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Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
TEL. (603) 271-3495
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September 22, 2020

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

REQUESTED ACTION

Authorize the Department of Education, Bureau of Vocational Rehabilitation (VR) to enter into a **sole source** contract with Granite State Independent Living (GSIL), Concord, NH, (vendor #155330), in an amount not to exceed $1,079,294. The contract will provide the "Inspiring the Mastery of Postsecondary Achievement in College (IMPACCT)" program in four regions of NH, effective upon Governor and Council approval through September 30, 2021. 100% Federal Funds.

Funds to support this request are available in the accounts titled VR-Field Programs-Federal in FY 2021 and FY 2022, upon the availability and the continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between State Fiscal years through the Budget Office, without further Governor and Council approval, if needed and justified.

	FY 2021	FY 2022
06-56-56-565010-25380000- 603-504150 VR Client Services-Federal	$906,606	$172,688

EXPLANATION

This request is **sole source** because GSIL has been providing this program since 2016 and was originally funded through a Request for Proposal process. This request is to continue funding the "Inspiring the Mastery of Postsecondary Achievement in College (IMPACCT)" Pre-Employment Transition Service (Pre-ETS) program, which is a collaboration between the Department of Education, Bureau of Vocational Rehabilitation and Granite State Independent Living. The program was developed and implemented in 2016 after the Workforce Innovation and Opportunity Act was reauthorized, that required VR to set aside 15% of federal funding to provide Pre-ETS to potentially eligible students.

Since 2016, the program has continued in the north country (Berlin/Littleton), Nashua, Manchester and Concord. 669 students have participated in the program, which is a 14 week (fall and spring) and 5 week (summer) comprehensive Pre-ETS program that provides the five required services: job exploration counseling, work readiness training, work-based learning experiences, counseling on post-secondary training opportunities and self-advocacy.

Students that attend the program also earn high school credit for the program and have earned 2,643 extended learning opportunity have been completed, with 1,380 academic credits obtained. After completing the program 84 students graduated immediately, 43 students attended alternative education and 396 students returned to high school. The average student attendance rate is 93% and 79% of students in IMPACCT have an IEP, as well as 14% have a 504 plan.

HB4, when approved in October 2019, allocated $400,000 in General Funds to be allocated toward program costs. This funding was allocated to the program in FY20.

The program was originally developed through a request for proposal (RFP) process in 2016 and GSIL was the chosen vendor to provide the program in the state. VR and GSIL are looking to continue this partnership to enhance the provision of Pre-ETS in the state.

Thank you for your consideration of this request.

Respectfully Submitted,

Frank Edelblut
Commissioner 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 Department of Education Vocational Rehabilitation		1.2 State Agency Address 21 S. Fruit Street, Suite 20 Concord, NH 03301	
1.3 Contractor Name Granite State Independent Living		1.4 Contractor Address 21 Chenell Drive Concord, NH 03301	
1.5 Contractor Phone Number 603-228-9680	1.6 Account Number See Exhibit C	1.7 Completion Date 9/30/2021	1.8 Price Limitation $1,079,294
1.9 Contracting Officer for State Agency Lisa Hinson-Hatz		1.10 State Agency Telephone Number 603-271-7080	
1.11 Contractor Signature DWR Date: 10/2/2020		1.12 Name and Title of Contractor Signatory Deborah Ritcey, Chief Executive Officer	
1.13 State Agency Signature Frank Edelblut Date: 10-6-20		1.14 Name and Title of State Agency Signatory Frank Edelblut, Commissioner	
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: 10/7/20	
1.17 Approval by the Governor and Executive Council *(if applicable)* G&C Item number:		G&C Meeting Date:	

Contractor Initials dr
Date 10/2/2020

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.

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Date 10/2/202

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

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Date 10/24/2020

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.

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Date 10/2/2020

EXHIBIT A

SPECIAL PROVISIONS

Additional exhibits D-G.

