



Frank Edelblut
Commissioner

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Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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April 7, 2020

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

REQUESTED ACTION

Authorize the New Hampshire Department of Education (NHDOE), Bureau of Student Support to enter into a contract with Community Bridges, Concord, New Hampshire (Vendor Code 155658), in an amount not to exceed \$150,000.00 to support developing new and/or enhancing existing Project SEARCH site, effective upon Governor & Council approval through June 30, 2021, with an option to renew for three additional years. 100% Federal Funds.

Funds to support this request are anticipated to be available in the account titled IDEA-Special Ed-Elem/Sec for FY2020 and FY2021 with the ability to adjust encumbrances between Fiscal Years through the Budget Office, if needed and justified.

06-56-56-562010-25040000-102-500731	<u>FY'20</u>	<u>FY'21</u>
Contracts for Program Services	\$50,000.00	\$100,000.00

EXPLANATION

The purpose of this contract is to develop and/or enhance existing Project SEARCH sites, consistent with the Project SEARCH school-to-work core model and guidelines, in partnership with the New Hampshire Department of Education, Bureau of Student Support and Vocational Rehabilitation, by offering students and young adults with disabilities the tools and training they need to work within a field that aligns with their identified strengths, interests, and abilities. The program shall be broken down into three training areas including, skills development, on-site classroom instruction/training, and rotational internships. The selected sites will enable students and young adults with disabilities to gain and maintain employment.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
February 10, 2020
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Project SEARCH is a National Model and there are many sites doing the same work (implementing the SEARCH model). The Department of Education has decided to provide funding for two of the sites in New Hampshire: Community Bridges in Concord and The PLUS Company in Nashua.

A Request for Proposals (RFP) was advertised in the Manchester Union Leader for the period June 23, June 24, and June 25, 2019 and posted on the Department of Education's website. The Department received three (3) proposals from the issuance of the Request for Proposals "Project SEARCH Program Sites." The NHDOE plans to award contracts to two of the applicants The PLUS Company and Community Bridges.

Project SEARCH is a 9-12 month program that provides immersion in a large community business. The program is approved by the New Hampshire Department of Education and focuses on sector-based training, which takes place entirely at the host business. The person-centered philosophy of Project SEARCH helps students build upon skills that will lead to a career, and allows them to graduate with measurable skill gains leading to employment. The Program focuses on serving students and young adults with a variety of developmental disabilities (acquired before age 22, such as intellectual disability, visual impairment, hearing impairment, orthopedic impairment, autism, etc.). The Sites provide consistent on-site staff including a certified teacher and work-site trainers.

A review committee consisting of Heidi Clyborne, Education Consultant, Bureau of Student Support, Elizabeth Graichen, Education Consultant, Bureau of Student Support, Lisa Hinson-Hatz, State Director of Vocational Rehabilitation, and Betina Greco, Transition and Section 504 Coordinator, Vocational Rehabilitation. Two of proposals met the criteria of the Request for Proposals (Attachment A).

The Department of Education would like to contract with Community Bridges; they are an area agency that serves individuals with developmental disabilities, acquired brain disorders and their families. Community Bridges mission statement is to provide supports and services that facilitates stronger community engagement.

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

Respectfully Submitted,



Frank Edelblut
Commissioner of Education

Attachment A

Project SEARCH Program Sites

Proposal Criteria in the RFP

Letter of Interest	15 points
Current Resumes	10 points
Work Products	20 points
Management Plan	20 points
Personnel and Partners	15 points
Budget	<u>20 points</u>
Possible Points	100 points

Three (3) proposals were received:

1. The PLUS Company
2. Community Bridges
3. Community Partners

1. The PLUS Company

Lisa Hinson-Hatz	Tina Greco	Heidi Clyborne	Elizabeth Graichen	Peer Review
<u>Score</u>	<u>Score</u>	<u>Score</u>	<u>Score</u>	
94	82	94	100	93

2. Community Bridges

Lisa Hinson-Hatz	Tina Greco	Heidi Clyborne	Elizabeth Graichen	Peer Review
<u>Score</u>	<u>Score</u>	<u>Score</u>	<u>Score</u>	
99	75	98	100	93

3. Community Partners

Lisa Hinson-Hatz	Tina Greco	Heidi Clyborne	Elizabeth Graichen	Peer Review
<u>Score</u>	<u>Score</u>	<u>Score</u>	<u>Score</u>	
73	43	66	50	58

An RFP review occurred on Thursday, August 29, 2019. The RFP review panel consisted of the following Bureau of Student Support & Vocational Rehabilitation staff of the Department of Education:

Lisa Hinson-Hatz

Lisa is the State Director of Vocational Rehabilitation at the Department of Education.

Betina (Tina) Greco

Tina is the Transition and Section 504 Coordinator for Vocational Rehabilitation at the Department of Education.

Heidi Clyborne

Heidi is an Education Consultant for Special Education at the Department of Education.

Elizabeth Graichen

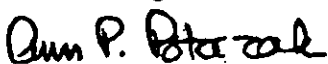
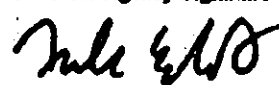
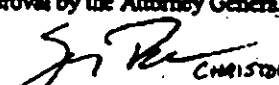
Elizabeth is an Education Consultant for Special Education at the Department of Education.

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

AGREEMENT

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

GENERAL PROVISIONS**1. IDENTIFICATION.**

1.1 State Agency Name NH Department of Education Bureau of Student Support		1.2 State Agency Address 101 Pleasant Street Concord, New Hampshire 03301	
1.2 Contractor Name Community Bridges		1.4 Contractor Address 70 Pembroke Road Concord, New Hampshire 03301	
1.5 Contractor Phone Number 603-225-4153	1.6 Account Number See Exhibit C	1.7 Completion Date June 30, 2021	1.8 Price Limitation \$150,000.00
1.9 Contracting Officer for State Agency Rebecca Fredette		1.10 State Agency Telephone Number 603-271-6693	
1.11 Contractor Signature  Date: 3-10-20		1.12 Name and Title of Contractor Signatory ANN POTOCZAK Executive Director	
1.13 State Agency Signature  Date: 4-9-20		1.14 Name and Title of State Agency Signatory Frank Edelblut, Commissioner of Education	
1.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.16 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  CHRISTOPHER BOND On: 4/13/20			
1.17 Approval by the Governor and Executive Council (if applicable) G&C Item number: _____ G&C Meeting Date: _____			

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.17, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 ("Effective Date").

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

4. CONDITIONAL NATURE OF AGREEMENT.

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

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

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

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete

compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

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

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

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

6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

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

6.3. The Contractor agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

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

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

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

8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

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

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

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

9. TERMINATION.

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

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

submit to the State a Transition Plan for services under the Agreement.

10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

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

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

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

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

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

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

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

Contractor, or subcontractors, including but not limited to the negligence; reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

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

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

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the property.

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

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

15. WORKERS' COMPENSATION.

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

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

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

17. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

18. CHOICE OF LAW AND FORUM. This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party. Any actions arising out of this Agreement shall be brought and maintained in New Hampshire Superior Court which shall have exclusive jurisdiction thereof.

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

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

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

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

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

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings with respect to the subject matter hereof.

EXHIBIT A
Special Provisions

Subject to Governor and Council approval, authorize the Department of Education to include a renewal option on this contract for up to three (3) additional years, subject to the contractor's acceptable performance of the terms herein.

Additional Exhibits D – G.

Contractor's Initials LP
Date 3-10-20

EXHIBIT B
SCOPE OF SERVICES

Community Bridges will provide the following services:

Project SEARCH Program Sites

Offer students, and young adults, with disabilities the tools and training they need to work within a field that aligns with their identified strengths, interests, and abilities via enhancing and improving an existing Project SEARCH site.

