

STM



Nicholas A. Toumpas
Commissioner

José Thier Montero
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6527
603-271-4535 1-800-852-3345 Ext. 4535
Fax: 603-271-4506 TDD Access: 1-800-735-2964



MJT
33

April 3, 2014

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

REQUESTED ACTION

100% Federal funds

Authorize the Department of Health and Human Services, Division of Public Health Services, to exercise a contract renewal with New Hampshire Coalition for Citizens with Disabilities, Inc., Purchase Order #1024896, Vendor # 177245-B002, 151 Manchester Street, Concord, NH 03301, by increasing the Price Limitation by \$60,000 from \$60,000 to \$120,000 to provide education, resources and support to parents of young children who have a suspected or confirmed hearing loss, and extend the Completion Date from June 30, 2014 to June 30, 2016, effective July 1, 2014 or the date of Governor and Council approval, whichever is later. This agreement was originally approved by Governor and Council on August 8, 2012, Item #39.

Funds are available in the following account for SFY 2015, and are anticipated to be available in SFY 2016, upon the availability and continued appropriation of funds in the future operating budget, with authority to adjust amounts within the price limitation and amend the related terms of the contract without further 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 POPULATION HEALTH AND COMMUNITY
SERVICES, MATERNAL AND CHILD HEALTH

| Fiscal Year | Class/Account | Class Title | Job Number | Current Modified Budget | Increased (Decrease d) Amount | Revised Modified Budget |
|-------------|---------------|------------------------|------------|-------------------------|-------------------------------|-------------------------|
| SFY 2013 | 102-500731 | Contracts for Prog Svc | 90004004 | 30,000 | 0 | 30,000 |
| SFY 2014 | 102-500731 | Contracts for Prog Svc | 90004004 | 30,000 | 0 | 30,000 |
| SFY 2015 | 102-500731 | Contracts for Prog Svc | 90004004 | 0 | 30,000 | 30,000 |
| SFY 2016 | 102-500731 | Contracts for Prog Svc | 90004004 | 0 | 30,000 | 30,000 |
| | | | Total | \$60,000 | \$60,000 | \$120,000 |

EXPLANATION

Funds in this amendment 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 New Hampshire Early Hearing Detection and Intervention Program was established in 2000 to establish an effective, family-centered, sustainable statewide newborn hearing screening and intervention program. For the last four years, over 97% of infants born in New Hampshire received newborn hearing screenings. In 2012, 186 infants (72.7% of infants referred for testing) had follow-up testing. Of the infants tested, sixteen infants were identified with permanent hearing loss. The goals of this funding are to continue increasing the percent of infants who are diagnosed as deaf or hard of hearing before three months of age and to increase the number of infants who enroll in early intervention before six months of age.

Should Governor and Executive Council not authorize this Request, families will 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.

One proposal was received in response to the Request for Proposal. Three reviewers reviewed the proposal. The reviewers represent seasoned public health professionals who have between six to 27 years' experience in pediatric hearing detection and intervention. The reviewers used a standardized form to score the bidder's experience and capacity to carry out the activities outlined in the proposal. The performance measures were examined for realistic targets for each year. The workplans were reviewed for effective activities and evaluation components. Budgets were evaluated to determine whether they were reasonable, justified and consistent with the intent of the program goals and outcomes. The Request for Proposals Summary is attached.

As referenced in the original letter approved by Governor and Council on August 8, 2012, Item #39, and in the Request for Proposal, Renewals Section, this competitively procured Agreement has the option to renew for two (2) additional year(s), contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Council. The Division is exercising this renewal option.

The New Hampshire Coalition for Citizens with Disabilities, Inc. is making adequate progress in meeting the performance measures and the Department wishes to continue working with the vendor for another two years.

The following performance measures will be used to measure the effectiveness of the agreement.

- Eighty percent of families with infants who failed 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, audiologist or early intervention staff and documented in the telephone log.

- Eighty percent 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.
- Sixty-eight percent 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.
- Ninety percent of the newborn hearing screener trainings that were facilitated by the follow-up coordinator during each grant year.
- Ninety percent of families with limited English proficiency (LEP) who were provided interpretation services during interactions with the follow-up coordinator.

Area served: Statewide.

Source of Funds: 100% Federal Funds from the US Department of Health and Human Services, Health Resources and Services Administration, Federal Award Identification Number (FAIN) H61MC00034.

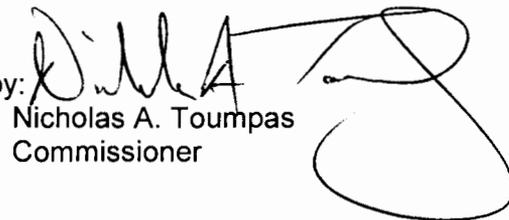
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



José Thier Montero, MD, MHCDS
Director

Approved by:



Nicholas A. Toumpas
Commissioner

Program Name Early Hearing Detection & Intervention (EHDI) Program
Contract Purpose Education, Resources and Support for Families with Infants & Children who Have a Suspected or Confirmed Hearing Loss
RFP Score Summary

| | Max Pts | NH Coalition for Citizens with Disabilities, Inc., 151 Manchester St., Concord, NH 03301 | Bidder Name, Town, St |
|-------------------------|------------|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| RFA/RFP CRITERIA | | | | | | | | | |
| Agy Capacity | 30 | 25.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Program Structure | 50 | 42.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Budget & Justification | 15 | 14.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Format | 5 | 4.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 100 | 85.00 | 0.00 |

| | | | | | | | | | |
|-----------------------------|--|------------------|---|---|---|---|---|---|---|
| BUDGET REQUEST | | | | | | | | | |
| Year 01 | | \$30,000 | - | - | - | - | - | - | - |
| Year 02 | | \$30,000 | - | - | - | - | - | - | - |
| Year 03 | | - | - | - | - | - | - | - | - |
| TOTAL BUDGET REQUEST | | 60,000.00 | | | | | | | |
| BUDGET AWARDED | | | | | | | | | |
| Year 01 | | \$30,000 | - | - | - | - | - | - | - |
| Year 02 | | \$30,000 | - | - | - | - | - | - | - |
| Year 03 | | - | - | - | - | - | - | - | - |
| TOTAL BUDGET AWARDED | | 60,000.00 | | | | | | | |

| RFP Reviewers | Name | Job Title | Dept/Agency | Qualifications |
|----------------------|---------------------------|---------------------|--------------------------------|--|
| 1 | Tessa Lafortune-Greenberg | Pediatrician | Dartmouth-Hitchcock Pediatrics | The reviewers are a pediatrician with six years of experience and an appointment as the Early Hearing Champion for New Hampshire Society as the Champion for Early Hearing. A nurse from the DPHS with twenty seven years experience in pediatric hearing screening and a Program Coordinator with the Early Hearing Detection & Intervention Program from DPHS. |
| 2 | Holly Wentworth | Public Health Nurse | NHDHHS, MCH | |
| 3 | Ruth Fox | Program Coordinator | NHDHHS, MCH | |



**State of New Hampshire
Department of Health and Human Services
Amendment #1 to the
New Hampshire Coalition for Citizens with Disabilities, Inc.**

This 1st Amendment to the New Hampshire Coalition for Citizens with Disabilities, Inc., contract (hereinafter referred to as "Amendment One") dated this 26 day of March, 2014, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and New Hampshire Coalition for Citizens with Disabilities, Inc., (hereinafter referred to as "the Contractor"), a corporation with a place of business at 54 Old Suncook Road, Concord, New Hampshire 03301.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on August 8, 2012, the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to the General Provisions, Paragraph 18, the State may modify the scope of work and the payment schedule of the contract by written agreement of the parties;

WHEREAS, the Department desires to continue the relationship with the New Hampshire Coalition for Citizens with Disabilities, Inc., 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.

