Wages - ACE Training	\$ 284	\$ 1,291	\$ 1,006	\$ 2,029	\$ 9,202	\$ 7,173	\$ 15,668	\$ 5,221

**Granite State Independent Living
Agency Statement of Revenues & Expenses
for the six months ended 3/31/16 and 3/31/15
(In Whole Numbers)**

	One Mo Actual	Current Mo Budget	Current Mo Budget Variance	YTD Actual 10/1/15 - 3/31/16	YTD Budget 10/1/15 - 3/31/16	YTD Budget Variance	Total FY16 Budget	Prior Year 10/1/14 - 3/31/15
5017 Wages - Annual Training	\$ 1,492	\$ 1,510	\$ 18	\$ 6,302	\$ 11,316	\$ 5,014	\$ 21,807	\$ 6,009
5019 Bonuses	\$ 2,500	\$ 2,715	\$ 215	\$ 18,929	\$ 16,873	\$ (2,056)	\$ 29,112	\$ 17,350
5020 Signing - Referral Bonuses	\$ -	\$ -	\$ -	\$ -	\$ 2,225	\$ 2,225	\$ 2,225	\$ 1,014
5025 Commuting between consumers	\$ 2,172	\$ 2,013	\$ (159)	\$ 5,819	\$ 7,848	\$ 2,029	\$ 20,000	\$ -
5135 Vacation Liability Expense	\$ 3,324	\$ 2,423	\$ (901)	\$ 30,048	\$ 14,535	\$ (15,513)	\$ 29,074	\$ 24,921
Total Salaries	\$ 1,095,441	\$ 1,084,982	\$ (10,459)	\$ 6,234,273	\$ 6,388,667	\$ 154,394	\$ 12,889,657	\$ 5,932,135
P/R Taxes								
5210 P/R Taxes: Social Security	\$ 65,577	\$ 67,260	\$ 1,684	\$ 371,969	\$ 395,575	\$ 23,606	\$ 799,159	\$ 355,165
5211 P/R Taxes: Medicare	\$ 12,454	\$ 15,684	\$ 3,230	\$ 84,725	\$ 92,264	\$ 7,539	\$ 186,900	\$ 83,776
5220 P/R Taxes: Unemployment	\$ 10,239	\$ 10,132	\$ (107)	\$ 58,132	\$ 59,596	\$ 1,463	\$ 120,777	\$ 55,283
Total P/R Taxes	\$ 88,270	\$ 93,077	\$ 4,807	\$ 514,826	\$ 547,434	\$ 32,608	\$ 1,106,836	\$ 494,224
Fringe Benefits								
5310 Fringe: Health Insurance	\$ 107,234	\$ 131,732	\$ 24,498	\$ 589,626	\$ 636,041	\$ 46,415	\$ 1,472,412	\$ 489,284
5315 Fringe: HRA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (40,204)
5320 Fringe: Dental Insurance	\$ 4,135	\$ 3,620	\$ (515)	\$ 23,027	\$ 21,722	\$ (1,306)	\$ 43,443	\$ 21,226
5330 Fringe: Tuition Reimbursement	\$ -	\$ 83	\$ 83	\$ 1,000	\$ 2,750	\$ 1,750	\$ 5,000	\$ 2,000
5340 Fringe: Disability Ins	\$ 3,332	\$ 2,784	\$ (548)	\$ 19,001	\$ 16,706	\$ (2,295)	\$ 33,412	\$ 17,306
5410 Workers' Comp Ins	\$ 57,806	\$ 47,103	\$ (10,703)	\$ 278,921	\$ 385,906	\$ 106,985	\$ 717,438	\$ 397,972
5510 EIP Match	\$ 7,290	\$ 7,991	\$ 701	\$ 32,899	\$ 35,984	\$ 3,085	\$ 84,000	\$ 19,815
Total Fringe Benefits	\$ 179,797	\$ 193,314	\$ 13,517	\$ 944,474	\$ 1,099,109	\$ 154,634	\$ 2,355,705	\$ 907,400
Total Compensation	\$ 1,363,508	\$ 1,371,373	\$ 7,865	\$ 7,693,574	\$ 8,035,210	\$ 341,636	\$ 16,352,198	\$ 7,333,759
All Other Expenses								