- Oversee and coordinate a Project SEARCH model in alignment with the national Project SEARCH model.
- Train and support the development of additional key staff, trainers and administrators of Project SEARCH.
- Professional staff will work with teacher and work site trainers to support students through each phase of the process.
- Analyze student's abilities and assist in enabling students to achieve competitive, integrated employment opportunities at the host business or in the community.
- Provide ongoing supervision and support of work site trainers and teachers.
- Monitor trainers and teachers to ensure adherence to the SEARCH model.
- Collaborate with partners when necessary to resolve issues.
- Provide written reports of activities on a monthly basis.
- Plan, facilitate and follow-up monthly meetings of the trainers and teachers to support supervision and to promote consistency in implementation of the model.
- Participation in State-level Project SEARCH Oversight Committee meetings.
- Collaborate and communicate with the Bureau consistently, and on an as-needed basis.

Contractor's Initials

Date



3.10.20

EXHIBIT C
BUDGET

Budget

Description of Services	FY'20	FY'21
Personnel Wages	\$36,219.72	\$72,439.45
Personnel Benefits	\$1,480.28	\$2,960.55
Professional Development	\$3,300.00	\$6,600.00
Project SEARCH Licensing Fee	\$8,000.00	\$16,000.00
Indirect Costs	\$1,000.00	\$2,000.00
Total	\$50,000.00	\$100,000.00

Limitation on Price: This contract will not exceed \$150,000.00.

Source of Funding:

Funds to support this request are available in the account titled IDEA-SPECIAL-ED ELEM/SEC in Fiscal Years 2020 and 2021

06-056-056-562010-25040000-102-50073

Contracts for Program Services

FY'20
\$50,000.00

FY'21
\$100,000.00

Method of Payment:

Payment will be made upon the submittal of an invoice that is received by the 10th of the following month, which is supported by a summary of activities that have taken place in accordance with the terms of the contract.

Submit Invoices to:

Barbara Dauphinais, Program Specialist
NH Department of Education
Bureau of Student Support
101 Pleasant Street
Concord, New Hampshire 03301

Contractor's Initials

Date 3-11-20

EXHIBIT D

Contractor Obligations

Contracts in excess of the simplified acquisition threshold (currently set at \$250,000) must address **administrative, contractual, or legal remedies** in instances where the contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. Reference: 2 C.F.R. § 200.326 and 2 C.F.R. 200, Appendix II, required contract clauses.

The contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract.

The Contractor, certifies and affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Breach

A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.

Fraud and False Statements

The Contractor understands that, if the project which is the subject of this Contract is financed in whole or in part by federal funds, that if the undersigned, the company that the Contractor represents, or any employee or agent thereof, knowingly makes any false statement, representation, report or claim as to the character, quality, quantity, or cost of material used or to be used, or quantity or quality work performed or to be performed, or makes any false statement or representation of a material fact in any statement, certificate, or report, the Contractor and any company that the Contractor represents may be subject to prosecution under the provision of 18 USC § 1001 and § 1020.

Environmental Protection

(This clause is applicable if this Contract exceeds \$150,000. It applies to Federal-aid contracts only.)

The Contractor is required to comply with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857 (h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency (EPA) regulations (40 CFR Part 15) which prohibit the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities. Violations shall be reported to the FHWA and to the U.S. EPA Assistant Administrator for Enforcement.

Procurement of Recovered Materials

In accordance with Section 6002 of the Solid Waste Disposal Act (42 U.S.C. § 6962), State agencies and agencies of a political subdivision of a state that are using appropriated Federal funds for procurement must procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired in the preceding fiscal year exceeded \$10,000; must procure solid waste management services in a manner that maximizes energy and resource recovery; and must have established an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Contractor Initials 
Date 3.10.20

Exhibit E

Federal Debarment and Suspension

- a. By signature on this Contract, the Contractor certifies its compliance, and the compliance of its Sub-Contractors, present or future, by stating that any person associated therewith in the capacity of owner, partner, director, officer, principal investor, project director, manager, auditor, or any position of authority involving federal funds:
 1. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal Agency;
 2. Does not have a proposed debarment pending;
 3. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal Agency within the past three (3) years; and
 4. Has not been indicted, convicted, or had a civil judgment rendered against the firm by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.
- b. Where the Contractor or its Sub-Contractor is unable to certify to the statement in Section a.1. above, the Contractor or its Sub-Contractor shall be declared ineligible to enter into Contract or participate in the project.
- c. Where the Contractor or Sub-Contractor is unable to certify to any of the statements as listed in Sections a.2., a.3., or a.4., above, the Contractor or its Sub-Contractor shall submit a written explanation to the DOE. The certification or explanation shall be considered in connection with the DOE's determination whether to enter into Contract.
- d. The Contractor shall provide immediate written notice to the DOE if, at any time, the Contractor or its Sub-Contractor, learn that its Debarment and Suspension certification has become erroneous by reason of changed circumstances.

Contractor Initials
Date

JP
3.10.20

Exhibit F

Anti-Lobbying

The Contractor agrees to comply with the provisions of Section 319 of Public Law 101-121, Government wide Guidance for New Restrictions on Lobbying, and 31 U.S.C. 1352, and further agrees to have the Contractor's representative, execute the following Certification:

The Contractor certifies, by signing and submitting this contract, to the best of his/her knowledge and belief, that:

- a. No federal appropriated funds have been paid or shall be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of any State or Federal Agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal amendment, or modification of any Federal contract grant, loan, or cooperative agreement.
- b. If any funds other than federally appropriated funds have been paid or shall be paid to any person for influencing or attempting to influence an officer or employee of any Federal Agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the "Disclosure of Lobbying Activities" form in accordance with its instructions (<http://www.whitehouse.gov/omb/grants/sfillin.pdf>).
- c. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making and entering into this transaction imposed by Section 1352, Title 31 and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- d. The Contractor also agrees, by signing this contract that it shall require that the language of this certification be included in subcontracts with all Sub-Contractor(s) and lower-tier Sub-Contractors which exceed \$100,000 and that all such Sub-Contractors and lower-tier Sub-Contractors shall certify and disclose accordingly.
- e. The DOE shall keep the firm's certification on file as part of its original contract. The Contractor shall keep individual certifications from all Sub-Contractors and lower-tier Sub-Contractors on file. Certification shall be retained for three (3) years following completion and acceptance of any given project.

Contractor Initials
Date

JP
3-10-20

Exhibit G

Rights to Inventions Made Under a Contract, Copy Rights and Confidentiality

Rights to Inventions Made Under a Contract or Agreement

Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the DOE.

Any discovery or invention that arises during the course of the contract shall be reported to the DOE. The Contractor is required to disclose inventions promptly to the contracting officer (within 2 months) after the inventor discloses it in writing to contractor personnel responsible for patent matters. The awarding agency shall determine how rights in the invention/discovery shall be allocated consistent with "Government Patent Policy" and Title 37 C.F.R. § 401.

Confidentiality

All Written and oral information and materials disclosed or provided by the DOE under this agreement constitutes Confidential Information, regardless of whether such information was provided before or after the date on this agreement or how it was provided.

The Contractor and representatives thereof, acknowledge that by making use of, acquiring or adding to information about matters and data related to this agreement, which are confidential to the DOE and its partners, must remain the exclusive property of the DOE.

Confidential information means all data and information related to the business and operation of the DOE, including but not limited to all school and student data contained in NH Title XV, Education, Chapters 186-200.

Confidential information includes but is not limited to, student and school district data, revenue and cost information, the source code for computer software and hardware products owned in part or in whole by the DOE, financial information, partner information (including the identity of DOE partners), Contractor and supplier information, (including the identity of DOE Contractors and suppliers), and any information that has been marked "confidential" or "proprietary", or with the like designation. During the term of this contract the Contractor agrees to abide by such rules as may be adopted from time to time by the DOE to maintain the security of all confidential information. The Contractor further agrees that it will always regard and preserve as confidential information/data received during the performance of this contract. The Contractor will not use, copy, make notes, or use excerpts of any confidential information, nor will it give, disclose, provide access to, or otherwise make available any confidential information to any person not employed or contracted by the DOE or subcontracted with the Contractor.

Ownership of Intellectual Property

The DOE shall retain ownership of all source data and other intellectual property of the DOE provided to the Contractor in order to complete the services of this agreement. As well the DOE will retain copyright ownership for any and all materials, patents and intellectual property produced, including, but not limited to, brochures, resource directories, protocols, guidelines, posters, or reports. The Contractor shall not reproduce any materials for purposes other than use for the terms under the contract without prior written approval from the DOE.