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree as follows:

To amend as follows:

- Form P-37, to change:
Block 1.7 to read: June 30, 2016
Block 1.8 to read: \$120,000
- Exhibit A, Scope of Services to add:
Exhibit A – Amendment 1
- Exhibit B, Purchase of Services, Contract Price, to add:

Paragraph 1.1 to Paragraph 1:

The contract price shall increase by \$30,000 for SFY 2015 and \$30,000 in SFY 2016.

Paragraph 1.2 to Paragraph 1:

Funding is available as follows:

- \$60,000 from 05-95-90-902010-5190-102-500731, 100% Federal Funds from the US Department of Health and Human Services, Health Resources and Services Administration, Maternal and Child Health Bureau CFDA #93.251;

[Handwritten Signature]
[Handwritten Date: 3/26/14]



Add Paragraph 8

8. Notwithstanding paragraph 18 of the General Provisions P-37, an amendment limited to adjustments to amounts between and among account numbers, within the price limitation, may be made by written agreement of both parties and may be made without obtaining approval of the Governor and Executive Council.

- Budget, to add:
Exhibit B-1 (2015) - Amendment 1
Exhibit B-1 (2016) – Amendment 1

This amendment shall be effective July 1, 2014 or upon the date of Governor and Executive Council approval, whichever is later.



IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire
Department of Health and Human Services

4/9/14
Date

Brook Dupee
Brook Dupee
Bureau Chief

New Hampshire Coalition for Citizens with
Disabilities, Inc.

3/26/14
Date

Michelle Lewis
Name: Michelle Lewis
Title: Executive Director

Acknowledgement:

State of New Hampshire County of Merriamack on March 26 2014, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

James K. Butterfield
Signature of Notary Public or Justice of the Peace

My commission expires
October 21, 2014.

James K. Butterfield
Name and Title of Notary or Justice of the Peace



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

4/16/14
Date

Amanda C. Godlewski
Name: Amanda C. Godlewski
Title: Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: _____ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:



Exhibit A - Amendment #1

SCOPE OF SERVICES

The Department desires to continue the relationship with the New Hampshire Coalition for Citizens with Disabilities, Inc., 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 Contractor shall provide services as specified below:

I. General Provisions

A) **Culturally and Linguistically Appropriate Standards of Care**

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:

1. Assess the ethnic/cultural needs, resources and assets of their community.
2. Promote the knowledge and skills necessary for staff to work effectively with consumers with respect to their culturally and linguistically diverse environment.
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.
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.
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).

B) **State and Federal Laws**

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



Exhibit A - Amendment #1

1. The Contractor shall report all cases of communicable diseases according to New Hampshire RSA 141-C and He-P 301, adopted 6/3/08.
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.

C) Relevant Policies and Guidelines

1. The contractor shall adhere to the relevant policies and guidelines as described in this contract.

D) Publications Funded Under Contract

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. 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.
3. The Contractor shall credit DHHS on all materials produced under this contract following the instructions outlined in Exhibit C (14.)

E) Subcontractors

1. If any services required by this Exhibit are provided, in whole or in part, by a subcontracted agency or provider, the Division of Public Health Services (DPHS), Maternal and Child Health Section must be notified in writing and approve the subcontractual agreement, prior to initiation of the subcontract.
2. In addition, the original DPHS contractor will remain liable for all requirements included in this Exhibit and carried out by subcontractors.

II. Minimal Standards of Core Services

A) Services Requirements

The Contractor shall:

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 (MCH).
2. Hire a part-time follow up coordinator in full consultation with MCH.

Handwritten initials of the contractor, appearing to be 'D' or 'D' with a flourish.

Handwritten date: 3/26/14



Exhibit A - Amendment #1

3. Train, oversee, and evaluate the follow-up coordinator.
4. Ensure telephone and computer access for the follow-up coordinator during regularly scheduled working hours.
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.
6. Collaborate with medical providers and audiology professionals to promote timely diagnostic testing by 3 months of age for infants who are referred.
7. Ensure that appointments for diagnostic testing and follow-up are made and kept.
8. Provide immediate and appropriate responses to questions about the referral process when an infant fails the final newborn hearing screening.
9. Demonstrate an understanding of hearing loss and its relationship to development and communication skills.
10. Teach families about hearing loss and its impact on a deaf or hard of hearing child.
11. Counsel and support families making decisions about communication choices and services for their deaf or hard of hearing children.
12. 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.
13. Provide unbiased information about all communication methodologies.
14. Participate in professional development activities.
15. Actively participate in the EDHI Quality Improvement (QI) Committee and participate in quality improvement initiatives as appropriate.

B) Staffing Provisions

1. Qualifications

All health and allied health professionals shall have the appropriate New Hampshire licenses whether directly employed, contracted, or subcontracted.

The Follow up Coordinator shall have:

- a) 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



Exhibit A - Amendment #1

approved work experience may be substituted for one year of required formal education.

- b) 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.
- c) Experience meeting the diverse racial, ethnic and cultural needs of families with a family-centered approach.
- d) Sensitivity when addressing complex cultural, emotional and financial issues with families.
- e) An understanding of the impact of a child with special needs on the family.

2. New Hires

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. Vacancies

- a) 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.
- b) 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.

C) Coordination of Services

- 1. The Contractor shall coordinate, where possible, with other service providers including MICE, the statewide Family-Centered Early Support and Services agency 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.

D) Meetings and Trainings

The Contractor shall:

- 1. Ensure follow-up coordinator participation in meetings and trainings as required by the Early Hearing Detection and Intervention (EHDI) Program.
- 2. Meet at least twice annually to consult with EHDI staff to discuss issues.



Exhibit A - Amendment #1

3. Collaborate with the EHD staff in monitoring performance and providing feedback to staff at all hearing screening facilities and audiologic testing sites.
4. Attend QI meetings as requested.

III. Quality or Performance Improvement (QI/PI)

A) Workplans

1. 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.
2. 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.
3. 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.

B) Additional reporting requirements

In addition to Performance Workplans, the Contractor shall submit to MCHS the following data and information listed below which are used to monitor program performance:

1. In years when contracts or amendments are not required, the DPHS Budget Form, Budget Justification, Sources of Revenue and Program Staff list forms must be completed according to the relevant instructions and submitted as requested by DPHS and, at minimum, by April 30 of each year.
2. The Sources of Revenue report must be resubmitted at any point when changes in revenue threaten the ability of the agency to carry out the planned program.

C) On-site reviews

1. The contractor shall allow a team or person authorized by the Division of Public Health Services 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.
2. Reviews shall include client record reviews to measure compliance with this exhibit.

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Exhibit A - Amendment #1

3. 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.

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EXHIBIT A– AMENDMENT 1 - PERFORMANCE MEASURES

EDUCATION, ADVOCACY RESOURCES & SUPPORT FOR FAMILIES WITH INFANTS AND CHILDREN WHO HAVE A SUSPECTED OR CONFIRMED HEARING LOSS (EARS) PERFORMANCE MEASURE DEFINITIONS Fiscal Year 2015 and 2016

EARS Performance Measure #1

Measure: Eighty percent of families with infants who failed 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, audiologist or early intervention staff and documented in the telephone log.

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

Definition: Numerator-
The percent of infants in the denominator who received diagnostic testing by three month of age

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, audiologist or early intervention staff.

Data Source: Telephone log

EARS Performance Measure #2

Measure: Eighty percent 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.

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

Definition: Numerator-
The percent of infants in the denominator who were contacted by the follow-up coordinator within five business days.

Denominator-
All infants entered into the web-based tracking system who failed their final hearing screening.

Data Source: Web-based tracking system

Exhibit A - Amendment 1 – Performance Measures Contractor Initials

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Handwritten date: 3/26/14



EXHIBIT A– AMENDMENT 1 - PERFORMANCE MEASURES

EARS Performance Measure #3

Measure: Sixty-eight percent 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.