6425 Accommodations	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 750
6020 Accountant	\$ 3,053	\$ 2,625	\$ (428)	\$ 17,053	\$ 15,750	\$ (1,303)	\$ 31,500	\$ 19,251
6480 Advertising	\$ 3,558	\$ 1,950	\$ (1,608)	\$ 9,597	\$ 12,145	\$ 2,547	\$ 24,529	\$ 5,348
6332 Airfare	\$ 321	\$ 67	\$ (255)	\$ 1,035	\$ 400	\$ (635)	\$ 2,245	\$ 512
6220 Annual Meeting	\$ -	\$ -	\$ -	\$ 35	\$ -	\$ (35)	\$ -	\$ -
6620 Bad Debt	\$ 10,542	\$ 7,402	\$ (3,140)	\$ 52,834	\$ 14,804	\$ (38,030)	\$ 31,000	\$ 21,736
6210 Board	\$ 1,661	\$ 1,500	\$ (161)	\$ 7,485	\$ 6,359	\$ (1,126)	\$ 10,000	\$ 5,746
6110 Building Repair/Maintenance	\$ 2,351	\$ 3,007	\$ 656	\$ 12,968	\$ 18,041	\$ 5,073	\$ 36,081	\$ 14,701
6565 Care Attendant - New Hire Fees	\$ 4,250	\$ 4,021	\$ (229)	\$ 19,370	\$ 24,126	\$ 4,756	\$ 48,251	\$ 20,630
6494 Computer Consulting	\$ -	\$ 821	\$ 821	\$ -	\$ 5,074	\$ 5,074	\$ 10,000	\$ 618
6491 Computer Hardware	\$ 56	\$ 501	\$ 445	\$ 4,256	\$ 5,990	\$ 1,734	\$ 9,000	\$ 1,646
6490 Computer Misc.	\$ 555	\$ 664	\$ 109	\$ 4,420	\$ 4,010	\$ (409)	\$ 7,999	\$ 3,771
6492 Computer Software	\$ 6,075	\$ 2,624	\$ (3,450)	\$ 36,250	\$ 15,749	\$ (20,501)	\$ 31,500	\$ 15,626
6493 Computer Training	\$ -	\$ 799	\$ 799	\$ 747	\$ 5,355	\$ 4,608	\$ 8,081	\$ -
6320 Conference	\$ 150	\$ 584	\$ 434	\$ 798	\$ 1,665	\$ 867	\$ 4,844	\$ 1,116
6010 Consultants	\$ -	\$ -	\$ -	\$ -	\$ 7,100	\$ 7,100	\$ 8,100	\$ 7,300
6545 Consumer Expenses	\$ 207	\$ 6	\$ (201)	\$ 1,408	\$ 12	\$ (1,396)	\$ 12	\$ 376
6459 Copies Expense	\$ 699	\$ 1,650	\$ 951	\$ 10,155	\$ 9,899	\$ (255)	\$ 19,799	\$ 8,749
6610 Depreciation	\$ 10,957	\$ 12,353	\$ 1,396	\$ 64,942	\$ 74,115	\$ 9,173	\$ 148,230	\$ 64,643
6420 Equipment	\$ 99	\$ 193	\$ 94	\$ 474	\$ 1,175	\$ 701	\$ 2,343	\$ 2,013
6430 Equipment Lease	\$ 2,315	\$ 2,554	\$ 239	\$ 17,191	\$ 15,324	\$ (1,867)	\$ 30,648	\$ 19,542
6431 Equipment Maintenance	\$ 120	\$ 496	\$ 376	\$ 635	\$ 2,970	\$ 2,335	\$ 5,950	\$ 250
6215 Events Expense	\$ 661	\$ 953	\$ 292	\$ 3,496	\$ 3,275	\$ (220)	\$ 15,511	\$ 3,130
6560 Fees	\$ 911	\$ 2,107	\$ 1,196	\$ 7,624	\$ 12,583	\$ 4,959	\$ 24,883	\$ 9,209
6350 Gasoline	\$ 2,424	\$ 1,999	\$ (425)	\$ 6,429	\$ 7,104	\$ 675	\$ 14,325	\$ 5,456
6085 Grant Exp: Equipment	\$ 20,473	\$ 7,140	\$ (13,333)	\$ 78,244	\$ 42,942	\$ (35,302)	\$ 85,783	\$ 77,260
6080 Grant Exp: Other	\$ 1,139	\$ 1,128	\$ (12)	\$ 2,421	\$ 6,765	\$ 4,344	\$ 13,530	\$ 7,548
6120 Grants Maintenance	\$ 1,329	\$ 1,090	\$ (238)	\$ 7,464	\$ 6,543	\$ (921)	\$ 13,087	\$ 6,110