Contractor Initials

Date

JP
3-10-20

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 COMMUNITY BRIDGES is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on April 20, 1982. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 64837

Certificate Number : 0004508609



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 2nd day of May A.D. 2019.

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

William M. Gardner
Secretary of State

CERTIFICATE OF AUTHORITY

I **David Ossoff** hereby certify that I am duly elected

(Name)

Clerk/Secretary/Officer of **Community Bridges Board of Directors, President** I hereby certify the

(Name of Corporation)

following is a true copy of a vote taken at a meeting of the Board of Director/shareholders, duly called and held on **March 3, 2020**, at which a quorum of the Directors/shareholder were present and voting.

VOTED: That **Ann Potoczak, Executive Director** (may list more than one person) is

(Name and Title)

Duly authorized to enter into contracts or agreements on behalf of

Community Bridges, with the State of New Hampshire and any of its

(Name of Corporation)

agencies or departments and further is authorized to execute any documents which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract to which this certificate is attached. This authority **remains valid for thirty (30) days** from the date of this Corporate Resolution. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

DATED: 3/10/20

ATTEST: *[Signature]*

3-10-20

[Signature]
Notary Public

MEREDITH G. LEAVITT
Notary Public - New Hampshire
My Commission Expires June 7, 2022

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/10/2020

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

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

PRODUCER USI Insurance Services LLC 3 Executive Park Drive, Suite 300 Bedford, NH 03110 855 874-0123		CONTACT NAME: PHONE (A/C, No, Ext): 855 874-0123 FAX (A/C, No): E-MAIL ADDRESS:															
INSURED Community Bridges 70 Pembroke Road Concord, NH 03301		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Philadelphia Insurance Company</td> <td>32204</td> </tr> <tr> <td>INSURER B : AMTRUST GROUP</td> <td>019178</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Philadelphia Insurance Company	32204	INSURER B : AMTRUST GROUP	019178	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER E :																	
INSURER F :																	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			06/30/2019	06/30/2020	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMPIOP AGG \$3,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			06/30/2019	06/30/2020	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10000			06/30/2019	06/30/2020	EACH OCCURRENCE \$4,000,000 AGGREGATE \$4,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	06/30/2019	06/30/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000

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

This certificate covers all operations usual and customary to the business of the insured.

CERTIFICATE HOLDER

CANCELLATION

State of New Hampshire
 Department of Education
 101 Pleasant Street
 Concord, NH 03301

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Sam Hart



Connecting Individuals with Disabilities to Their Community

Mission Statement

Community Bridges assures and maintains the integration, growth and interdependence of people with disabilities in their home communities so they have positive control over the lives they have chosen for themselves. Community Bridges is a leader in the development of and advocacy for innovative approaches in supporting families.

Guiding Principles

1. Ground Everything We Do in Our Commitment to Our Core Mission and Values
2. Focus on Outcomes
3. Know What We Are Good At
4. Strategically Add and Let Go of Services
5. Become the "Go To" Point of Access for Individuals and Families
6. Optimize Efficiency Without Sacrificing Quality
7. Be Person-Centered in Everything We Do
8. Make Metrics an Integral Part of Management Decision-Making
9. Embed Scalability Into Our Services and Systems
10. Use Marketing, Branding and Strategic Communication to Make Us the Obvious Choice for Consumers
11. Be Clear, Thoughtful and Consistent in Our Internal Communications and With Our Family Support Council
12. Invest in a High Quality Workforce and an Outstanding Board



Connecting Individuals with Disabilities to Their Community

Community Bridges Overview

Community Bridges, founded in 1982, is a non-profit agency with a mission to advance the integration, growth and interdependence of people with developmental disabilities within their own communities. When the Laconia State School closed, Community Bridges was awarded the designation as an area agency for the greater Merrimack County region by the Department of Health and Human Services. The area agency worked to reintegrate the school's residents back into their communities.

Those efforts continue today as we work with individuals living with developmental disabilities or acquired brain disorders and their families to identify barriers of access and find creative solutions to meaningful community engagement.

Community Bridges offers a wide range of individualized services to meet the needs of everyone we serve throughout their life. This includes services such as Family Support to identify community resources. Early Supports and Services to provide support and therapeutic services to children from infancy to three years of age and their families. Day and residential services for adults to provide in home support, shared and staffed homes, and community based activities. We are proud to utilize a person centered approach in our supports and services to ensure those we support lead a self-determined good life.

Community Bridges is led by a volunteer Board of Directors including people living with a disability or have family members living with a disability, which gives them invaluable perspective and understanding of the families and people we support. Our Family Support Council, comprised of family members who have a loved one supported by Community Bridges, performs an important advocacy and advisory role as well.

Community Bridges continually strives to engage the community and foster new opportunities for individuals with developmental disabilities or acquired brain disorders to play an active role in strengthen our communities.

COMMUNITY BRIDGES

Financial Statements

For The Years Ended June 30, 2018 and 2017

Index To Financial Statements
For The Years Ended June 30, 2018 and 2017

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Statements of Activities and Changes in Net Assets	4
Statement of Functional Expenses – June 30, 2018	5
Statement of Functional Expenses – June 30, 2017	6
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Notes to Financial Statements	8 - 17



P.A., Certified Public Accountants

INDEPENDENT AUDITORS' REPORT

To The Board of Directors
Community Bridges
Concord, New Hampshire

We have audited the accompanying financial statements of Community Bridges (a New Hampshire non-profit organization), which comprise the statements of financial position as of June 30, 2018 and 2017, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the years 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 audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of 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.

451 Amherst St.
Nashua, N.H. 03063
(603) 886-1900

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Community Bridges as of June 30, 2018 and 2017, 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.

John A. RACSA

January 9, 2019

COMMUNITY BRIDGES
STATEMENTS OF FINANCIAL POSITION
June 30, 2018 and 2017

	<u>2018</u>	<u>2017</u>
ASSETS		
<u>CURRENT ASSETS</u>		
Cash and cash equivalents	\$ 2,939,694	\$ 2,821,974
Cash held for consumers under agency agreements	175,795	178,518
Accounts receivable, net of allowances of \$104,246 and \$99,228 for 2018 and 2017 respectively	2,947,491	2,112,276
Promises to give	-	25,000
Prepaid expenses	<u>169,840</u>	<u>250,979</u>
	<u>6,232,820</u>	<u>5,388,747</u>
 <u>PROPERTY & EQUIPMENT</u> , at cost, net of accumulated depreciation		
	<u>3,343,249</u>	<u>3,335,974</u>
	<u>\$ 9,576,069</u>	<u>\$ 8,724,721</u>
LIABILITIES AND NET ASSETS		
<u>CURRENT LIABILITIES</u>		
Current portion of long-term debt	\$ 106,877	\$ 131,380
Accounts payable	1,882,452	965,370
Deferred revenue	24,428	163,720
Accrued payroll and payroll taxes	541,940	545,553
Accrued vacation	491,863	457,868
Held for consumers under agency agreements	<u>175,795</u>	<u>178,518</u>
	<u>3,223,355</u>	<u>2,442,409</u>
 <u>LONG-TERM DEBT</u> , net of current portion		
Notes payable	<u>1,402,185</u>	<u>1,510,878</u>
 <u>NET ASSETS</u>		
Unrestricted	4,925,770	4,727,093
Temporarily restricted	<u>24,759</u>	<u>44,341</u>
	<u>4,950,529</u>	<u>4,771,434</u>
	<u>\$ 9,576,069</u>	<u>\$ 8,724,721</u>

The Accompanying Notes Are An Integral Part
Of These Financial Statements.