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

Definition: Numerator-
The percent of infants in the denominator who received diagnostic testing by three months of age.

Denominator-
All infants who failed their final newborn hearing screening and were contacted by the follow-up coordinator.

Data Source: web-based tracking system

EARS Performance Measure #4:

Measure: Ninety percent of the newborn hearing screener trainings that were facilitated by the follow-up coordinator during each grant year.

Goal: To have the follow-up coordinator routinely conduct the newborn hearing screener trainings.

Definition: Numerator-
The number of newborn hearing screener training sessions in the denominator conducted by the follow-up coordinator.

Denominator-
The number of hearing screener training sessions offered in one grant year.

Data Source: program calendar

EARS Performance Measure #5:

Measure: The number of families with limited English proficiency (LEP) who were provided interpretation services during interactions with the follow-up coordinator.

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

Exhibit A - Amendment 1 – Performance Measures Contractor Initials

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3/26/14



EXHIBIT A– AMENDMENT 1 - PERFORMANCE MEASURES

Definition: **Numerator-**
The number of families in the denominator who were provided interpretation services.

Denominator-
All families with limited English proficiency who were contacted by the follow-up coordinator.

Data Source: follow-up coordinator's tracking spreadsheet

Exhibit A - Amendment 1 – Performance Measures Contractor Initials

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**Exhibit B-1 (2015) - Amendment 1
Budget**

New Hampshire Department of Health and Human Services

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

Budget Request for: EARS
(Name of RFP)

Budget Period: SFY 2015

| Line Item | Direct | Indirect | Total | |
|---|---------------------|--------------------|---------------------|---|
| 1. Total Salary/Wages | \$ 22,010.00 | \$ 2,200.00 | \$ 24,210.00 | |
| 2. Employee Benefits | \$ 3,300.00 | \$ 330.00 | \$ 3,630.00 | |
| 3. Consultants | \$ - | \$ - | \$ - | 10% fiscal rate of direct costs on all line items |
| 4. Equipment: | \$ - | \$ - | \$ - | |
| Rental | \$ - | \$ - | \$ - | |
| Repair and Maintenance | \$ - | \$ - | \$ - | |
| Purchase/Depreciation | \$ - | \$ - | \$ - | |
| 5. Supplies: | \$ - | \$ - | \$ - | |
| Educational | \$ 175.00 | \$ 16.00 | \$ 191.00 | |
| Lab | \$ - | \$ - | \$ - | |
| Pharmacy | \$ - | \$ - | \$ - | |
| Medical | \$ - | \$ - | \$ - | |
| Office | \$ 300.00 | \$ 30.00 | \$ 330.00 | |
| 6. Travel | \$ - | \$ - | \$ - | |
| 7. Occupancy | \$ 700.00 | \$ 70.00 | \$ 770.00 | |
| 8. Current Expenses | \$ - | \$ - | \$ - | |
| Telephone | \$ 540.00 | \$ 54.00 | \$ 594.00 | |
| Postage | \$ 250.00 | \$ 25.00 | \$ 275.00 | |
| Subscriptions | \$ - | \$ - | \$ - | |
| Audit and Legal | \$ - | \$ - | \$ - | |
| Insurance | \$ - | \$ - | \$ - | |
| Board Expenses | \$ - | \$ - | \$ - | |
| 9. Software | \$ - | \$ - | \$ - | |
| 10. Marketing/Communications | \$ - | \$ - | \$ - | |
| 11. Staff Education and Training | \$ - | \$ - | \$ - | |
| 12. Subcontracts/Agreements | \$ - | \$ - | \$ - | |
| 13. Other (specific details mandatory): | \$ - | \$ - | \$ - | |
| | \$ - | \$ - | \$ - | |
| | \$ - | \$ - | \$ - | |
| | \$ - | \$ - | \$ - | |
| | \$ - | \$ - | \$ - | |
| TOTAL | \$ 27,275.00 | \$ 2,725.00 | \$ 30,000.00 | |

Indirect As A Percent of Direct 10.0%

Contractor Initials: 
Date: 3/26/14

**Exhibit B-1 (2016) - Amendment 1
Budget**

New Hampshire Department of Health and Human Services

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

Budget Request for: EARS
(Name of RFP)

Budget Period: SFY 2016

| Item | Direct | Indirect | Total |
|---|---------------------|--------------------|---------------------|
| 1. Total Salary/Wages | \$ 22,670.00 | \$ 2,265.00 | \$ 24,935.00 |
| 2. Employee Benefits | \$ 3,400.00 | \$ 340.00 | \$ 3,740.00 |
| 3. Consultants | \$ - | \$ - | \$ - |
| 4. Equipment: | \$ - | \$ - | \$ - |
| Rental | \$ - | \$ - | \$ - |
| Repair and Maintenance | \$ - | \$ - | \$ - |
| Purchase/Depreciation | \$ - | \$ - | \$ - |
| 5. Supplies: | \$ - | \$ - | \$ - |
| Educational | \$ - | \$ - | \$ - |
| Lab | \$ - | \$ - | \$ - |
| Pharmacy | \$ - | \$ - | \$ - |
| Medical | \$ - | \$ - | \$ - |
| Office | \$ - | \$ - | \$ - |
| 6. Travel | \$ - | \$ - | \$ - |
| 7. Occupancy | \$ 660.00 | \$ 65.00 | \$ 725.00 |
| 8. Current Expenses | \$ - | \$ - | \$ - |
| Telephone | \$ 550.00 | \$ 50.00 | \$ 600.00 |
| Postage | \$ - | \$ - | \$ - |
| Subscriptions | \$ - | \$ - | \$ - |
| Audit and Legal | \$ - | \$ - | \$ - |
| Insurance | \$ - | \$ - | \$ - |
| Board Expenses | \$ - | \$ - | \$ - |
| 9. Software | \$ - | \$ - | \$ - |
| 10. Marketing/Communications | \$ - | \$ - | \$ - |
| 11. Staff Education and Training | \$ - | \$ - | \$ - |
| 12. Subcontracts/Agreements | \$ - | \$ - | \$ - |
| 13. Other (specific details mandatory): | \$ - | \$ - | \$ - |
| | \$ - | \$ - | \$ - |
| | \$ - | \$ - | \$ - |
| | \$ - | \$ - | \$ - |
| | \$ - | \$ - | \$ - |
| | \$ - | \$ - | \$ - |
| | \$ - | \$ - | \$ - |
| TOTAL | \$ 27,280.00 | \$ 2,720.00 | \$ 30,000.00 |

10% fiscal rate of direct costs on all line items

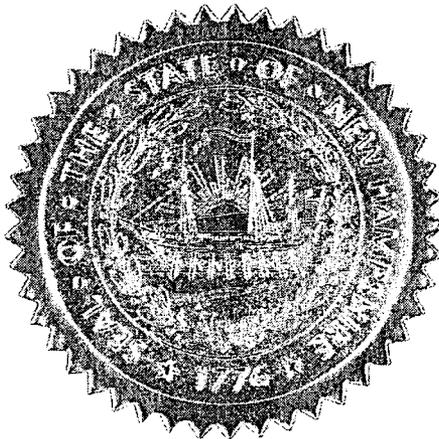
Indirect As A Percent of Direct 10.0%

Contractor Initials: *EC*
Date: 3/26/14

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 19th day of February A.D. 2014

A handwritten signature in cursive script, 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 an electronic vote meeting of the Board of Directors of the Corporation duly held on March 26, 2014.

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 26 day of March, 2014
(Date Contract Signed)

STATE OF NEW HAMPSHIRE

County of Merrimack

The forgoing instrument was acknowledged before me this 26th day of March, 2014.