**Granite State Independent Living
Agency Statement of Revenues & Expenses
for the six months ended 3/31/16 and 3/31/15
(In Whole Numbers)**

	One Mo Actual	Current Mo Budget	Current Mo Budget Variance	YTD Actual 10/1/15 - 3/31/16	YTD Budget 10/1/15 - 3/31/16	YTD Budget Variance	Total FY16 Budget	Prior Year 10/1/14 - 3/31/15
In-Kind	\$ 2,146	\$ 500	\$ (1,646)	\$ 11,089	\$ 3,000	\$ (8,089)	\$ 6,000	\$ 3,306
Interpreter	\$ 295	\$ 705	\$ 410	\$ 1,418	\$ 3,518	\$ 2,100	\$ 9,420	\$ 2,358
Janitor	\$ 2,035	\$ 1,831	\$ (204)	\$ 12,915	\$ 10,988	\$ (1,927)	\$ 21,976	\$ 10,625
Kitchen Supplies	\$ 502	\$ 370	\$ (132)	\$ 2,534	\$ 2,225	\$ (308)	\$ 4,449	\$ 2,095
Legal	\$ 2,000	\$ 5,000	\$ 3,000	\$ 13,972	\$ 30,000	\$ 16,028	\$ 60,000	\$ 27,298
Liability Ins	\$ 6,222	\$ 6,237	\$ 15	\$ 36,779	\$ 37,420	\$ 641	\$ 76,487	\$ 31,347
Lodging	\$ -	\$ 125	\$ 125	\$ 324	\$ 821	\$ 497	\$ 2,516	\$ 569
Marketing	\$ 8,764	\$ 7,104	\$ (1,660)	\$ 38,143	\$ 44,375	\$ 6,232	\$ 85,000	\$ 16,805
Meals & Entertainment	\$ 96	\$ 389	\$ 292	\$ 571	\$ 1,106	\$ 535	\$ 2,579	\$ 609
Meeting Expense	\$ 833	\$ 823	\$ (10)	\$ 4,542	\$ 4,746	\$ 204	\$ 9,993	\$ 3,229
Memberships/Dues	\$ 1,240	\$ 2,407	\$ 1,167	\$ 2,818	\$ 4,800	\$ 1,982	\$ 7,215	\$ 2,282
Mileage Reimbursement	\$ 16,258	\$ 14,866	\$ (1,392)	\$ 77,297	\$ 83,599	\$ 6,302	\$ 168,099	\$ 69,464
Miscellaneous	\$ -	\$ 114	\$ 114	\$ -	\$ 267	\$ 267	\$ 495	\$ 221
Non-Insured Losses	\$ -	\$ 23	\$ 23	\$ -	\$ 140	\$ 140	\$ 281	\$ -
Outreach	\$ 486	\$ 194	\$ (292)	\$ 1,139	\$ 1,488	\$ 349	\$ 2,463	\$ 1,109
Outside Services	\$ 945	\$ 3,234	\$ 2,288	\$ 4,526	\$ 22,966	\$ 18,440	\$ 35,285	\$ 11,713
Postage	\$ 4,385	\$ 4,143	\$ (242)	\$ 25,462	\$ 25,209	\$ (253)	\$ 50,519	\$ 26,510
Printing	\$ 1,584	\$ 1,808	\$ 224	\$ 18,082	\$ 12,198	\$ (5,884)	\$ 25,096	\$ 11,564
Professional Development	\$ 1,708	\$ 945	\$ (763)	\$ 12,530	\$ 3,773	\$ (8,757)	\$ 11,045	\$ 1,030
Quiet Comfort Expenses	\$ 100	\$ 200	\$ 100	\$ 600	\$ 3,400	\$ 2,800	\$ 4,650	\$ 2,647
Rent	\$ 12,005	\$ 11,813	\$ (192)	\$ 72,738	\$ 70,878	\$ (1,860)	\$ 141,756	\$ 69,110
Shipping & Handling	\$ 322	\$ 333	\$ 11	\$ 2,903	\$ 1,987	\$ (916)	\$ 3,958	\$ 2,068
Software Maintenance Fees	\$ 3,074	\$ 5,848	\$ 2,774	\$ 32,768	\$ 35,090	\$ 2,322	\$ 70,180	\$ 18,823
Sponsorship	\$ -	\$ 21	\$ 21	\$ 250	\$ 375	\$ 125	\$ 1,250	\$ 250
Staff Expense	\$ -	\$ 344	\$ 344	\$ 1,483	\$ 1,931	\$ 448	\$ 3,954	\$ 916
Subscriptions/Publications	\$ 300	\$ 282	\$ (18)	\$ 1,833	\$ 1,757	\$ (76)	\$ 5,719	\$ 1,093
Supplies	\$ 3,451	\$ 2,941	\$ (511)	\$ 20,828	\$ 17,644	\$ (3,184)	\$ 35,292	\$ 17,930
Taxes	\$ -	\$ 32	\$ 32	\$ 15,402	\$ 9,775	\$ (5,627)	\$ 19,589	\$ 15,607
Telephone	\$ 7,370	\$ 9,060	\$ 1,690	\$ 36,496	\$ 44,326	\$ 7,830	\$ 98,320	\$ 33,543
Trans : TRP	\$ 1,219	\$ 1,470	\$ 251	\$ 7,653	\$ 8,360	\$ 707	\$ 18,000	\$ 7,321
Trans: Sub Part B	\$ 2,806	\$ 3,494	\$ 689	\$ 9,520	\$ 20,757	\$ 11,237	\$ 42,000	\$ 10,790
Trans: Subcontract	\$ 827	\$ 800	\$ (27)	\$ 4,577	\$ 5,075	\$ 498	\$ 10,000	\$ 2,069
Transportation	\$ -	\$ 14	\$ 14	\$ 31	\$ 14	\$ (17)	\$ 14	\$ -
Transportation-GSIL Internal	\$ 522	\$ 764	\$ 242	\$ 11,649	\$ 7,169	\$ (4,480)	\$ 13,387	\$ 4,133
Utilities	\$ 4,569	\$ 5,112	\$ 543	\$ 26,343	\$ 30,674	\$ 4,331	\$ 61,347	\$ 29,761
Vehicle Maintenance, Repairs, Licenses	\$ 920	\$ 1,642	\$ 722	\$ 10,245	\$ 5,850	\$ (4,395)	\$ 15,875	\$ 3,647
Volunteer Expense	\$ 21	\$ 50	\$ 29	\$ 59	\$ 50	\$ (9)	\$ 200	\$ 27
Total	\$ 160,910	\$ 153,270	\$ (7,640)	\$ 886,848	\$ 878,521	\$ (8,327)	\$ 1,763,140	\$ 764,903
Medicaid Settlement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Total All Other Expenses	\$ 160,910	\$ 153,270	\$ (7,640)	\$ 886,848	\$ 878,521	\$ (8,327)	\$ 1,763,140	\$ 814,903
Total EXPENSES	\$ 1,524,418	\$ 1,524,643	\$ 225	\$ 8,580,422	\$ 8,913,731	\$ 333,309	\$ 18,115,338	\$ 8,148,662
NET SURPLUS (DEFICIT)	\$ 69,733	\$ 14,355	\$ 55,378	\$ 505,420	\$ 103,735	\$ 401,685	\$ 50,000	\$ 207,992