COMMUNITY BRIDGES
STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS
For The Years Ended June 30, 2018 and 2017

	2018			2017		
	UNRESTRICTED	TEMPORARILY RESTRICTED	TOTAL	UNRESTRICTED	TEMPORARILY RESTRICTED	TOTAL
PUBLIC SUPPORT AND REVENUES						
Medicaid	\$ 35,858,634	\$ -	\$ 35,858,634	\$ 34,402,846	\$ -	\$ 34,402,846
State of NH - DHHS	1,421,118	-	1,421,118	1,125,235	-	1,125,235
United Way allocation	1,754	-	1,754	3,552	25,000	28,552
Third-party insurance	200,759	-	200,759	181,778	-	181,778
Interest	1,162	-	1,162	1,466	-	1,466
Gain on sale of assets	5,000	-	5,000	64,548	-	64,548
Other revenues	1,075,546	10,000	1,085,546	1,286,283	10,000	1,296,283
Net assets released from restrictions:						
Satisfaction of purpose restrictions	29,582	(29,582)	-	25,417	(25,417)	-
Total public support and revenues	38,593,555	(19,582)	38,573,973	37,091,125	9,583	37,100,708
EXPENSES						
Program services:						
Case management	1,526,506	-	1,526,506	1,562,344	-	1,562,344
Start program & clinical	2,121,391	-	2,121,391	1,976,424	-	1,976,424
Family support	900,488	-	900,488	817,550	-	817,550
Respite care	197,231	-	197,231	230,078	-	230,078
Residential & day	8,914,821	-	8,914,821	8,737,424	-	8,737,424
Independent living	426,234	-	426,234	424,638	-	424,638
Early intervention	1,647,841	-	1,647,841	1,468,465	-	1,468,465
Self directed services	4,654,635	-	4,654,635	4,132,161	-	4,132,161
Residential, day & self directed services - subcontract	13,889,895	-	13,889,895	12,792,583	-	12,792,583
Supporting services:						
General management	2,855,721	-	2,855,721	2,876,267	-	2,876,267
General management - subcontract	1,260,115	-	1,260,115	1,153,901	-	1,153,901
Total expenses	38,394,878	-	38,394,878	36,171,835	-	36,171,835
CHANGE IN NET ASSETS	198,677	(19,582)	179,095	919,290	9,583	928,873
NET ASSETS, BEGINNING OF YEAR	4,727,093	44,341	4,771,434	3,807,803	34,758	3,842,561
NET ASSETS, END OF YEAR	\$ 4,925,770	\$ 24,759	\$ 4,950,529	\$ 4,727,093	\$ 44,341	\$ 4,771,434

The Accompanying Notes Are An Integral Part
Of These Financial Statements.

COMMUNITY BRIDGES
STATEMENT OF FUNCTIONAL EXPENSES
For The Year Ended June 30, 2018

	Case Management	Start Program & Clinical	Family Support	Respite Care	Residential & Day	Independent Living	Early Intervention	Self Directed Services	Subcontract Residential, Day & Self Directed Services	General Management	Subcontract General Management	2018 Total
Salaries and wages	\$ 847,562	\$ 1,174,191	\$ 466,613	\$ -	\$ 4,545,459	\$ 299,674	\$ 927,507	\$ 2,442,601	\$ -	\$ 1,593,439	\$ -	\$ 12,297,046
Employee benefits	157,704	218,316	87,772	-	857,374	56,377	175,972	484,608	-	328,051	-	2,366,174
Payroll taxes	60,925	82,815	36,569	-	331,114	21,234	66,841	176,900	-	119,019	-	895,417
Family business	-	-	-	-	-	-	-	187,565	-	-	-	187,565
Contracted substitute staff	273	-	-	-	-	-	402	-	-	27,846	-	28,521
Client treatment services	-	-	200	-	1,980,119	-	-	321,260	-	-	-	2,301,579
Client therapies	194,691	17,779	1,289	-	8,875	-	279,680	14,067	-	-	-	516,381
Accounting	-	-	-	-	-	-	-	31,958	-	2,838	-	34,796
Audit fees	-	-	-	-	-	-	-	-	-	13,500	-	13,500
Legal fees	-	-	-	-	-	-	-	-	-	18,036	-	18,036
Other professional fees and consultants	48,535	211,637	8	-	105,334	15	7,668	37,252	-	227,330	-	637,779
Subcontractors	-	21,884	-	-	-	-	-	35,662	13,291,933	-	1,260,115	14,609,594
Non-subcontractors	29,203	184,294	-	-	525	-	-	519,126	597,962	-	-	1,331,110
Staff development and training	3,473	14,915	13,248	-	14,395	-	19,652	5,177	-	44,365	-	115,225
Rent	63,389	11,299	63,389	-	67,803	-	44,574	30,803	-	74,229	-	355,486
Client mortgage payments	-	-	-	-	39,732	-	-	10,403	-	-	-	50,135
Utilities	-	14,222	-	-	101,347	-	-	-	-	-	-	115,569
Building maintenance and repairs	4,582	12,183	3,773	-	115,293	-	3,504	1,391	-	11,649	-	152,375
Property taxes	-	3,738	-	-	80	-	-	-	-	-	-	3,818
Other occupancy costs	-	-	-	-	568	-	-	-	-	-	-	568
Office	8,106	7,707	3,153	-	21,833	-	5,042	3,121	-	37,757	-	86,719
Building/household	1,523	9,020	1,671	-	49,460	-	1,158	8	-	18,918	-	81,758
Client consumables	-	30,244	15,958	-	79,757	-	9,600	107,884	-	-	-	243,443
Medical	-	55	-	-	371	-	-	-	-	-	-	426
Equipment rental	2,461	-	2,279	-	3,464	-	4,375	1,094	-	4,662	-	18,335
Equipment maintenance	317	2,202	225	-	6,280	-	432	5,187	-	171,185	-	185,828
Depreciation	6,421	45,000	2,744	-	235,665	2,744	3,845	28,199	-	16,826	-	341,444
Advertising	197	-	217	-	1,092	-	477	1,292	-	2,057	-	5,332
Printing	1,913	230	626	-	1,071	-	9,748	445	-	4,700	-	18,733
Telephone/communications	2,831	11,334	2,848	-	16,159	-	5,280	1,000	-	8,417	-	47,869
Postage/shipping	2,754	683	2,550	-	3,944	-	4,895	1,224	-	5,716	-	21,766
Transportation	12,937	40,847	15,568	-	264,309	46,190	73,642	175,730	-	7,096	-	636,319
Assistance to individuals	18,978	-	178,289	196,814	10,552	-	-	20,196	-	-	-	424,829
Insurance	4,328	2,344	1,499	417	52,786	-	3,055	7,644	-	5,374	-	77,447
Membership dues	-	-	-	-	60	-	260	-	-	6,464	-	6,784
Interest expense	-	-	-	-	-	-	-	-	-	60,396	-	60,396
Other expenditures	53,403	4,452	-	-	-	-	232	2,838	-	45,851	-	106,776
TOTAL FUNCTIONAL EXPENSES	\$ 1,526,506	\$ 2,121,391	\$ 900,488	\$ 197,231	\$ 8,914,821	\$ 426,234	\$ 1,647,841	\$ 4,654,635	\$ 13,889,895	\$ 2,855,721	\$ 1,260,115	\$ 38,394,878

The Accompanying Notes Are An Integral Part
Of These Financial Statements

COMMUNITY BRIDGES
STATEMENT OF FUNCTIONAL EXPENSES
For The Year Ended June 30, 2017