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

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

**My commission expires
October 21, 2014.**

NOTARY SEAL

State of New Hampshire
County of Merrimack
Page 1 of 1



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/7/2014

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): (603) 669-0704 FAX (A/C, No): E-MAIL ADDRESS: vivian@infantine.com |
| INSURER(S) AFFORDING COVERAGE | |
| INSURER A: Philadelphia Indemnity Ins Co | NAIC # 18058 |
| INSURER B: AmGuard | 43290 |
| INSURER C: Mount Vernon Fire Ins. Co. | |
| INSURER D: | |
| INSURER E: | |
| INSURER F: | |

COVERAGES CERTIFICATE NUMBER: CL141708853 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 INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|-------------------------------------|---------------------------------|---------------|-------------------------|-------------------------|---|
| A | GENERAL LIABILITY | | | PHPK1109379 | 1/1/2014 | 1/1/2015 | EACH OCCURRENCE \$ 1,000,000 |
| | <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 |
| | <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR | | | | | | MED EXP (Any one person) \$ 5,000 |
| | <input checked="" type="checkbox"/> Employee Benefits Liab. | | | | | | PERSONAL & ADV INJURY \$ 1,000,000 |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | | GENERAL AGGREGATE \$ 2,000,000 |
| | <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | | | | | | PRODUCTS - COMP/OP AGG \$ 2,000,000 |
| A | AUTOMOBILE LIABILITY | | | PHPK1109379 | 1/1/2014 | 1/1/2015 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 |
| | <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS | | | | | | BODILY INJURY (Per person) \$ |
| | <input checked="" type="checkbox"/> HIRED AUTOS | <input checked="" type="checkbox"/> | SCHEDULED AUTOS NON-OWNED AUTOS | | | | BODILY INJURY (Per accident) \$ |
| | | | | | | | PROPERTY DAMAGE (Per accident) \$ |
| | | | | | | | Medical payments \$ 5,000 |
| A | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR | | | PHUB404427 | 1/1/2014 | 1/1/2015 | EACH OCCURRENCE \$ 1,000,000 |
| | <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE | | | | | | AGGREGATE \$ |
| | DED RETENTION \$ 10,000 | | | | | | \$ |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | | | NHW526334 | 1/1/2014 | 1/1/2015 | <input checked="" type="checkbox"/> WC STATUTORY LIMITS <input checked="" type="checkbox"/> OTHER |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) | | N/A | | | | E.L. EACH ACCIDENT \$ 500,000 |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | E.L. DISEASE - EA EMPLOYEE \$ 500,000 |
| | | | | | | | E.L. DISEASE - POLICY LIMIT \$ 500,000 |
| C | D&O/Employment Practices | | | NDO2003251I | 1/1/2014 | 1/1/2015 | \$1,000,000 Occurrence \$1,000,000 Aggregate |

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

| | |
|---|---|
| CERTIFICATE HOLDER NH Dept of Health & Human Services Contracts & Procurement Unit 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 Chuck Hamlin/BVP  |

**NEW HAMPSHIRE COALITION FOR
CITIZENS WITH DISABILITIES, INC.**

dba PARENT INFORMATION CENTER

FINANCIAL STATEMENTS

JUNE 30, 2013 and 2012

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, 2013 and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

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 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, 2013 and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of program activities and the schedule of expenditures of federal awards, as required by Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, are presented for purposes of additional analysis and is not a required part of the financial statements. The supplementary 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.

The financial statements of the New Hampshire Coalition for Citizens with Disabilities, Inc. as of June 30, 2012, were audited by other auditors whose report dated November 20, 2012, expressed an unmodified opinion on those statements.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 4, 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 and other matters. 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.

Smith Hennessey Associates, PLLC/CPA
Concord, New Hampshire

February 4, 2014

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
 dba PARENT INFORMATION CENTER
 STATEMENTS OF FINANCIAL POSITION
 FOR THE YEARS ENDED JUNE 30, 2013 AND 2012

| | <u>2013</u> | <u>2012</u> |
|---|-------------------|-------------------|
| ASSETS | | |
| CURRENT ASSETS | | |
| Cash | \$ 288,993 | \$ 235,692 |
| Grants Receivable | 131,749 | 145,396 |
| Prepaid Expenses | <u>8,134</u> | <u>2,587</u> |
| Total Current Assets | <u>428,876</u> | <u>383,675</u> |
| PROPERTY AND EQUIPMENT, at cost | | |
| Equipment, Furniture, and Fixtures | 107,897 | 108,396 |
| Less Accumulated Depreciation | <u>(80,466)</u> | <u>(84,724)</u> |
| Net Property and Equipment | <u>27,431</u> | <u>23,672</u> |
| TOTAL ASSETS | <u>\$ 456,307</u> | <u>\$ 407,347</u> |
| LIABILITIES | | |
| CURRENT LIABILITIES | | |
| Accounts Payable | \$ 28,344 | \$ 24,771 |
| Accrued Expenses | 35 | 2,020 |
| Accrued Payroll and Related Liabilities | 17,035 | 17,842 |
| Accrual for Compensated Absences | <u>30,314</u> | <u>27,258</u> |
| TOTAL LIABILITIES | <u>75,728</u> | <u>71,891</u> |
| NET ASSETS | | |
| Operating | <u>201,781</u> | <u>142,409</u> |
| Total Unrestricted Net Assets | <u>201,781</u> | <u>142,409</u> |
| Temporarily Restricted Net Assets | <u>178,798</u> | <u>193,047</u> |
| TOTAL NET ASSETS | <u>380,579</u> | <u>335,456</u> |
| TOTAL LIABILITIES AND NET ASSETS | <u>\$ 456,307</u> | <u>\$ 407,347</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, 2013 AND 2012

| | <u>2013</u> | <u>2012</u> |
|--|--------------------|--------------------|
| UNRESTRICTED NET ASSETS | | |
| SUPPORT AND REVENUES | | |
| Contributions, Including Fundraising Activities | \$ 8,163 | \$ 5,314 |
| Program Services Revenue | | |
| Counseling Income (AFC) | 8,667 | 10,415 |
| Workshops and Training | 10,075 | 6,873 |
| Conferences | 910 | 169 |
| In-Kind Income | 18,225 | - |
| Other, Including Speaker Fees and Sale of Materials | <u>11,087</u> | <u>51,010</u> |
| Total Program Service Revenue | <u>48,964</u> | <u>68,467</u> |
| NET ASSETS RELEASED FROM RESTRICTIONS | | |
| Restrictions Satisfied by Payments | <u>1,347,038</u> | <u>1,448,487</u> |
| Total Support and Revenues | <u>1,404,165</u> | <u>1,522,268</u> |
| OPERATING EXPENSES | | |
| Program Services | 1,350,436 | 1,488,266 |
| Management and general | (5,892) | 18,704 |
| Fund raising | 1,256 | - |
| Total Operating Expenses | <u>1,345,800</u> | <u>1,506,970</u> |
| OTHER INCOME AND EXPENSES | | |
| Interest Income | 1,219 | 1,191 |
| Interest Expense | (25) | (195) |
| Loss on Sale of Equipment | <u>(187)</u> | <u>(119)</u> |
| Total Other Income and Expenses | <u>1,007</u> | <u>877</u> |
| NET INCREASE (DECREASE) IN UNRESTRICTED NET ASSETS | <u>59,372</u> | <u>16,175</u> |
| TEMPORARILY RESTRICTED NET ASSETS | | |
| Grant Revenue | 1,332,789 | 1,434,858 |
| Net Assets Released from Restrictions | | |
| Restrictions Satisfied by Payments | <u>(1,347,038)</u> | <u>(1,448,487)</u> |
| NET INCREASE (DECREASE) IN TEMPORARILY RESTRICTED NET ASSETS | <u>(14,249)</u> | <u>(13,629)</u> |
| CHANGES IN NET ASSETS | 45,123 | 2,546 |
| NET ASSETS, beginning of year | <u>335,456</u> | <u>332,910</u> |
| NET ASSETS, end of year | <u>\$ 380,579</u> | <u>\$ 335,456</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, 2013 AND 2012