2015-2016 BOARD OF DIRECTORS

Chair

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

Whitefield, NH 03598
H: (603)

1st Vice Chair

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

Hopkinton, NH
H: (603)
C: (603)

2nd Vice Chair

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

Manchester, NH 03102

Treasurer

Brad Kulacz (2017-1)

Salisbury, NH 03268

Secretary

***Liza Colby (2017-1)**

Hampstead, NH 03841
C:

***Laura Clark** (2019-1)

Antrim, NH 03440

Michael J. Hall (2016-1)

New London, NH 03257

michael.hall@capitalpower.com

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

Concord, NH 03301

Ron Hoy (2016-1)

Merrimack, NH 03054

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

New Durham, NH 03855

Philip Spurr (2019-2)

Concord, NH 03301

Theo Vougias (2019-1)

603

Board members receive no salaries



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21 Chenell Drive
Concord, NH 03301
603.228.9680
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603.225.3304 (fax)
www.gsil.org

Berlin
Dover
Keene
Littleton
Manchester
Nashua

Annual Salaries of Principal Staff

Position	First, MI Name	Employee Last Name	Annual Salary
VP Resource Development	Peter J.	Darling	83,577
VP of Community Economic Development	Christopher L.	Purington	74,406
Director of Education Services	Maureen G.	O'Donnell	60,000
Associate Director of Education Services	Marybeth	Hammond	50,000
Lead Transition Specialist	Brianna C.	Smith	41,000

*All others have not yet been hired.