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Date 10/2/2020

EXHIBIT B

SCOPE OF SERVICES

Granite State Independent Living (GSIL) will provide the following services to the New Hampshire Department of Education, Bureau of Vocational Rehabilitation (NHVR), effective upon Governor and Council approval through September 30, 2021:

The contractor, GSIL, shall provide the five (5) required Pre-Employment Transition Services (Pre-ETS), as outlined in the WIOA and in the VR Federal Regulations by providing the "Inspiring the Mastery of Postsecondary Achievement in College (IMPACCT)" program in four locations around the state (North Country) Berlin/Littleton, Concord, Manchester and Nashua.

The program is a 14-week (fall and spring) and 5-week (summer) comprehensive program that provide all five required Pre-ETS services (job exploration counseling, work readiness skills, work-based learning opportunities, counseling on post-secondary education opportunities and self-advocacy) to students who are eligible or potentially eligible for NHVR services. The following are the modules provided to students for the program and may include, but not limited to examples listed:

1. Job Exploration Module
    - i. Complete an interest inventory
    - ii. Complete a self-report assessment
    - iii. Complete a career ladder
    - iv. Listen to employers speaking about the day to day operations and expectations of the workplace
    - v. Listen to employers speaking about possible positions within an company
2. Work-Based Learning Experiences Module
    - i. Identify what types of work-based learning experience they already have completed
    - ii. Identify workplaces in which they might like to have an experience
    - iii. Identify transferable skills
    - iv. Participate in a work-based learning experience
3. Counseling on Post-Secondary Education Opportunities
    - i. Receive labor market information
    - ii. Receive information on how to use public transportation
    - iii. Receive information on budgeting
    - iv. Receive information on health management
    - v. Receive information on healthy recreational activities
    - vi. Receive information on NHVR services and how to apply for services
    - vii. Receive exposure on potential post-secondary options like:
        1. Rapidly growing careers
        2. Community colleges
        3. Trade schools/technical schools
        4. Four-year colleges

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EXHIBIT B CONTINUED

4. Workplace Readiness Training Module
    a. Students receive information on social skills and independent living skills
    b. Employers and students experience mock interviews
    c. Students receive feedback on interviewing skills
    d. Students receive training regarding professional presentation and appearance
    e. Students produce a resume, cover letter and thank you notes
5. Self-Advocacy Module
    a. Students receive information and training regarding personalized planning to learn how to advocate for themselves independently and in the presence of support throughout the transition process
    b. Students receive training on how to identify positive supports
    c. Students identify positive adult supports
    d. Students identify positive peer supports

DELIVERABLES AND TIMELINE

GSIL Shall:

1. Provide the module programming in four areas of the state (Berlin/Littleton, Concord, Manchester and Nashua).

2. Provide an Academy experience, via the GSIL IMPACCT Program, which will consist of three cohorts per year of students in each of the awarded regions for. Each cohort will contain up to 15 new students and to the extent possible, will be held at a Community College or other designated location.

3. The structure for the Academy experience will be training room/classroom time, work experience, and remote learning, adapted as needed based on the needs of the students, schools, and work environment in each awarded region.

4. The following daily schedule for the Academy experience will be adapted as needed, based on the needs of the students and schools in each awarded region:
    i. The program day shall be predicated based on the COVID-19 return to school protocols.

5. Each student can get further assistance with the academic, career, independent living, credential opportunities, and other needs as possible and appropriate. Ensure that those participating in the Academy experience have the opportunity to earn academic credits by mastering the necessary competencies through Extended Learning Opportunities (ELO's) This can include but is not limited to:
    i. The National Career Readiness Certificate
    ii. Online credit recovery and remedial education
    iii. High School Equivalency Test (HiSET) preparation tools
    iv. Peer mentoring

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EXHIBIT B CONTINUED

v. Job shadows
vi. Job tours
vii. Information interviews
viii. Internships

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

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

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

9. Ensure that curriculum used for the Academy appropriately addresses the five required Transition Services identified in WIOA.

GSIL will work in tandem with NHVR to ensure:

A. As defined by Workforce Innovations Opportunity Act (WIOA), all students with a disability, who are eligible or potentially eligible, will meet the required criteria.

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

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

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

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

F. Any and all marketing materials used to promote the specific services listed above shall prominently display the NHVR logo and communicate clearly that the

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Date 10/27/2020

EXHIBIT B CONTINUED

services are being provided at the request of NHVR and as a result of direct funding by NHVR.