| | <u>2013</u> | <u>2012</u> |
|--|-------------------|-------------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | |
| Increase (decrease) in Net Assets | \$ <u>45,123</u> | \$ <u>2,546</u> |
| Adjustments to Reconcile Net Income to Net Cash Provided by Operating Activities: | | |
| Depreciation | 10,777 | 14,782 |
| Loss on Sale of Equipment | 187 | 119 |
| Decrease (increase) in Grants Receivable | 13,647 | (21,848) |
| Decrease (increase) in Prepaid Expense | (5,547) | 11,801 |
| Increase (decrease) in Accounts Payable | 3,574 | (15,686) |
| Increase (decrease) in Accrued Expenses | (1,985) | (1,652) |
| Increase (decrease) in Accrued Payroll and Related Liabilities | (807) | (6,253) |
| Increase (decrease) in Compensated Absences | 3,057 | (3,269) |
| Increase (decrease) in Deferred Lease Incentives | - | (1,298) |
| Total adjustments | <u>22,903</u> | <u>(23,304)</u> |
| Net cash flow provided (used) by operating activities | <u>68,026</u> | <u>(20,758)</u> |
| CASH FLOWS FROM INVESTING ACTIVITIES | | |
| Proceeds From Sale of Fixed Assets | 475 | 130 |
| Capital Expenditures | <u>(15,200)</u> | <u>-</u> |
| Net Cash Flow Provided (Used) by Investing Activities | <u>(14,725)</u> | <u>130</u> |
| NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS | 53,301 | (20,628) |
| CASH AND CASH EQUIVALENTS, Beginning of Year | <u>235,692</u> | <u>256,320</u> |
| CASH AND CASH EQUIVALENTS, End of Year | <u>\$ 288,993</u> | <u>\$ 235,692</u> |
| SUPPLEMENTAL CASH FLOW INFORMATION: | | |
| Cash Paid for Interest | <u>\$ -</u> | <u>\$ 195</u> |

See Notes to Financial Statements

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
 dba PARENT INFORMATION CENTER
 STATEMENT OF FUNCTIONAL EXPENSES
 FOR THE YEARS ENDED JUNE 30, 2013 and 2012

| | Program Services | Management and General | Fund Raising | TOTAL 2013 | TOTAL 2012 |
|------------------------------------|---------------------|------------------------|-----------------|---------------------|---------------------|
| Salaries | \$ 766,280 | \$ 48,891 | \$ - | \$ 815,171 | 921,103 |
| Benefits and Payroll Taxes | 194,361 | 17,168 | - | 211,529 | 233,262 |
| Professional Services | 41,858 | 14,483 | - | 56,341 | 84,135 |
| Contractual Services | 30,288 | - | - | 30,288 | 18,874 |
| Travel | 45,527 | 126 | - | 45,653 | 56,404 |
| Conferences and Seminars | 2,153 | 30 | - | 2,183 | 3,965 |
| Dues and Memberships | 1,224 | - | - | 1,224 | 2,575 |
| Occupancy Costs | 25,093 | 4,837 | - | 29,930 | 37,419 |
| Repairs and Maintenance | 159 | 2,718 | - | 2,877 | 3,155 |
| Insurance | - | 5,999 | - | 5,999 | 4,475 |
| Furniture, Fixtures, and Equipment | 20,595 | - | - | 20,595 | 5522 |
| Library | 1,773 | - | - | 1,773 | 2,637 |
| Postage and Delivery | 2,599 | 1,414 | 47 | 4,060 | 5,971 |
| Printing and Reproduction | 10,737 | 683 | 321 | 11,741 | 21,532 |
| Other Expenses | 9,168 | 6,347 | 888 | 16,403 | 6,735 |
| Supplies and Program Materials | 603 | - | - | 603 | 3,772 |
| Office Expense | 10,628 | 1,279 | - | 11,907 | 12,674 |
| Telephone | 12,325 | 2,080 | - | 14,405 | 18,344 |
| Program Expense | 29,107 | - | - | 29,107 | 25,108 |
| Workshop Expenses | 19,725 | (44) | - | 19,681 | 24,526 |
| Bank Service Charges | - | 528 | - | 528 | - |
| Depreciation | 10,407 | 370 | - | 10,777 | 14,782 |
| In-Kind Expenses | 18,000 | 225 | - | 18,225 | - |
| Subtotal | 1,252,610 | 107,134 | 1,256 | 1,361,000 | 1,506,970 |
| Indirect Cost Allocation | 113,026 | (113,026) | - | - | - |
| Less Amounts Capitalized | (15,200) | - | - | (15,200) | - |
| TOTAL EXPENSES | \$ 1,350,436 | \$ (5,892) | \$ 1,256 | \$ 1,345,800 | \$ 1,506,970 |

See Notes to Financial Statements

Parent Information Center

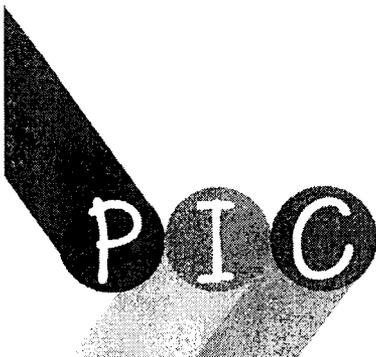
Board of Directors as of March 2014

Board members serve without compensation

| <u>Name</u> | <u>Member since</u> |
|--------------------------------|---------------------|
| Paula Ferenc, Board Chair | 2011 |
| Sherry Pratt, Vice Chair | 2013 |
| Sandra Fay, Board Treasurer | 2012 |
| Marcia Bagley, Board Secretary | 2011 |
| Stacey Dailey | 2011 |
| John Moulis | 2010 |
| Yessenia Schuler | 2013 |

Member terms are for two years

All of the above members have renewed their terms
and are current members of the Board



Parent Information Center Mission Statement

The Parent Information Center's (PIC's) mission statement is to guide and encourage families in supporting the unique learning potential of their children

KEY ADMINISTRATIVE PERSONNEL

NH Department of Health and Human Services

Contractor Name: New Hampshire Coalition for Citizens with Disabilities, Inc.

Name of Bureau/Section: Maternal and Child Health Section

BUDGET PERIOD: SFY 15

Program Area: MCH-EARS

| NAME | JOB TITLE | SALARY | PERCENT PAID FROM THIS CONTRACT | AMOUNT PAID FROM THIS CONTRACT |
|---|--------------------------|----------|---------------------------------|--------------------------------|
| Michelle Lewis | NHCCD Executive Director | \$60,160 | 0.00% | \$0.00 |
| Janet Halley | MICE Program Director | \$57,568 | 0.00% | \$0.00 |
| Dawn Zimmerman | EARS Family Advocate | \$22,010 | 100.00% | \$22,010.00 |
| | | \$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) | | | | \$22,010.00 |

BUDGET PERIOD: SFY 16

Program Area: MCH-EARS

| NAME | JOB TITLE | SALARY | PERCENT PAID FROM THIS CONTRACT | AMOUNT PAID FROM THIS CONTRACT |
|---|--------------------------|----------|---------------------------------|--------------------------------|
| Michelle Lewis | NHCCD Executive Director | \$60,160 | 0.00% | \$0.00 |
| Janet Halley | MICE Program Director | \$57,568 | 0.00% | \$0.00 |
| Dawn Zimmerman | EARS Family Advocate | \$22,670 | 100.00% | \$22,670.00 |
| | | \$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) | | | | \$22,670.00 |

Michelle L. Lewis
Parent Information Center
54 Old Suncook Road
Concord, NH 03301
603-224-7005