CLYDE E. TERRY, JD

NH 03301

(603)

EXPERIENCE:

2002-Present

Chief Executive Officer (CEO)

Granite State Independent Living, Concord, NH

- Responsible for oversight of organization's mission of advocacy and service delivery on behalf of persons with disabilities and Seniors.
- Manages a \$17 million budget, human resources, operations, technology, policy and practices, as well as board, governmental and public relations.
- Oversaw the acquisition of two other nonprofits; successfully converted a portion of one into a private sector entity that provided additional income to support programs in the nonprofit.
- Secured new sources of funding for a variety of fee-for-service and grant based programs including the Veteran's Administration, U.S. Department of Housing and Urban Development and NH Secretary of State.

During my tenure, GSIL was awarded:

- *"2010 Pinnacle Award- Greater Concord Chamber of Commerce – Nonprofit of the Year"*
- *"Citadel Broadcasting (WOKQ) 2010 Year of Service Award"*
- *"2009 Corporate Fund Award - Excellence in Nonprofit Management"*
- *"2009 Business Excellence Award - New Hampshire Business Review",*
- *"2007 Nonprofit/Education Business of the Year" by New Hampshire Business Magazine*
- *Finalist for the prestigious Peter F. Drucker Award for "Excellence Innovative Non-Profit Management."*

2011-Present

Member and Chair of Employment Committee

National Council on Disability

Nominated by President Barack Obama and confirmed by U.S. Senate, to advise president and Congress on disability issues. As Policy committee chair, led national project to reform Section 14(c) Fair Labor Stands Act to phase out payment of sub minimum wage to persons with disabilities. Also team member for councils Medicaid Managed Care initiatives.

2001-2002

Executive Director

New Hampshire Developmental Disabilities Council

- Responsible for agency's administrative, budgetary, staffing, board and public relations.
- Spokesperson before government officials.
- Supervised the preparation of \$2.5 million budget and operations plan, including the annual \$100,000 small grants program.
- Recognized as a national expert on election reform and voter accessibility. One of the principle architects of the "Help America Vote Act 2002."

1994 – 2001

Director of Policy and Planning

New Hampshire Developmental Disabilities Council, Concord, NH

- Coordinated the Council's governmental relations including drafting state and federal legislation, devised strategies, shepherding initiatives through legislatures and coordinating constituent involvement.
- Prepared agency multi-year plan.
- Prepared and monitored contract compliance.

1996

Adjunct Professor

University of New Hampshire, Durham, NH

Designed and taught "Disability and the Family in the Community", a course dealing with civil rights, community services and the legal aspects of disabilities.

1988-1994

Hearing Officer/ADA Coordinator

New Hampshire Division of Mental Health and Developmental Disabilities, Office of Client and Legal Services, Concord, NH

- Conducted administrative hearings and prepared decisions and findings on hearings regarding client eligibility, civil rights and other medical legal issues confronting clients of the Mental Health and Developmental Disability system.
- Investigated allegations of exploitation and abuse and neglect of clients. Coordinated all activities within the Division for the Americans with Disabilities Act of 1990, including training staff, contractors, clients and employers.
- Represented the Division in personnel actions before the Personnel Appeals Board.
- Administrative oversight for contracts between the Division and service providers.

1985 – 1988

Legal Assistant/Lobbyist

Essex Power Services, Inc., Essex Hydropower Associates, Concord, NH and Boston, MA

- Coordinated government relations activity for state and federal legislation.

- Supervised real estate acquisition.
- Supervised technical staff.

**1984 - 1985 Intern, New Hampshire Attorney General's Office
Consumer Protection Division, Concord, NH**

- Researched and wrote pleadings and memorandum of law on consumer protection and anti-trust issues.
- Assisted in the preparation of cases for trial by conducting fact-finding.
- Interviewing witnesses and researching records.