G. GSIL and NHVR personnel will both participate in the provision of specific services (i.e. NHVR will present on how to apply for NHVR services).

REPORTING

GSIL shall provide a report, at the end of each cohort, and one yearly report that summarizes the following data:

- Cohort statistics (number of students, schools represented, disability information);
- Number of credits attained and in what specialty;
- Number of different employers providing student experiences and their names;
- Number of students with part or full time employment at the end of IMPACCT;
- Number of students returning to school that may have dropped out; and
- With assistance from NHVR, the number of students who are NHVR customers

SUSTAINABILITY PLAN

Vocational Rehabilitation, upon completion of this contract, will be providing a portion of program funding, to be determined. Upon approval of this contract, NHVR leadership, Department of Education leadership and GSIL leadership will work with individual school districts to determine how school funding can contribute funds towards the IMPACCT program.

In addition to the blended NHVR and school funding model to be developed, GSIL will explore the possibility of IMPACCT program as a charter school, to additionally identify new funding streams for student participation in the program.

EXHIBIT C

BUDGET

	FY 2021	FY 2022	Total
Salaries and Wages	$452,823	$86,252	$539,075
Payroll Taxes & Fringe Benefits	$126,790	$24,151	$150,941
Subtotal-Compensation Expenses	**$579,613**	**$110,403**	**$690,016**
Transportation	$13,574	$2,586	$16,160
Mileage Reimbursement	$24,192	$4,608	$28,800
Occupancy Expense	$102,144	$19,456	$121,600
Stakeholders/Partners	$18,312	$3,488	$21,800
Office Expenses/Supplies	$13,440	$2,560	$16,000
Telephone	$8,602	$1,638	$10,240
Printing/Promotion/Outreach/Postage	$11,760	$2,240	$14,000
Computer Costs	$14,414	$2,746	$17,160
Student Stipends	$32,256	$6,144	$38,400
Student Costs/Graduations/Meetings	$5,880	$1,120	$7,000
Subtotal-Direct Expenses	**$244,574**	**$46,586**	**$291,160**
Indirect Expense at 10%	$82,419	$15,699	$98,118
Total Expenses	**$906,606**	**$172,688**	**$1,079,294**

METHOD OF PAYMENT

Limitation on Price: In no case shall the contract exceed the price limitation of $1,079,294.

Funding Source: Funds are available in account titled Vocational Rehabilitation Field Programs-Federal for FY 2021, and anticipated to be available in Fiscal Year 2022, with the authority to adjust encumbrances between fiscal years within the price limitation through the Budget Office, if needed and justified.

	FY 2021	FY 2022
06-56-56-565010-25380000-603-504150	$909,606	$172,688
VR Client Services-Federal		

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Date 10/2/2020

EXHIBIT C CONTINUED

Method of Payment: Upon Governor and Council approval, payment will be made upon the submittal of an invoice for completed Pre-ETS modules and programming completed, which is supported by a summary of activities that have taken place in accordance with the terms of the contract, per student. A final invoice, if necessary, shall be sent to the Department within 30 days of the end of this contract.

Invoices and reports shall be submitted to:

Lisa Hinson-Hatz
VR Director
Lisa.Hatz@doe.nh.gov
NH Department of Education
21 S. Fruit Street, Suite 20
Concord, NH 03301

Contractor Initials dh
Date 10/2/2020

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 JR
Date 10/21/2020

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 dr

Date 10/2/2020

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/sflllin.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 dr
Date ~~10/2/2020~~ 20 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.

State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that GRANITE STATE INDEPENDENT LIVING is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on January 29, 1980. 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: 63257

Certificate Number: 0004568732

IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 19th day of August A.D. 2019.