	Case Management	Start Program & Clinical	Family Support	Respite Care	Residential & Day	Independent Living	Early Intervention	Self Directed Services	Subcontract Residential, Day & Self Directed Services	General Management	Subcontract General Management	2017 Total
Salaries and wages	\$ 861,757	\$ 1,203,788	\$ 353,938	\$ -	\$ 4,541,294	\$ 292,107	\$ 786,380	\$ 2,146,336	\$ -	\$ 1,523,453	\$ -	\$ 11,709,053
Employee benefits	161,469	224,964	66,190	-	856,576	54,802	146,978	450,502	-	318,460	-	2,279,941
Payroll taxes	60,857	86,876	25,169	-	327,246	21,681	57,601	154,317	-	109,688	-	843,435
Family business	-	-	-	-	-	-	-	110,926	-	-	-	110,926
Contracted substitute staff	816	-	-	-	3,605	-	3,070	-	-	9,717	-	17,208
Client treatment services	-	-	14,844	-	1,947,237	-	-	294,133	-	-	-	2,256,214
Client therapies	195,698	12,570	637	-	8,880	-	296,352	39,875	-	-	-	554,012
Accounting	-	-	-	-	-	-	-	42,652	-	2,944	-	45,596
Audit fees	-	-	-	-	-	-	-	-	-	12,250	-	12,250
Legal fees	-	-	-	-	-	-	-	-	-	12,914	-	12,914
Other professional fees and consultants	71,892	271,309	270	-	181,120	283	18,381	11,661	-	139,266	-	694,182
Subcontractors	-	18,417	-	-	-	-	-	16,663	12,581,271	-	1,153,901	13,770,252
Non-subcontractors	33,973	-	-	-	8,860	-	-	494,459	211,312	-	-	748,604
Staff development and training	2,132	15,815	12,280	-	25,278	-	11,105	21,825	-	33,646	-	122,081
Rent	61,542	10,969	61,542	-	66,352	-	43,226	29,906	-	72,022	-	345,559
Client mortgage payments	-	-	-	-	50,355	-	-	10,468	-	-	-	60,823
Utilities	-	12,623	-	-	96,903	-	-	-	-	664	-	110,190
Building maintenance and repairs	4,881	12,222	4,458	-	115,933	-	4,673	1,537	-	15,317	-	159,021
Property taxes	-	3,815	-	-	1,575	-	-	-	-	-	-	5,390
Other occupancy costs	-	-	-	-	639	-	-	-	-	-	-	639
Office	6,015	9,368	3,002	-	24,811	-	8,044	2,862	-	43,690	-	97,792
Building/household	1,608	6,689	1,619	-	52,197	-	1,735	54	-	17,025	-	80,927
Client consumables	-	26,973	22,000	-	82,978	-	1,063	95,667	-	-	-	228,681
Medical	-	245	-	-	311	-	-	-	-	-	-	556
Equipment rental	1,939	-	1,866	-	2,837	-	3,660	896	-	3,838	-	15,036
Equipment maintenance	754	293	781	-	4,173	-	1,558	11,164	-	145,578	-	164,301
Depreciation	-	-	-	-	-	-	-	-	-	284,170	-	284,170
Advertising	200	27	220	-	750	-	485	2,313	-	2,002	-	5,997
Printing	260	196	825	-	352	-	4,956	140	-	10,351	-	17,080
Telephone/communications	2,840	11,831	2,982	-	15,332	-	5,458	1,029	-	9,719	-	49,191
Postage/shipping	2,891	805	2,830	-	4,270	-	5,301	1,359	-	6,122	-	23,578
Transportation	8,544	43,128	18,780	-	246,768	55,759	63,773	164,937	-	5,977	-	607,666
Assistance to individuals	21,497	-	211,995	229,684	16,732	-	190	18,892	-	10,051	-	509,041
Insurance	4,081	2,209	1,403	394	50,581	-	2,887	7,204	-	5,065	-	73,824
Membership dues	-	566	40	-	174	-	280	-	-	5,887	-	6,947
Interest expense	-	-	-	-	-	-	-	-	-	64,347	-	64,347
Other expenditures	56,698	726	9,879	-	3,305	6	1,309	384	-	12,104	-	84,411
TOTAL FUNCTIONAL EXPENSES	\$ 1,562,344	\$ 1,976,424	\$ 817,550	\$ 230,078	\$ 8,737,424	\$ 424,638	\$ 1,468,465	\$ 4,132,161	\$ 12,792,583	\$ 2,876,267	\$ 1,153,901	\$ 36,171,835

The Accompanying Notes Are An Integral Part
Of These Financial Statements

COMMUNITY BRIDGES
STATEMENTS OF CASH FLOWS
For The Years Ended June 30, 2018 and 2017

	2018	2017
CASH FLOWS PROVIDED BY (USED IN)		
OPERATING ACTIVITIES		
Cash received from support and revenue	\$ 37,618,304	\$ 37,485,562
Cash paid to suppliers and employees	(36,964,435)	(35,760,972)
Interest received	1,162	1,466
Interest paid	(60,396)	(64,347)
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>594,635</u>	<u>1,661,709</u>
CASH FLOWS PROVIDED BY (USED IN)		
INVESTING ACTIVITIES		
Proceeds from sale of asset	-	98,503
Purchases of property and equipment	(343,719)	(281,904)
NET CASH USED IN INVESTING ACTIVITIES	<u>(343,719)</u>	<u>(183,401)</u>
CASH FLOWS PROVIDED BY (USED IN)		
FINANCING ACTIVITIES		
Proceeds from bank financing	-	74,100
Principal payments on debt	(133,196)	(200,173)
NET CASH USED IN FINANCING ACTIVITIES	<u>(133,196)</u>	<u>(126,073)</u>
NET INCREASE IN CASH	117,720	1,352,235
CASH, Beginning of Year	<u>2,821,974</u>	<u>1,469,739</u>
CASH, End of Year	<u>\$ 2,939,694</u>	<u>\$ 2,821,974</u>
RECONCILIATION OF CHANGE IN NET ASSETS TO NET CASH PROVIDED BY OPERATING ACTIVITIES:		
Change in net assets	\$ 179,095	\$ 928,873
Adjustments:		
Depreciation	341,444	284,170
Gain on sale of assets	(5,000)	(64,548)
Donated assets	-	(106,115)
Change in assets and liabilities:		
(Increase) decrease in:		
Accounts receivable	(835,215)	549,643
Promises to give	25,000	(5,000)
Prepaid expenses	81,139	(60,760)
Increase (decrease) in:		
Accounts payable	917,082	(19,232)
Deferred revenue	(139,292)	12,340
Accrued payroll	(3,613)	107,458
Accrued vacation	33,995	34,880
Net cash provided by operating activities	<u>\$ 594,635</u>	<u>\$ 1,661,709</u>

The Accompanying Notes Are An Integral Part
Of These Financial Statements.

COMMUNITY BRIDGES
NOTES TO FINANCIAL STATEMENTS
For The Years Ended June 30, 2018 and 2017

NOTE A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

Community Bridges (the Agency) is a not-for-profit organization established in May 1983. It contracts with the New Hampshire Department of Health and Human Services (DHHS) to provide an array of community-based services and support for those with developmental disabilities located in the Merrimack County area of New Hampshire. Its major function is the coordination of services and support with those who are eligible to receive it. The majority of its funding is from federal and state government programs.

Basis of Presentation

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles. Support is recorded when received or pledged. Revenue is recorded when services are rendered. Expenses are recorded when the obligation has been incurred. Net assets and revenues, expenses, gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Agency and changes therein are classified and reported as follows:

Unrestricted net assets - Net assets that are not subject to donor-imposed stipulations. All contributions are considered to be available for unrestricted use unless specifically restricted by donor.

Temporarily restricted net assets - Net assets subject to donor-imposed stipulations that may or will be met, either by actions of the Agency and/or the passage of time. When a restriction expires, temporarily restricted net assets are classified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions are met in the fiscal year in which the contributions are recognized.

Permanently restricted net assets - Net assets subject to donor-imposed stipulations that they be maintained permanently by the Agency. There were no permanently restricted net assets at June 30, 2018 and 2017.

Contributions

Contributions, including unconditional promises to give, are recorded as made. All contributions are available for unrestricted use unless specifically restricted by the donor. Conditional promises to give are recognized when the conditions on which they depend are substantially met. Unconditional promises to give due in the next year are

COMMUNITY BRIDGES
NOTES TO FINANCIAL STATEMENTS
For The Years Ended June 30, 2018 and 2017

NOTE A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Contributions (Continued)

recorded at their net realizable value. Unconditional promises to give due in subsequent years are reported at the present value of their net realizable value, using risk-free interest rates applicable to the years in which the promises are to be received.

Contributions of donated non-cash assets are recorded at their fair values in the period received. Contributions of donated services that create or enhance non-financial assets or that require specialized skills, which are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation, are recorded at their fair values in the period received.

Use of Estimates

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

Cash and Cash Equivalents

For purposes of the financial statements, the Agency considers cash in bank accounts and all other highly liquid investments with an original maturity of less than three months to be cash equivalents. The only cash equivalents at June 30, 2018 and 2017 were overnight investments in government securities made through commercial sweep accounts with the Agency's bank.