**1979 – 1982 Program Director
Governor's Office, Division of Human Resources, Concord, NH**

**1974 – 1979 Investigator
City of Boston Consumer Council, Boston, MA**

COMMITTEES AND CIVIC ACTIVITIES

- National Task Force on Accessible Elections- Washington, DC
- Citizen's Commission on Supreme Court
- Medical Ethics Committee Concord Hospital
- Endowment for Health Advisory Council
- Medical Care Advisory Committee – 1996 - 2006
- Governor's Task Force on Employment and Economic Opportunity for Persons with Disabilities
- Governor's Task Force on Transportation
- Governor's Commission on Disability
- Help America Vote Act Task Force
- UNH Institute on Disabilities / University Center for Excellence in Developmental Disabilities
Executive Committee member – 2014 to Present
- NH Disability Rights Center, Inc.
Board of Directors 2003 - 2008
- Belknap and Merrimack Counties Community Action Program, Inc.
Board of Directors 1982 – 1998, President 1989 – 1998
- NH Federation of the Blind
Treasurer and Vice President, 1983 – 1985

PUBLICATIONS/AWARDS

Distinguished Alumni Award
Emerson College, June 2010

Gubernatorial Public Service Award
2004

Voters Denied Equal Access to the Polls: Status Report on the Accessibility of Polling Places in the United States
March 2001

National Advocacy Award
National Council for Independent Living, June 2001

CERTIFICATIONS

Eligible for the Massachusetts and Federal Bars
Justice of the Peace, New Hampshire

EDUCATION

Franklin Pierce Law Center
Concord, NH
J.D., May 1985

Emerson College
Boston, Ma.
B.S. Speech, 1974

OTHER

Solo 4,000 mile bicycle trip; Summer 1982

PETER J. DARLING

EDUCATION

M.ED. in Rehabilitation Counseling

University of South Carolina

Bachelors degree in Sociology

Wofford College

PROFESSIONAL EXPERIENCE

February 2015 – Present

Granite State Independent Living

Vice President of Resource Development

- Provide administrative guidance over the following key organizational activities.
- Grants – Finding grant making opportunities that will address organizational growth and stability.
- Communications – Oversight on all organizational communications and promotional activity both internal and external
- Donations – Oversight on all individual corporate and internal fundraising activities for GSIL
- Events – Responsibility for the oversight and development of 3 annual fund raising events as well as other reoccurring events of the organization

October 2005 – February 2015

Granite State Independent Living

Vice President of Community Economic Development

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

October 2001 – October 2005 Bancroft, Inc.
President/CEO

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

1995 – October 2001 Bancroft Products, Inc.
Vice President of Bancroft Employment Services

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

1989 – 1995 The Work Place
Owner/President

1992 – 1995 Meeting the Challenge
Executive Director

1987 – 1989 TEE/Employment Connection Specialist
Vice President of Operations

1973 – 1987 William J. Moore Regional Services
Assistant Executive Director

PROFESSIONAL MEMBERSHIPS

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

2001 – Present NH State Rehabilitation Council
Governor appointed

1975 – Present New Hampshire Rehabilitation Association
*Board Member, Committee Chairs
President (1986 & 1997)*

1997 – Present Private Provider Network
Board Member and Committee Chairs

1994 – 1997 Northeast Rehabilitation Association
*Board Member
President (1996)*

1990 – 2000 NH Statewide Independent Living Council
Member and Committee Chair (Governor appointed)

AWARDS

1994 The Frank J. Loughran – Life Time Achievement Award
“In Recognition of Services to People with Disabilities”

CHRISTOPHER PURINGTON

HONORS

**US Small Business Administration (SBA) 2011 NH Business Champion
NH Small Business Development Center Advisory Board Member
International Racquetball Tour Professional Athlete – Ranked 48th '05–'06**

SKILLS

Leadership

Entrepreneurship
Organizational Change
Project Management
Team Leadership

Marketing

Business Development
Digital Marketing
Strategic Communications
Vendor Management

Operations

Budget Management
Lean Business Transformation
Non-Profit Administration
Sales Management

EXPERIENCE

GRANITE STATE INDEPENDENT LIVING (GSIL) – Concord, NH

Statewide non-profit that provides economic development services and home care

Vice President of Community Economic Development

2/2015 – Present

Director of Business Development

6/2011 – 2/2015

- Lead the development and growth for a \$2 million statewide community services department, comprised of numerous employment, education, benefits planning and independent living programs and grants, to improve outcomes, service quality and financial management.
- Develop new strategies for services and funding that are necessary to respond to unmet community need. This includes creating and fostering relationships with community partners to advance mutually beneficial efforts.
- Strategize with agency leadership in regards to organizational decision making in support of GSIL's mission, vision and values.
- Manage department budget in accordance with organizational budget guidelines, and analyze financial and utilization reports in coordination with outside funding sources and customers.
- Administer goals, objectives and program activities for the Community Economic Development Department in support of the organization's strategic plan.
- Oversee staff development efforts and provide coaching to support the continual improvement of performance and increase productivity and outcomes.
- Implement policies and procedures necessary for program quality and integrity that ensure compliance with funding sources and state and federal regulations.
- Direct agency wide marketing efforts, budgeting and vendor relationships. This includes the redesign of service efforts to better meet customer demand and advance customer service.