DEGREE

May 2009 Plymouth State University, M.Ed. School Counseling
1996 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 – 7th & 8th Grade, Meredith, NH
03/08-05/08 Practicum Student, Inter-Lakes Middle Tier – 5th & 6th 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
Wrights Law Special Education Law Conference 10/2008

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

PROFESSIONAL CAPABILITIES (continued)

Project Development

- 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, OTR/L
M.I.C.E. Program
P.O. Box 2274
Concord, NH 03302-2274
603-228-1028
janhalley@juno.com

Professional Experience

March 1987 to Present

Director/Consultant, M.I.C.E. Program, a Program of the NH Coalition for Citizens with Disabilities

M.I.C.E. is a statewide program providing educational and developmental services to infants and toddlers with sensory impairments, birth to age 3. Responsibilities include: overall administration of the program, staff supervision, representation on statewide committees, grant writing, developing and maintaining the budget, and program operation. In addition, I maintain a full time caseload providing consultations, technical assistance, and direct services on behalf of young children with visual impairments, hearing loss, or deaf-blindness. Worked collaboratively with Early Supports and Services, Early Childhood Specialists, school districts, and daycare staff throughout NH.

June 1983 – March 1987

Occupational Therapist/Developmental Specialist, M.I.C.E. Program:

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 program, preschools, and daycare programs. Training and in-service presentations were an important component of the job.

February 1980 – June 1983

Occupational Therapist, N.H. Educational Services for the Visually Handicapped:

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.

Education:

Bachelor of Science: Occupational Therapy

Western Michigan University – December 1979

Additional coursework toward a Masters Degree – approximately 6 credits

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 – New England Center for Deaf-Blind, Perkins School for the Blind - participation on both the regional and “in-state” (NH) advisory panels.
- EHDI Grant – Maternal and Child Health

Awards:

1999 & 2011 – Early Education and Intervention Network of New Hampshire, Inc. – Recognition Award for demonstrating outstanding leadership, advocacy, and professional performance in the field of Early Education and Intervention.

2001 & 2010 – RISE for Baby and family – Excellence in Collaboration Award for commitment in providing quality supports and services to infants and toddlers with sensory impairments and their families.

Skills and Knowledge: Child development assessment of family strengths and concerns, family systems, modifications and promotion of learning environments, program planning and development, program management, consultation, team development, staff supervision and developing partnerships.

References:

Judith Raskin, former Executive Director – NH Coalition for Citizens with Disabilities d/b/a Parent Information Center (603) 224-4395

William Finn, Director, Services for the Blind and Visually Impaired, State of New Hampshire, Division of Vocational Rehabilitation (603)-271-3537

Peggy Small-Porter, Director, Richie McFarland Children’s Center (603) 776-8193

Additional references available upon request.

Dawn R. Zimmerman, MSP, CCC-SLP
EARS Program c/o M.I.C.E. Program
P.O. Box 2274 Concord, NH 03302
603-228-1028

SPEECH-LANGUAGE PATHOLGY EXPERIENCE

E.A.R.S. Family Advocate June 2007 – present

Grant for M.I.C.E. which is a program of the NH Coalition for Citizens with Disabilities

Coordinate diagnostic hearing services and referrals for families whose infants refer on screenings

Work with hospitals and diagnostic audiology centers to improve follow-up outcomes

Assist EHDI team with newborn hearing screening program compliance and performance measures

Speech-Language Pathologist August 2009 – present

HEAR in New Hampshire, New Hampshire

Devise therapy plans, goals, and objectives

Conduct speech-language therapy sessions

SLP Consultant June 2007 – January 2010

Designed and presented over 10 professional development seminars

Conducted private auditory-oral therapy and parent coaching

Mentored and consulted with professionals in the area of oral language acquisition, goals and services

Family Center Director July 2000 – January 2007

Ohio Family Voices, Ohio

Established the toddler and parent-infant programs at auditory oral school

Oversaw all services, staff, and business in birth to three program

Trained staff to implement auditory-oral therapy approach

Collaborated with school districts and state early intervention to provide services

Administered evaluations and provided therapy services

Supervised graduate students and clinical fellows

Facilitated parent coaching sessions for carry-over of skills and monthly parent support groups

Speech-Language Pathologist August 1998 – June 2000

School District of Newberry County, South Carolina

Administered evaluations and developed Individualized Education Plans

Provided therapy for elementary school children with communication disorders

Implemented oral-motor regimen

EDUCATION

Master of Speech Pathology University of South Carolina, August 1998

Master's +30 with specialty: aural habilitation of children with cochlear implants

Bachelor of Arts Baldwin-Wallace College, June 1994

Major: Speech Communication

Minor: Psychology

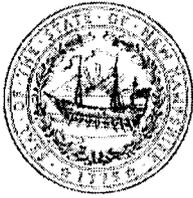
SPECIALIZED TRAINING

Assessor, Portage guide, January 2006

It Takes Two to Talk, Hanen Centre Certified SLP, October 2001

Moog Curriculum, Moog Center for Deaf Education, June-July 2000

Auditory-Verbal Therapy, Cochlear Implant Team at Birmingham Children's Hospital, Summer 1998



Nicholas A. Toumpas
Commissioner

José Thier Montero
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN
SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6527
603-271-4517 1-800-852-3345 Ext. 4517
Fax: 603-271-4519 TDD Access: 1-800-735-2964



June 19, 2012

His Excellency, Governor John H. Lynch
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

G&C Approval Date: 8-8-12

G&C Item # 39

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Public Health Services, Bureau of Population Health and Community Services, Maternal and Child Health Section, Early Hearing Detection and Intervention Program, to enter into an agreement with the New Hampshire Coalition for Citizens with Disabilities, Inc. (Vendor #177245-B002), PO Box 2274, 151 Manchester Street, Concord, New Hampshire 03301, in an amount not to exceed \$60,000.00, to provide education, resources and support to parents of infants and young children who have a suspected or confirmed hearing loss, to be effective July 1, 2012 or date of Governor and Council approval, whichever is later, through June 30, 2014. Funds are available in the following account for SFY 2013, and are anticipated to be available in SFY 2014 upon the availability and continued appropriation of funds in the future operating budget.

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

| Fiscal Year | Class/Object | Class Title | Job Number | Total Amount |
|-------------|--------------|------------------------|------------|--------------|
| SFY 2013 | 102-500731 | Contracts for Prog Svc | 90004004 | \$30,000 |
| SFY 2014 | 102-500731 | Contracts for Prog Svc | 90004004 | \$30,000 |
| | | | Total | \$60,000 |

EXPLANATION

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 New Hampshire Early Hearing Detection and Intervention Program was established in 2000 to establish an effective, family-centered, sustainable statewide newborn hearing screening and intervention program. By 2010, over 97% of infants born in New Hampshire received newborn hearing screenings. Of the infants who did not pass their hearing screening, 70% had follow-up testing. The remaining infants did not

complete testing or testing results were never reported to the Early Hearing Detection and Intervention Program. The goals of this funding are to increase the percent of infants who are diagnosed as deaf or hard of hearing before three months of age and to increase the number of infants who enroll in early intervention before six months of age.

Should Governor and Executive Council not authorize this Request, families will 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.

The New Hampshire Coalition for Citizens with Disabilities, Inc. was selected for this project through a competitive bid process. A Request for Proposals was posted on the Department of Health and Human Services' web site from March 9, 2012 through April 20, 2012. On March 20, 2012, a mandatory Bidder's Conference was held to alert agencies to this bid.