Cash Held and Funds Payable for Consumers

The Agency acts as custodian over funds of several consumers for a minimal fee. Cash is deposited and checks are drawn on a special bank account for the convenience of consumers. These funds are not the property of the Agency and, accordingly, are recorded as an asset with a corresponding liability in the same amount on the Agency's Statement of Financial Position. These accounts are offsetting and have no impact on the Agency's cash flow.

Property and Equipment

The Agency records property and equipment at cost. Major additions and improvements are capitalized, while ordinary maintenance and repairs are charged to

COMMUNITY BRIDGES
NOTES TO FINANCIAL STATEMENTS
For The Years Ended June 30, 2018 and 2017

NOTE A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Property and Equipment (Continued)

expense as incurred. Depreciation is computed on the straight-line basis over the estimated useful lives of the assets. The ranges of the estimated useful lives are:

	<u>Years</u>
Buildings and improvements	10-30
Equipment and furniture	5-10
Vehicles	3-5

Income Taxes

The Agency is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code.

The Agency's income tax filings are subject to audit by various taxing authorities. The Agency's open audit periods are the years ended June 30, 2016 through 2018. The Agency believes it has met all the requirements to maintain its not-for-profit status and does not have any unrelated business income which would result in taxable income. It is the Agency's policy to expense when paid any interest and penalties associated with its income tax obligations.

Bad Debts

The Agency uses the allowance method of accounting for bad debts. An allowance of \$104,246 and \$99,228 was required at June 30, 2018 and 2017 respectively, based on specific identification of uncollectible accounts.

Functional Allocation of Expenses

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

NOTE B. RETIREMENT PLAN

The Agency maintains a 403(b) plan for its employees. All employees are eligible to contribute to the plan. The Agency does not contribute to the plan.

COMMUNITY BRIDGES
NOTES TO FINANCIAL STATEMENTS
For The Years Ended June 30, 2018 and 2017

NOTE C. PROPERTY AND EQUIPMENT

Property and equipment consists of the following at June 30, 2018 and 2017:

	<u>2018</u>	<u>2017</u>
Land	\$ 579,599	\$ 579,599
Building and improvements	2,933,451	2,933,451
Equipment and furniture	1,200,390	941,643
Vehicles	1,023,390	882,340
Work in process	71,020	169,557
	<u>5,807,850</u>	<u>5,506,590</u>
Less accumulated depreciation	<u>2,464,601</u>	<u>2,170,616</u>
	<u>\$ 3,343,249</u>	<u>\$ 3,335,974</u>

NOTE D. CONCENTRATIONS OF RISK

The Agency received 93% of its funding from Medicaid for the years ended June 30, 2018 and 2017. Additionally, the balance due from Medicaid comprised 86% and 88% of the net accounts receivable at June 30, 2018 and 2017, respectively.

The Agency maintains its cash accounts at one financial institution. The balance at the bank is insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. The cash balance exceeded the FDIC coverage limit by \$1,459,001 and \$1,277,936 at June 30, 2018 and 2017, respectively.

At June 30, 2018 and 2017, the Agency had \$1,982,525 and \$1,941,574, respectively, invested in repurchase agreements that were secured by marketable securities of federal agencies. The funds were not insured by the Federal Deposit Insurance Corporation.

NOTE E. OPERATING LEASES

The Agency leases office facilities used for service coordination and administrative services pursuant to the terms of several six-year leases that expire in October 2019. The leases provide for two, two-year renewal options. The lessee is responsible for all utilities, repairs and maintenance, and insurance. The lessee is also responsible for a pro rata share of the real estate taxes and common area costs over a base. The base rent in the first year was \$297,355 per annum. The lease amount increases annually up to \$341,614 for year six.

COMMUNITY BRIDGES
NOTES TO FINANCIAL STATEMENTS
For The Years Ended June 30, 2018 and 2017

NOTE E. OPERATING LEASES (Continued)

The Agency entered into a tenancy lease on behalf of a consumer. The 12 month lease began in March 2015 and contains an auto-renew provision.

Total facilities rental expense, including rent payments for consumers, was \$355,486 and \$345,559 for the year ended June 30, 2018 and 2017, respectively.

The Agency leases office equipment at \$1,367 per month pursuant to the terms of a 63 month lease which began December 2016. The Agency is responsible for all repairs and maintenance.

The future minimum rental payments due under these operating leases are as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2019	\$ 355,005
2020	\$ 130,279
2021	\$ 16,408
2022	\$ 12,306

NOTE F. LINE OF CREDIT

The Agency has established a \$1,600,000 working capital line of credit with a local bank. Interest at the Wall Street Journal prime rate is due monthly. Principal with accrued unpaid interest are due on demand. The line of credit is secured by all assets of the Agency. There was no balance outstanding at June 30, 2018 or 2017.

COMMUNITY BRIDGES
NOTES TO FINANCIAL STATEMENTS
For The Years Ended June 30, 2018 and 2017

NOTE G. NOTES PAYABLE

Notes payable consisted of the following as of June 30:

	<u>2018</u>	<u>2017</u>
4.4% mortgage note payable bank, monthly installments of \$320 of principal and interest, through February 2036, secured by land and building with a balloon payment of \$30,473	\$ 60,451	\$ 61,608
4.4% mortgage note payable bank, monthly installments of \$917 of principal and interest, through February 2036, secured by land and building with a balloon payment of \$89,812	175,836	179,026
Variable-rate mortgage note payable bank, secured by land and building, payable in monthly installments of principal and interest through July 2035. Rate is fixed for first five years at 4.25%. Interest is based on the Five Year Treasury Bill adjusted to a constant maturity plus 2.25 percentage points. As of June 30, 2018 and 2017, the interest rate was 4.25% with monthly installments of \$4,062.	591,339	614,416
4.4% mortgage note payable bank, monthly installments of \$540 of principal and interest, through February 2036, secured by land and building with a balloon payment of \$52,862	102,941	104,843
4.4% note payable bank, monthly installments of \$876 of principal and interest, through February 2036, secured by land and building with a balloon payment of \$85,803	167,344	170,420
2.95% note payable bank, monthly installments of \$1,940 of principal and interest, through January 2018, secured by a vehicle	-	13,445
1% note payable state public agency, monthly installments of \$1,111 of principal and interest, through July 2017, secured by a vehicle	-	1,120

COMMUNITY BRIDGES
NOTES TO FINANCIAL STATEMENTS
For The Years Ended June 30, 2018 and 2017

NOTE G. NOTES PAYABLE (Continued)

	<u>2018</u>	<u>2017</u>
2% note payable state public agency, monthly installments of \$554 of principal and interest, through April 2022, secured by land and building	24,499	30,596
No interest note payable state public agency, Agency only required to repay if the property is sold. Secured by land and building	62,031	62,031
3% note payable state public agency, monthly installments of \$746 of principal and interest, through April 2020, secured by land and building	15,905	24,246
1% note payable state public agency, monthly installments of \$1,709 of principal and interest, through December 2018	10,226	30,526
4.4% note payable bank, monthly installments of \$1,030 of principal and interest, through January 2036, secured by land and building with a balloon payment of \$100,960	196,755	200,381
1% note payable state public agency, monthly installments of \$991 of principal and interest, through August 2019, secured by a vehicle	13,794	25,489
1% note payable state public agency, monthly installments of \$410 of principal and interest, through March 2020	8,537	13,348
1.0% note payable state public agency, monthly installments of \$855 of principal and interest, through December 2020	25,313	35,261
1.0% note payable state public agency, monthly installments of \$1,009 of principal and interest, through November 2021, secured by vehicle	40,635	52,268

COMMUNITY BRIDGES
NOTES TO FINANCIAL STATEMENTS
For The Years Ended June 30, 2018 and 2017

NOTE G. NOTES PAYABLE (Continued)

	<u>2018</u>	<u>2017</u>
Note payable finance company, payable in monthly installments of \$323 of principal, no interest, through June 2021, secured by vehicle	11,310	15,188
Note payable finance company, payable in monthly installments of \$597 of principal, plus 3.5% interest, through September 2018, secured by vehicle	<u>2,146</u>	<u>8,046</u>
	1,509,062	1,642,258
Less current portion	<u>(106,877)</u>	<u>(131,380)</u>
	<u>\$ 1,402,185</u>	<u>\$ 1,510,878</u>

Annual principal payments for the next five years are as follows:

2018	\$ 106,877
2019	84,175
2020	67,964
2021	53,117
2022	44,528
Thereafter	<u>1,152,401</u>
	<u>\$ 1,509,062</u>

Interest expense for the years ended June 30, 2018 and 2017 was \$60,396 and \$64,347, respectively.