BETTER BEYOND 50 – Merrimack, NH

2009 – Present

Online health, fitness & nutrition coaching and employee wellness start-up

General Manager

- Manage digital marketing and product development projects for BetterBeyond50.com.
- Oversee contracts, accounting, budgets and financial strategies.

GATEWAYS COMMUNITY SERVICES – Nashua, NH
Regional non-profit that provides disability and senior services

2009 – 2011

Project Manager

- Managed Medicaid Infrastructure Grant efforts to evolve statewide employment programs, benefits counseling, and training models.
- Facilitated the workforce development coalition, which was a collaboration of regional service providers and related government agencies for professional development and the advancement of employment service delivery.
- Directed all small business and economic development program creation and replication, business relationships, contracts, and budgets.
- Developed a customer portal for clients to access statements, submit electronic forms, communicate with customer agents, and increase customer service productivity and efficiency in a secure online environment.
- Managed company wide digital marketing including email marketing and social media. This included developing and administering an online membership for the Autism Center to connect families and promote therapy services.

GEARBOX RACQUETBALL – Bonita, CA
International athletic equipment and apparel manufacturer

2007 – 2013

Sponsored Marketing Representative

- Volunteered to coach junior racquetball athletes.
- Sold company's athletic apparel and equipment at local, regional, and national venues.
- Marketed company's product line by running demos and competing on the professional tour.

COMMUNITY BRIDGES – Concord, NH
Regional non-profit that provides disability and senior services

2007 – 2008

Career Development Specialist

- Created and managed the Vocational Department, which included administering contracts, directing service provision, supervising staff, and leading and publishing employment trainings.
- Coached job seekers and consulted with staff, management, and partner agencies in the areas of employment law, staffing, training, and benefits to support client career goals.
- Developed relationships with businesses and staffing agencies to make applicable and sustainable job placements.

EDUCATION

Lean Green Belt Certification – MORE EFFECTIVE CONSULTING – Nashua, NH
Continual business process improvement by increasing value and eliminating waste

B.A. in Psychology – UNIVERSITY OF NEW HAMPSHIRE – Durham, NH

MAUREEN O'DONNELL

EDUCATION

<i>Graduate Studies in School-to-Work Transition</i>	Plymouth State University, Plymouth, NH
<i>Graduate Studies in Psychotherapy & Counseling</i>	Rivier University, Nashua, NH
<i>Bachelor Degree in Education</i>	Keene State College, Keene, NH

PROFESSIONAL EXPERIENCE

2005 – Present
Director of Educational Services Granite State Independent Living, Manchester, NH

- Oversee the day to day operations of the program
- Facilitate transition services by administrating career skill and interest inventories, conducting career exploration activities, and providing employment preparation programming to at risk students with disabilities
- Develop and maintain a working relationship with high school personnel, community partners, businesses, agencies, organizations, higher education and NH Vocational Rehabilitation
- Communicate with parents, students, staff, and agencies about issues related to the successful transition of students.
- Responsible for establishing and maintaining student expectations with the Earn and Learn Opportunities program.
- Re-engage students in their education by providing Extended Learning Opportunities, (ELO's) in the areas of Career Exploration, Independent Living, Personal Finance, English, Health and Technology
- Implement core elements of the program including referral process, curriculum development, session cycles, Extended Learning Opportunities (ELO's), job placements and exit plans.
- Facilitate advisory group meetings with key stakeholders to continually refine and evaluate all the core elements of the program
- Coordinate parent orientation and graduation ceremony
- Insure all written reports and documents are completed in a timely fashion; preparing and monitoring program budgets.
- Responsible for hiring, supervising and evaluating assigned staff including coordinating orientation, on-going training and keeping them informed on all pertinent information.
- Insure all staff assigned follow client rights procedures.
- Contribute to the achievement of program and fiscal goals.
- Develop innovative initiatives to enhance program services.