One proposal was submitted. The reviewers were a pediatrician with six years of experience and an appointment as the Early Hearing Champion for the New Hampshire Pediatric Society, a nurse from the Division of Public Health with 27 years of experience in pediatric hearing screening, and the Program Coordinator with 11 years experience in the Division of Public Health and the Early Hearing Detection & Intervention Program. The reviewers used a standardized form to score the bidder's experience and capacity to carry out the activities outlined in the proposal. The performance measures were examined for realistic targets for each year. The workplans were reviewed for effective activities and evaluation components. Budgets were evaluated to determine whether they were reasonable, justified and consistent with the intent of the program goals and outcomes. The Request for Proposals Summary is attached.

As referenced in the Request for Proposals, Renewals Section, this competitively procured Agreement has the option to renew for two additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Council. These services were contracted previously with this agency in SFY 2011 and SFY 2012 in the amount of \$72,142.00. This represents a decrease of \$12,142.00. During SFY 2012, the contract was amended with a one-time award of \$12,142 for participation in a one-year national quality improvement project.

The following performance measures will be used to measure the effectiveness of the agreement:

- The percent of families with infants who failed their final hearing screening who were contacted by the follow-up coordinator within three business days following a request from a health care provider.
- The percent of families with infants who failed their final hearing screening who were assisted by the follow-up coordinator within 5 business days of documentation of the need for follow-up.
- The number of newborn hearing screener trainings that were facilitated by the follow-up coordinator during each grant year.

Division of Public Health Services funded providers participate in rigorous quality improvement efforts utilizing performance measures that focus attention on improving the outcomes for infants who may be deaf or hard of hearing. For example, during calendar year 2010:

- 91% of families with infants who failed their hearing screening were mailed information about audiologic testing by the follow-up coordinator within five business days.
- 86% of families with infants needing audiologic testing received assistance from the follow-up coordinator in scheduling the diagnostic testing appointment.

His Excellency, Governor John H. Lynch
and the Honorable Executive Council
June 19, 2012
Page 3

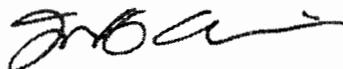
- 100% of newborn hearing screener trainings were facilitated by the follow-up coordinator.

Area served: Statewide.

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

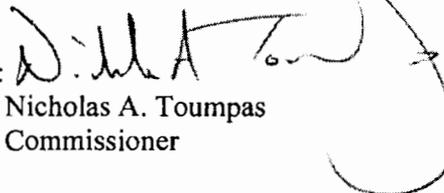
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



José Thier Montero, MD
Director

Approved by:



Nicholas A. Toumpas
Commissioner

JTM/PMT/RF/sc

Subject: EARS: Education, Advocacy, Resources and Support for Families With Infants and Children Who Have a Suspected or Confirmed Hearing Loss

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 29 Hazen Drive Concord, NH 03301-6504 | |
| 1.3 Contractor Name New Hampshire Coalition for Citizens with Disabilities, Inc. | | 1.4 Contractor Address PO Box 2274 151 Manchester Street Concord, New Hampshire 03301 | |
| 1.5 Contractor Phone Number 603-224-7005 | 1.6 Account Number 010-090-5190-102-500731 | 1.7 Completion Date June 30, 2014 | 1.8 Price Limitation \$60,000 |
| 1.9 Contracting Officer for State Agency Joan H. Ascheim, Bureau Chief. | | 1.10 State Agency Telephone Number 603-271-4501 | |
| 1.11 Contractor Signature <i>Kevin Lew-Hanson</i> | | 1.12 Name and Title of Contractor Signatory <i>Kevin Lew-Hanson Executive Director</i> | |
| 1.13 Acknowledgement: State of <u>NH</u> , County of <u>Merrimack</u> On <u>5/12/12</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 <i>James R. Butterfield</i> [Seal] | | My commission expires October 21, 2014 | |
| 1.13.2 Name and Title of Notary or Justice of the Peace <i>James R. Butterfield</i> | | | |
| 1.14 State Agency Signature <i>Joan H. Ascheim</i> | | 1.15 Name and Title of State Agency Signatory Joan H. Ascheim, Bureau Chief | |
| 1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____ | | | |
| 1.17 Approval by the Attorney General (Form, Substance and Execution) By: <i>Jeanne P. Herrick</i> <i>Jeanne P. Herrick, Attorney</i> On: <i>27 June 2012</i> | | | |
| 1.18 Approval by the Governor and Executive Council By: _____ On: _____ | | | |

NH Department of Health and Human Services

Exhibit A

Scope of Services

EARS: Education, Advocacy, Resources and Support for Families With Infants and Children Who Have a Suspected or Confirmed Hearing Loss

CONTRACT PERIOD: July 1, 2012 or date of G&C approval, whichever is later, through June 30, 2014

CONTRACTOR NAME: New Hampshire Coalition for Citizens with Disabilities, Inc.

ADDRESS: PO Box 2274, 151 Manchester Street
Concord, New Hampshire 03301

MICE Program Director: Janet Halley

TELEPHONE: 603-224-7005

The Contractor shall provide services as specified below:

I. General Provisions

A) Culturally and Linguistically Appropriate Standards of Care

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:

1. Assess the ethnic/cultural needs, resources and assets of their community.
2. Promote the knowledge and skills necessary for staff to work effectively with consumers with respect to their culturally and linguistically diverse environment.
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.
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.
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).

B) State and Federal Laws

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

1. The Contractor shall report all cases of communicable diseases according to New Hampshire RSA 141-C and He-P 301, adopted 6/3/08.
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.
3. Immunizations shall be conducted in accordance with RSA 141-C and the Immunization Rules promulgated hereunder.

C) Relevant Policies and Guidelines

1. The contractor shall adhere to the relevant policies and guidelines as described in this contract.

D) Publications Funded Under Contract

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. 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.
3. The Contractor shall credit DHHS on all materials produced under this contract following the instructions outlined in Exhibit C (14.)

E) Subcontractors

1. If any services required by this Exhibit are provided, in whole or in part, by a subcontracted agency or provider, the Division of Public Health Services (DPHS), Maternal and Child Health Section must be notified in writing and approve the subcontractual agreement, prior to initiation of the subcontract.
2. In addition, the original DPHS contractor will remain liable for all requirements included in this Exhibit and carried out by subcontractors.

II. Minimal Standards of Core Services

A) Services Requirements

The Contractor shall:

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 (MCH).
2. Hire a part-time follow up coordinator in full consultation with MCH.
3. Train, oversee, and evaluate the follow-up coordinator.
4. Ensure telephone and computer access for the follow-up coordinator during regularly scheduled working hours.

5. Contact each family with a newborn who did not pass his or her final hearing screening within two weeks of data entry into the data tracking system.
6. Ensure that appointments for diagnostic testing and follow-up are made and kept.
7. Provide immediate and appropriate responses to questions about the referral process when an infant fails the final newborn hearing screening.
8. Demonstrate an understanding of hearing loss and its relationship to development and communication skills.
9. Teach families about hearing loss and its impact on a deaf or hard of hearing child.
10. Counsel and support families making decisions about communication choices and services for their deaf or hard of hearing children.
11. Provide unbiased information about all communication methodologies.

B) Staffing Provisions

1. Qualifications

All health and allied health professionals shall have the appropriate New Hampshire licenses whether directly employed, contracted, or subcontracted.

The Follow up Coordinator shall have:

- a) 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.
- b) 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.
- c) Experience meeting the diverse racial, ethnic and cultural needs of families with a family-centered approach.
- d) Sensitivity when addressing complex cultural, emotional and financial issues with families.
- e) An understanding of the impact of a child with special needs on the family.

2. New Hires

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. Vacancies

- a) 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.

- b) 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.

C) Coordination of Services

1. The Contractor shall coordinate, where possible, with other service providers including MICE, the statewide Family-Centered Early Support and Services agency 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.

D) Meetings and Trainings

The Contractor shall:

1. Ensure follow-up coordinator participation in meetings and trainings as required by the Early Hearing Detection and Intervention (EHDI) Program.
2. Meet at least twice annually to consult with EHDI staff to discuss issues.
3. Collaborate with the EHDI staff in monitoring performance and providing feedback to staff at all hearing screening facilities and audiologic testing sites.