COMMUNITY BRIDGES
NOTES TO FINANCIAL STATEMENTS
For The Years Ended June 30, 2018 and 2017

NOTE H. DEFERRED REVENUE

Deferred revenue consists of the following at June 30:

	2018	2017
Family Support funding in excess of expenditures	\$ 77	\$ 61,276
Project Search	-	3,091
Victory Drive	-	59,873
Bureau of Developmental Services	10,222	39,480
FLEX funding	4,129	-
Concord Hospital Healthy Beginnings Grant	10,000	-
	<u>\$ 24,428</u>	<u>\$ 163,720</u>

NOTE I. TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets are available for the following purposes or periods at June 30, 2018 and 2017:

	2018	2017
United Way	\$ -	\$ 25,000
Employee wellness	21,163	15,745
Autism grant	3,596	3,596
	<u>\$ 24,759</u>	<u>\$ 44,341</u>

NOTE J. CONTINGENT LIABILITIES

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

The acquisition of real property has been funded, in part, by federal and state and municipal funds. The governmental agencies retain certain equity interests in the various properties pursuant to the terms of the contracts and grants.

Because specific amounts, if any, have not been determined by governmental audits or assessed as of June 30, 2018 and 2017, no provision has been made for these contingencies.

COMMUNITY BRIDGES
NOTES TO FINANCIAL STATEMENTS
For The Years Ended June 30, 2018 and 2017

NOTE K. FAIR VALUE OF FINANCIAL INSTRUMENTS

The carrying amounts of financial instruments including cash, accounts receivable, accounts payable and short-term debt approximated fair value as of June 30, 2018 and 2017, because of the relatively short maturity of these instruments. The carrying value of long-term debt, including the current portion, approximated fair value as of June 30, 2018 and 2017, based on current borrowing rates for loans with similar maturities.

NOTE L. DATE OF MANAGEMENT EVALUATION OF SUBSEQUENT EVENTS

The Agency purchased an operations and administrative facility on October 10, 2018 for \$1,850,000. The purchase was financed with a 25 year loan for \$1,480,000 secured by a mortgage on the property. It is payable in monthly installments of \$6,167 interest only at 5.0% for the first 36 months, \$9,254 of principal and interest at 5.0% for the next 24 months and then 240 payments at \$9,741 of principal and interest based on the Federal Home Loan Bank of Boston Regular Amortizing Rate (currently 3.37%) plus 2.25% resulting in an initial rate of 5.62% beginning on November 10, 2023. The rate and resulting payments will be adjusted every five years based on the index.

The Agency also refinanced two other properties for \$80,000 and \$75,000 to provide cash towards the acquisition. The loans require monthly principal and interest payments of \$905 for the first 5 years with the rate fixed at 5%. The rate and resulting payments will be adjusted to the Federal Home Loan Bank Rate plus 2.25% for the remainder of the term.

Management has evaluated events through January 9, 2019, the date that the financial statements were available to be issued.



Connecting Individuals with Disabilities to Their Community

Community Bridges

Board of Directors-Non-compensated



David Ossoff

President

David Ossoff is a partner in a biofuel company and is involved in several other local business ventures. He has been on the Community Bridges Finance Committee since 2008 and joined the board in 2010. David and his wife Leslie have three children and have lived in Concord since the mid-1980s.



Alice Young

Vice President

Alice Young lives with her husband John in Pittsfield, NH. They have 4 grown children and 5 Grandchildren. Their two youngest live at home with them and have been clients of Community Bridges for many years.

Alice is an Insurance Professional with the Paige Agency, of Pittsfield, NH. She enjoys spending time with her family, cooking, reading and volunteering.



Connecting Individuals with Disabilities to Their Community



Phil Sletten

Treasurer

Phil Sletten is a policy analyst with the New Hampshire Fiscal Policy Institute, a Concord resident, and a New Hampshire native. Prior to joining the Fiscal Policy Institute, he worked for the State Legislature for three years as a performance auditor examining state agency operations, including the Bureau of Developmental Services. Phil earned a Bachelor's degree from Grinnell College in Iowa and a Master of Public Affairs from the University of Wisconsin-Madison. His favorite spots in the state are on the summits of remote 4,000-foot mountains in the Whites.



Elizabeth Bornstein

Secretary

A resident of the Town of Bow. Elizabeth is working at Boys and Girls Club of Central NH, Concord. In addition to her job, she is a volunteer at the Sierra Club, South Congregational Church and Concord YMCA. Elizabeth also enjoys singing with the Songweavers, likes to read and do the adult coloring.



Bradley Hosmer

Brad Hosmer is a semi-retired management consultant with Beta Consulting, a company that he founded in 1987. He has been a Community Bridges board member since 1997. Brad has a BS degree in mechanical engineering from WPI and an MBA from the Harvard Business.



Connecting Individuals with Disabilities to Their Community



Betsy McNamara

Betsy McNamara is a Full Circle Principal and Senior Consultant with 30 years' experience fundraising for nonprofit organizations. Betsy has raised millions of dollars for organizations in education, human services, affordable housing, the arts and land conservation.

Betsy has served on the board of Community Bridges since 2002, including a two-year term as president. Betsy lives in Concord with her husband and two sons. Betsy's family was introduced to Community Bridges when her younger son was eight months-old, and have benefitted from the good and important services provided by Community Bridges ever since.



Kristin Phillips

Kristin Phillips is a principal at Smith Phillips Strategic Communications, a public relations firm in Concord. Kristin holds a BA in Communications from the University of New Hampshire. She is a graduate of UNH Institute on Disability's Leadership program and serves on the board of Best Buddies New Hampshire. Kristin lives in Concord with her husband and three children.



Jennifer Pineo (Parent)

Jenn is Mom to Logan and MJ (both are diagnosed with Autism Spectrum Disorder), and Tyco (Logan's service dog). She is a lifelong resident of NH. Jenn works as a Program Coordinator at NH Family Voices, working on various projects and trainings within the organization. Jenn is also the Assistant Director for Adam's Camp New England. Jenn has a BS from Lyndon State College. She completed the NH

70 Pembroke Road Concord, NH 03301 1-800-499-4153 603-225-4153 Fax 225-0376



Connecting Individuals with Disabilities to Their Community

Leadership in Neurodevelopmental Disabilities Program (LEND), the Parent Information Center Volunteer Advocate Training, and is certified in the Standards of Quality for Family Strengthening and Support. Jenn is a Family Liaison to National Center on Birth Defects & Developmental Disabilities (NCBDDD) serving as Secretary on the Executive Board. She is the NH Family Delegate to Title V for the Association of Maternal and Child Health Programs (AMCHP) and has completed the National Family Leadership Cohort Training. Jenn represents NHFV on the NH Council on Developmental Disabilities and the NH Council on Autism Spectrum Disorders. She also sits on the Community Bridges Family Support Council and is the Chair of the State Family Support Council.



Glenn Stuart

Glenn Stuart is a Professor of Theatre at New England College where he has taught for 27 years. He also serves as the resident scenic and lighting designer for the Theatre Department. In addition, Glenn is the founder and director of the Open Door Theatre. Glenn has been a Community Bridges board member since 2005. He lives in Concord with his wife Kelly Doremus and their daughter Dylan.



John Taylor

John is a consumer through Community Bridges and has served on the Board of Directors for three years. He appreciates the opportunities Community Bridges gives to everyone they serve. John currently lives in Pembroke with his parents, brother and Jessie his service dog, who provides balance and companionship. He worked in retail for approximately 18 years and enjoys camping, fishing, 4-wheeling and hiking. John currently works one day a week at his church and likes to go out for breakfast and coffee with friends.