1995 – 2005
Program Coordinator Bancroft Products, Manchester, NH

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

1989 – 1995
Corporate Manager Employment Connection Specialists, Inc. Manchester, NH

- Oversaw the daily operations of four projects.
- Marketed services of ECS to private industries.
- Provided customer care follow-up.

- Conducted presentations to community organizations and agencies.
- Trained outside agencies and employees.
- Supported senior management and CEO.

Awards:

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

Marybeth Hammond

SKILLS & QUALIFICATIONS

- Excellent, organization, and prioritization skills
- Excellent communication and leadership skills, verbal and written
- Analytical thinking
- Computer skills and expertise in Microsoft Word, Excel and PowerPoint

PROFESSIONAL WORK EXPERIENCE

Transition Support Specialist/Instructor

12/2009- Present

Granite State Independent Living- Manchester, NH

- Create and implement competency based Extended Learning Opportunity (ELO) curriculum for students participating in the Earn and Learn Program enabling them to earn academic credit
- Initiate and execute workshops/services for students on topics relevant to developing independent living skills, career readiness and increased understanding of available community resources
- Design and provide professional development opportunities related to best practice in transition, family engagement and Extended Learning Opportunities for high schools selected to participate in the New Hampshire Department Of Education Next Steps New Hampshire Grant
- With student as the informant, develop, plan and implement programming that enables increased self-reliance and opportunities to explore education and career choices
- Organize student work experiences in the community where they can develop social, interpersonal and occupational skills while earning academic credit
- Coordinate all service activities with NH Vocational Rehabilitation and Manchester Schools, incorporating community supports as appropriate to foster interagency collaboration using the guidance of a self-efficacy model of delivery service

Residential Counselor & Charge Staff

4/2008-12/2009

Antrim Girls Shelter- Antrim, NH

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

EDUCATION

Masters of Education (4.0 GPA)

6/2015

Southern New Hampshire University- Manchester, NH

Bachelor of Arts Psychology (3.9 GPA)

1/2008

Southern New Hampshire University- Manchester, NH

HONORS

- Psi Chi National Honor Society of Psychology
- Campus Compact for New Hampshire Presidents' Community Partner Award, April 2011

BRIANNA C. SMITH

Objective

To obtain a position within the field social work that will enhance professional growth and utilize strong organizational and interpersonal skills.

Experience

Transition Coordinator • July 2015- Present

Granite State Independent Living • Manchester, NH

- Provide outreach to youth who have dropped out of school and need to reengage in the educational system and academic recover activities
- Support students to develop, plan and implement programming that focuses on increasing the ability of youth to live life independently
- Responsible for daily instruction of academic credit to students in the Earn and Learn Program
- Design and implement workshops/services for students and parents for academic instruction purposes

School Program Team Leader • June 2009 – June 2015

Work Opportunities Unlimited • Manchester, NH

- Counseling individuals to provide education and vocational guidance.
- Providing skills, travel training and direct support for students within the program
- Assist in working with team on transitioning students out of high school by counseling with community resources and school district
- Develop IEP goals to conduct transition plan for the future
- Responsible for team members daily schedule, job objectives and activities for all students in school program

Teacher Assistant • August 2007-January 2008

Alpha Bits Learning Center • Manchester, NH

- Assisted with planning daily routines for the pre-school classroom
- Develop lesson plans for children's goals including intellectual stimulation and language activities
- Praised children for accomplishments along with guidance in learning.

Live in Nanny • June 1998-August 2008

Peggy and Larry Arend • Newfields, NH

- Care for children in private household to which I provided support and expertise to parents in satisfying children's physical intellectual and social needs.
- Duties included meal planning, preparation, organization of play activities and outings, discipline along with transportation to daily activities.

Skills

- Team Leader of numerous employee's to oversee day to day operations
- Proficient in Microsoft Office, XP, Excel, Powerpoint along with Mac OS
- Reliable, hard working individual contributor and team player
- Highly organized with scheduling many students in a limited schedule
- Strong Communication skills with employers, area agencies and school districts
- Create lesson plans for students and guide with goals and objectives related to IEP's
- Experience with marketing to different school districts and business's in the surrounding area's of Manchester, NH

Education

Southern New Hampshire University

June 2009 Completion

- Social Science, Bachelor's Degree
- Psychology, Minor Degree

Exeter High School

June 2005-Completion

- High School Diploma

References Available Upon Request