William M. Gardner

Secretary of State

Granite State Independent Living
gsil
Tools for Living Life on Your Terms

Granite State Independent Living

Certificate of Authority

I, **Kenneth Traum**, Secretary of Granite State Independent Living do hereby certify that:

1. I am duly elected Secretary of Granite State Independent Living, a State of New Hampshire Corporation;
2. I maintain and have custody and am familiar with the Seal and minute books of the Corporation;
3. I am duly authorized to issue certificates with respect to the contents of such books;
4. The following are true, accurate and complete copies of the resolution duly adopted by the Board of Directors at a vote, duly held on October 1, 2020, which meeting was duly held in accordance with the State of New Hampshire law and the by-laws of the Corporation;
5. The foregoing resolutions have not been amended or revoked and remain in full force and effect as of the date hereof: and:
6. The following person(s) have been duly elected to and now occupy the office (s) indicated below:

Geoffrey Souther, Chair
David Qualey, 1st Vice Chair
Rev. Edward Costa, 2nd Vice Chair
Ken Traum, Secretary & Treasurer

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

October 2 2020.

Kenneth Traum, Secretary

State of New Hampshire, County of Merrimack.

The foregoing instrument was acknowledged before me this 2nd day of October, 2020, before me, Casey Strickulis, the undersigned Officer, personally appeared **Kenneth Traum** who acknowledged himself to be the Secretary of Granite State Independent Living, a Corporation, and that he, as such Secretary being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the Corporation by himself as secretary.

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

Casey Strickulis
Notary Public

SEAL:

My Commission Expires:

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

Granite State Independent Living

Resolutions of the Board of Directors

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

Whereas: The State of New Hampshire, Department of Education; Division of Career Technology and Adult Learning has made available Title VII Part B funds through a request for proposal (RFP) process funds for such independent living purposes, and

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

Whereas: the New Hampshire Department of Education: Vocational Rehabilitation seeks to enter into a contract for $1,079,294 with GSIL for such services identified in the approved application.

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

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

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

Certificate of Vote

The undersigned, being the Secretary of Granite State Independent Living, a New Hampshire voluntary corporation ("Corporation"), does hereby certify that the Board of Directors of the Corporation did approve the resolutions set forth above, at a duly called vote of said Board of Directors held on October 1, 2020.

DATED: 10/02/ 2020

[signature]
Kenneth Traum, Secretary

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

My Commission Expires:

(SEAL)

[signature]
Notary Public

Client#: 492954 GRANISTA6

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 9/21/2020

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:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Philadelphia Indemnity Insurance Co.	18058
INSURER B : Granite State Healthcare & Human Svc WC	NONAIC
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Granite State Independent Living
21 Chenell Drive
Concord, NH 03301

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 NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	X		[redacted]	02/11/2020	02/11/2021	EACH OCCURRENCE	$1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$100,000
							MED EXP (Any one person)	$5,000
	X Professional Liab						PERSONAL & ADV INJURY	$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$3,000,000
	POLICY PRO-JECT X LOC						PRODUCTS - COMP/OP AGG	$3,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY			[redacted]	02/11/2020	02/11/2021	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB X OCCUR			[redacted]	02/11/2020	02/11/2021	EACH OCCURRENCE	$5,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$5,000,000
	DED X RETENTION $$10K							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N			[redacted]	02/01/2020	02/01/2021	X PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) N	N/A					E.L. EACH ACCIDENT	$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$1,000,000
							E.L. DISEASE - POLICY LIMIT	$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Additional Insured Status is Provided When Required By Contract per Form PI-GLD-HS(10/11)with respect to the Commercial General Liability.

(See Attached Descriptions)

CERTIFICATE HOLDER
The State of New Hampshire
Department of Education
Vocational Rehabilitation
21 So. Fruit Street
Concord, NH 03301

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

AUTHORIZED REPRESENTATIVE
Sea Hot

Our Mission & Values

Granite State Independent Living (GSIL) is a statewide nonprofit organization whose mission is to promote quality of life with independence for people with disabilities and seniors through advocacy, information, education, support and transition services.

- At Granite State Independent Living we believe in the importance of mutual **RESPECT** and we celebrate diversity.
- At Granite State Independent Living we believe all individuals should have **CHOICES**.
- At Granite State Independent Living we believe in individual **EMPOWERMENT**.
- At Granite State Independent Living we believe that all individuals have the right to define their own level of **INDEPENDENCE**.
- At Granite State Independent Living we believe in **COLLABORATION**.
- At Granite State Independent Living everything we do is done with **INTEGRITY**.