Connecting Individuals with Disabilities to Their Community



Stephany Wilson

Stephany Wilson's advocacy began for a family member, and fanned out from there. She does not do educational advocacy in her local school district, but is retained for educational advocacy cases throughout NH, as families strive for an appropriate educational program. Since 2016 she has been advocating for patients and families who feel diagnostically helpless in medical situations.

Stephany is the CEO of CADVantage, Inc., a NH based printed circuit board Design Company. Priding herself on customer account and employee retention through building strong relationships with communication, Stephany utilizes her degree in accounting and continuing education in business administration and finance to enhance her project management, negotiation, cash flow and forecasting, and corporate leadership decisions.



Lisa Shechter

Lisa Shechter is a Practice Director for a global accounting software implementation company, leading teams of consultants and developers over the last 20 years. She joined the Community Bridges Finance Committee in 2018 and joined the board in 2019.

Lisa is a Concord native, married and has two grown daughters. Since 2010, she has served as an officer on the Board of Trustees at Temple Beth Jacob. She delights in live theater and traveling whenever possible with her husband David. Lisa is the primary caregiver for her dad who has lived with her since 2013 after a diagnosis of Parkinson's disease.

Geralyn Rakich

Candidate Profile

Exceptional work ethic	Team player	Punctual
Organized	Flexible and adaptable	Reliable
Open minded	Observant	Positive attitude

Employment

Skills Trainer Project SEARCH Concord Hospital Concord, NH

2/2015 - present

- Coached interns at internship sites
- Performed workplace task analysis and created accommodations needed
- Educated and supported mentors of the internship site
- Assisted interns in job search and proper procedures for applying
- Composed monthly paperwork
- Participated in Liaison Committee

Job Coach/DSP Community Bridges Concord, NH

2/2009 - present

- Supported individuals at their place of employment
- Trained new employees to work with individuals
- Collaborated on various projects as assigned
- Worked with individuals with a variety of disabilities
- Trained new employees to work with individual
- Developed and headed the DSP Council

Community Day Program Concord ,NH

- Worked with six individuals with disabilities in a day program setting

6/2002 - 3/2007

Education

- New Hampshire Technical Institute, Concord, NH
Earned Direct Support Certificate Program, 20 week program
- East Haven High School, East Haven, CT

2009

Diploma earned

LAUREN M WALCZUK

BRIEF PROFESSIONAL SUMMARY

I am a motivated professional with an aptitude for inspiring teamwork, driving success and effectively managing both people and projects. I have a demonstrable track record of effective employee management, community outreach and caseload administration, with specialized experience in the healthcare and non-profit industries.

BUSINESS EXPERIENCE

COMMUNITY ACCESS PROGRAM, RUTLAND MENTAL HEALTH SERVICES

Rutland, VT

Supervisor – Community Support & Employment Team

2014 -2017

- ❖ Supervised and managed a team of 156 support specialists providing on-going mentoring, support and training in an effort to provide unparalleled services to clients.
- ❖ Interviewed and hired qualified staff members responsible for providing high quality client care.
- ❖ Effectively oversaw the scheduling of support staff members creating an average of 1,400 monthly schedules.
- ❖ Successfully supported and prepared departmental staff for local and state audits and ensured the department was operating in accordance with agency, state and federal guidelines.
- ❖ Attended and contributed to agency leadership meetings ensuring all pertinent information was effectively disseminated to case managers and support staff.
- ❖ Prepared and conducted agency trainings for both case managers and agency employees.

COMMUNITY ACCESS PROGRAM, RUTLAND MENTAL HEALTH SERVICES

Rutland, VT

Coordinator – Community Support Team

2014 -2017

- ❖ Successfully secured job assignments and workplace supports for individuals with disabilities.
- ❖ Engaged in community outreach to secure employment that utilized clients' talents and skill sets.
- ❖ Managed a team of support staff responsible for providing individuals with workplace support.
- ❖ Consulted with individuals, guardians and case managers to determine types of employment best suited for expanding consumer skill sets.
- ❖ Managed a number of caseloads effectively while adhering to state and agency guidelines.
- ❖ Served as a resourceful single point of contact for clients, guardians, staff, and businesses.

COMMUNITY ACCESS PROGRAM, RUTLAND MENTAL HEALTH SERVICES

Rutland, VT

Support Specialist

2011-2014

- ❖ Provided quality support services to gifted individuals with developmental disabilities.
- ❖ Assisted in supporting individuals in achieving their respective goals and integrating them into social and community settings.
- ❖ Worked in conjunction with case managers to ensure completion of goals in Individual Support Agreements.
- ❖ Remained a flexible team member who regularly demonstrated reliability and time management.
- ❖ Served as a leader within my team who habitually contributed constructive ideas and followed guidelines set forth by the organization.

MTA&G STEEL CORPORATION

Rutland, VT

Client Solutions Coordinator

2010-2012

- ❖ Cultivated and sustained lucrative client relationships through the delivery of exceptional client service.
- ❖ Served as a key liaison between partners, department managers and clients.
- ❖ Ensured the office was well managed and client visits were booked and prepped for.
- ❖ Coordinated and documented client meetings.
- ❖ Answered client questions effectively and ensured research was completed for complex requests.

MAURICES

Rutland, VT

Assistant Store Manager

2009-2010

- ❖ Led and inspired a results-driven team focused on customer relations and brand image.
- ❖ Assisted with talent acquisition and associate development and retention.
- ❖ Supported senior management in generating sales and managing operational expenses.
- ❖ Assisted in driving new ideas, sharing information with others and creating solutions to problems.
- ❖ Adhered to loss prevention procedures, completed inventory audits and perpetuated company policy.

Maureen LaClair

PROFESSIONAL SUMMARY

Higher education professional, student success advocate, and supportive team player. Motivational, helpful, and relatable. Able to connect students to the resources that will allow them to achieve success, and inspire individuals to establish short and long-term goals. Passionate about student advocacy and dedicated to providing customized service that aligns with individualized needs and abilities. Understanding of the importance of team collaboration and accurate communication in the workplace.

PROFESSIONAL EXPERIENCE

Family Directed Case Manager and Project SEARCH Liaison Community Bridges NH

Oct 2015 – Present
Concord, NH

- Maintains up-to-date, accurate information and knowledge of community resources and information
- Assist families to identify natural supports, current unmet needs, and future plans
- Engages families in the process of person centered planning to clarify individual's personal values, preferences, and vision for the future
- Coordinate training opportunities for families
- Project SEARCH Liaison member with Concord Hospital, Community Bridges and Vocational Rehabilitation

Adjunct Faculty NHTI, Concord's Community College

Sep 1994 – Present
Concord, NH

- Teach early childhood courses that meet requirements towards a certificate/Associate Degree in Early Childhood Education
- Providing creative approaches to student retention and support to provide opportunities for student success
- Guide students to help them meet long term and short term educational goals
- Has knowledge of all available resources and when to utilize them to best support students
- Able to communicate and collaborate effectively with students, faculty and other internal customers
- Puts in the time and effort to support a student who is making every effort to achieve their goals
- Facilitate a course for first year students and encourage them to be successful

Family Service Worker Belknap/Merrimack Community Action/Laconia Headstart

Feb 2013 – Oct 2015
Laconia, NH

- Provided support and established cooperative and collaborative approaches to problem-solving
- Advocated for families by making referrals to community agencies and to make necessary community connections

Childcare Resource and Referral Program Manager Easter Seals

Dec 2010 – Jun 2012
Bow, NH

- Assisted families with childcare options and provided consumer education
- Coordinated professional activities for childcare professionals

Lakes Region Community Services

Sep 2002 – Dec 2010
Laconia, NH

- Created and coordinated several community events for families
- Created and fostered community partnerships with area businesses and school districts

EDUCATION

Master of Education in Child Development, Administration concentration Southern New Hampshire University

May 2014
Manchester, NH

Bachelor of Arts in Child Development Notre Dame College

Manchester, NH