III. Quality or Performance Improvement (QI/PI)

A) Workplans

1. Submit 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.
2. The Contractor shall incorporate required and developmental performance measures, defined by the MCHS into the agency's Performance Workplan. Reports on Workplan Progress/Outcomes shall detail the Performance Workplan and activities that monitor and evaluate the agency's progress toward performance measure targets.
3. 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.

B) Additional Reporting requirements

In addition to Performance Workplans, the Contractor shall submit to MCHS the following data and information listed below which are used to monitor program performance:

1. In years when contracts or amendments are not required, the DPHS Budget Form, Budget Justification, Sources of Revenue and Program Staff list forms must be completed according to the relevant instructions and submitted as requested by DPHS and, at minimum, by April 30 of each year.
2. The Sources of Revenue report must be resubmitted at any point when changes in revenue threaten the ability of the agency to carry out the planned program.

C) On-site reviews

1. The contractor shall allow a team or person authorized by the Division of Public Health Services 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.
2. Reviews shall include client record reviews to measure compliance with this exhibit.
3. 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.

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NH Department of Health and Human Services

Exhibit B

**Purchase of Services
Contract Price**

EARS: Education, Advocacy, Resources and Support for Families With Infants and Children Who Have a Suspected or Confirmed Hearing Loss

CONTRACT PERIOD: July 1, 2012 or date of G&C approval, whichever is later, through June 30, 2014

CONTRACTOR NAME: New Hampshire Coalition for Citizens with Disabilities, Inc.

**ADDRESS: PO Box 2274, 151 Manchester Street
Concord, New Hampshire 03301**

**MICE Program Director: Janet Halley
TELEPHONE: 603-224-7005**

Vendor #177245-B002

Job #90004004

Appropriation #010-090-51900000-102-500731

1. The total amount of all payments made to the Contractor for cost and expenses incurred in the performance of the services during the period of the contract shall not exceed:

\$60,000 for advocacy, resources and support for families with infants and children who have a suspected or confirmed hearing loss, funded from 100% federal funds from the Human Resources Administration, Maternal and Child Health Bureau CFDA #93.251.

TOTAL: \$60,000

2. The Contractor agrees to use and apply all contract funds from the State for direct and indirect costs and expenses including, but not limited to, personnel costs and operating expenses related to the Services, as detailed in the attached budgets. Allowable costs and expenses shall be determined by the State in accordance with applicable state and federal laws and regulations. The Contractor agrees not to use or apply such funds for capital additions or improvements, entertainment costs, or any other costs not approved by the State.
3. This is a cost-reimbursement contract based on an approved budget for the contract period. Reimbursement shall be made monthly based on actual costs incurred during the month up to an amount not greater than one-twelfth of the contract amount. Reimbursement greater than one-twelfth of the contract amount in any month shall require prior, written permission from the State.
4. Invoices shall be submitted by the Contractor to the State in a form satisfactory to the State for each of the Service category budgets. Said invoices shall be submitted within twenty (20) working days following the end of the month during which the contract activities were completed, and the final invoice shall be due to the State no later than sixty (60) days after the contract Completion Date. Said invoice shall contain a description of all allowable costs and expenses incurred by the Contractor during the contract period.
5. Payment will be made by the State agency subsequent to approval of the submitted invoice and if sufficient funds are available in the Service category budget line items submitted by the Contractor to cover the costs and expenses incurred in the performances of the services.
6. The Contractor may amend the contract budget for any Service category through line item increases, decreases, or the creation of new line items provided these amendments do not exceed the contract price for that particular Service category. Such amendments shall only be made upon written request to and written approval by the State. Budget revisions will not be accepted after June 20th of each contract year.

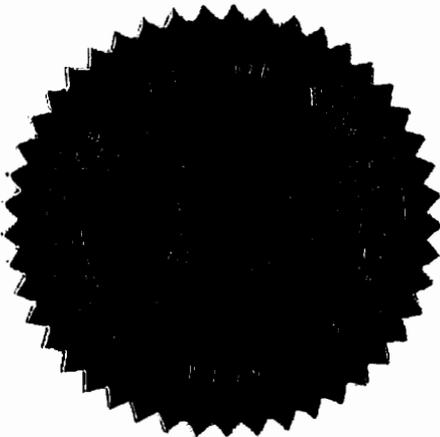
7. The Contractor shall have written authorization from the State prior to using contract funds to purchase any equipment with a cost in excess of three hundred dollars (\$300) and with a useful life beyond one year.

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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 10th day of May A.D: 2012

Handwritten signature of William M. Gardner in cursive script.

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

I, Paula Ferenc, of New Hampshire Coalition of Citizens with Disabilities, do hereby certify that:

1. I am the duly elected Board Chair of New Hampshire Coalition of Citizens with Disabilities.
2. The following are true copies of two resolutions duly adopted via an electronic meeting/vote of the Board of Directors of the corporation, duly held on May 15, 2012:

RESOLVED: That this corporation enters 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 may deem necessary, desirable, or appropriate.

Kevin Lew-Hanson is the duly elected Executive Director of the corporation.

3. The foregoing resolutions have not been amended or revoked and remain in full force and effect as of May 15, 2012.

IN WITNESS WHEREOF, I have hereunto set my hand as the Board Chair of the corporation this 15th day of May, 2012.



Board Chair

STATE OF New Hampshire
COUNTY OF Merrimack

The foregoing instrument was acknowledged before me this 15 day of May, 2012 by Paula Ferenc.


Notary Public
My Commission Expires:

**My commission expires
October 21, 2014**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/14/2012

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): 603-669-0704 (ext243) FAX (A/C No.): 603-669-6833 E-MAIL ADDRESS: vivian@infantine.com | |
| INSURED NH Coalition For Citizens With Disabilities Inc., MICE Program DBA: Parent Information Center Manchester Street, PO Box 2405 Concord NH 03302-2405 | | INSURER(S) AFFORDING COVERAGE | |
| | | INSURER A: Philadelphia Indemnity Ins Co | NAIC # 18058 |
| | | INSURER B: NorGuard | NAIC # 31470 |
| | | INSURER C: Mt Vernon Fire Ins (Swett) | |
| | | INSURER D: | |
| | | INSURER E: | |
| | | INSURER F: | |

COVERAGES **CERTIFICATE NUMBER:** CL1211103325 **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. INSR. WVD. | POLICY NUMBER | POLICY EFF. (MM/DD/YYYY) | POLICY EXP. (MM/DD/YYYY) | LIMITS |
|------------|---|--|------------------------|--------------------------|--------------------------|--|
| A | <input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <u>Employee Benefits Liab.</u> | | PHPK812190 | 1/1/2012 | 1/1/2013 | 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 |
| | GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO. SERV. <input type="checkbox"/> LOC. | | | | | |
| A | <input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS | | PHPK812190 | 1/1/2012 | 1/1/2013 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical Payments \$ 5,000 |
| | <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 | | PHPK812190 | 4/19/2012 | 1/1/2013 | EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below. | Y/N <input checked="" type="checkbox"/> N | NWC316086 State: NH | 1/1/2012 | 1/1/2013 | <input checked="" type="checkbox"/> WC STATUTORY LIMITS <input checked="" type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000 |
| C | Professional Liability | | NDC2003251G | 1/1/2012 | 1/1/2013 | \$1,000,000 Occurrence \$1,000,000 Aggregate |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Confirmation of Coverage.

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| CERTIFICATE HOLDER NH DHHS Director, Div of Public Health Services 29 Hazen Drive Concord, NH 03301-6504 | 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 Chuck Hamlin/BVP <i>Charles H. Hamlin</i> |
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