Granite State Independent Living

gsil

Tools for Living Life Independently

GRANITE STATE INDEPENDENT LIVING

Financial Statements

For the Year Ended September 30, 2019

(With Independent Auditors' Report Thereon)

TABLE OF CONTENTS

MELANSON HEATH
ACCOUNTANTS · AUDITORS

121 River Front Drive
Manchester, NH 03102
(603)669-6130
melansonheath.com

Additional Offices:
Nashua, NH
Andover, MA
Greenfield, MA
Ellsworth, ME

INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Granite State Independent Living

Report on the Financial Statements

We have audited the accompanying financial statements of Granite State Independent Living, which comprise the statement of financial position as of September 30, 2019, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Granite State Independent Living as of September 30, 2019 and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited Granite State Independent Living's fiscal year 2018 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated January 17, 2019. In our opinion, the summarized comparative information presented herein as of and for the year ended September 30, 2018 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 3, 2020 on our consideration of Granite State Independent Living's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Granite State Independent Living's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Granite State Independent Living's internal control over financial reporting and compliance.

Melanson Heath

February 3, 2020

GRANITE STATE INDEPENDENT LIVING

Statement of Financial Position

September 30, 2019

(with comparative totals as of September 30, 2018)

	2019 Without Donor Restrictions	2019 With Donor Restrictions	2019 Total	2018 Total
ASSETS				
Current Assets:				
Cash and cash equivalents	$ 3,460,737	$ 42,283	$ 3,503,020	$ 3,198,885
Restricted cash	19,072	-	19,072	30,082
Accounts receivable, net	1,505,293	-	1,505,293	1,924,693
Prepaid expenses	360,266	-	360,266	489,646
Total Current Assets	5,345,368	42,283	5,387,651	5,643,306
Investments	839,399	195,642	1,035,041	988,341
Property and Equipment, Net	967,308	-	967,308	1,231,657
Total Assets	$ 7,152,075	$ 237,925	$ 7,390,000	$ 7,863,304
LIABILITIES AND NET ASSETS				
Current Liabilities:				
Accounts payable	$ 96,877	$ -	$ 96,877	$ 139,947
Accrued payroll and related liabilities	809,850	-	809,850	874,289
Accrued expenses	279,990	-	279,990	414,077
Deferred revenue	151,019	-	151,019	118,194
Current portion of contracts payable	7,950	-	7,950	7,950
Total Current Liabilities	1,345,686	-	1,345,686	1,554,457
Contracts Payable, Net of Current Portion	7,288	-	7,288	15,238
Total Liabilities	1,352,974	-	1,352,974	1,569,695
Net Assets:				
Without Donor Restrictions	5,799,101	-	5,799,101	6,062,868
With Donor Restrictions:				
Time and purpose restricted	-	42,283	42,283	36,809
Perpetual endowment	-	195,642	195,642	193,932
Total Net Assets	5,799,101	237,925	6,037,026	6,293,609
Total Liabilities and Net Assets	$ 7,152,075	$ 237,925	$ 7,390,000	$ 7,863,304

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

GRANITE STATE INDEPENDENT LIVING

Statement of Activities

For the Year Ended September 30, 2019

(with comparative totals for the year ended September 30, 2018)

	2019			
	Without Donor Restrictions	With Donor Restrictions	2019 Total	2018 Total
SUPPORT AND REVENUE				
Support:				
Grants	$ 2,781,638	$ 53,979	$ 2,835,617	$ 2,953,249
Public support	86,290	1,710	88,000	78,330
Special events, net	45,324	-	45,324	30,730
Revenue:				
Program fees, net	15,482,774	-	15,482,774	17,052,516
Interest	11,548	-	11,548	6,185
Miscellaneous	6,859	-	6,859	4,189
Investment income, net	36,016	-	36,016	11,371
Net Assets Released From Restriction	48,505	(48,505)	-	-
Total Support and Revenue	18,498,954	7,184	18,506,138	20,136,570
EXPENSES				
Program Services:				
Long-term care	13,068,767	-	13,068,767	14,164,543
Community economic development	3,307,359	-	3,307,359	3,640,903
Total Program Services	16,376,126	-	16,376,126	17,805,446
Supporting Services:				
General and administrative	2,230,693	-	2,230,693	2,425,500
Fundraising	155,902	-	155,902	157,894
Total Supporting Services	2,386,595	-	2,386,595	2,583,394
Total Expenses	18,762,721	-	18,762,721	20,388,840
Change in Net Assets	(263,767)	7,184	(256,583)	(252,270)
Net Assets, Beginning of Year	6,062,868	230,741	6,293,609	6,545,879
Net Assets, End of Year	$ 5,799,101	$ 237,925	$ 6,037,026	$ 6,293,609

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

GRANITE STATE INDEPENDENT LIVING

Statement of Functional Expenses

For the Year Ended September 30, 2019

(with comparative totals for the year ended September 30, 2018)

	Program Services			Supporting Services				
	Long-Term Care	Community Economic Development	Total Program Services	General and Administrative	Fundraising	Total Supporting Services	2019 Total	2018 Total
Personnel expense:								
Salaries and wages	$ 10,031,665	$ 1,780,999	$ 11,812,664	$ 1,303,877	$ 94,284	$ 1,398,161	$ 13,210,825	$ 14,395,287
Employee benefits	1,709,309	392,131	2,101,440	230,655	17,570	248,225	2,349,665	2,703,045
Payroll taxes	811,798	139,211	951,009	105,520	7,127	112,647	1,063,656	1,157,407
Advertising	65,636	11,132	76,768	11,189	4,239	15,428	92,196	90,623
Board of directors	-	-	-	4,990	-	4,990	4,990	8,517
Building occupancy	94,128	211,503	305,631	99,537	7,868	107,405	413,036	461,022
Consultants	-	5,026	5,026	11,134	-	11,134	16,160	14,671
Depreciation	63,088	119,649	182,737	95,186	91	95,277	278,014	277,574
Dues and subscriptions	1,523	3,191	4,714	6,744	6,890	13,634	18,348	9,032
Equipment lease and maintenance	485	1,683	2,168	46,316	19	46,335	48,503	47,975
Grants	292	370,132	370,424	-	-	-	370,424	242,912
Information technology	10,612	3,885	14,497	61,756	4,180	65,936	80,433	87,747
Insurance	-	22,373	22,373	65,848	-	65,848	88,221	86,272
Interpreter	455	2,526	2,981	203	-	203	3,184	2,505
Meals and entertainment	-	798	798	-	-	-	798	1,356
Meetings and events	1,248	3,217	4,465	3,801	86	3,887	8,352	9,031
Miscellaneous	7,696	42,356	50,052	37,814	1,154	38,968	89,020	97,386
Office, printing, postage, and supplies	59,774	18,402	78,176	52,551	10,486	63,037	141,213	160,725
Professional development	270	2,269	2,539	4,122	780	4,902	7,441	18,491
Professional fees	84,697	4,400	89,097	49,573	-	49,573	138,670	132,951
Telephone	38,578	23,039	61,617	38,076	828	38,904	100,521	99,545
Transportation	12,058	69,477	81,535	50	-	50	81,585	80,937
Travel	75,455	79,960	155,415	1,751	300	2,051	157,466	203,829
Total Functional Expenses 2019	$ 13,068,767	$ 3,307,359	$ 16,376,126	$ 2,230,693	$ 155,902	$ 2,386,595	$ 18,762,721	
Total Functional Expenses 2018	$ 14,164,543	$ 3,640,903	$ 17,805,446	$ 2,425,500	$ 157,894	$ 2,583,394		$ 20,388,840

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

GRANITE STATE INDEPENDENT LIVING

Statement of Cash Flows

For the Year Ended September 30, 2019

(with comparative totals for the year ended September 30, 2018)

	2019	2018
Cash Flows From Operating Activities:		
Change in net assets	$ (256,583)	$ (252,270)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	278,014	277,574
Gain on disposal of asset	-	(200)
Unrealized (gain) loss	(16,176)	7,671
Restricted contributions	(1,710)	(6,725)
Changes in operating assets and liabilities:		
Accounts receivable	419,400	110,131
Prepaid expenses	129,380	229,949
Accounts payable	(43,070)	(7,080)
Accrued payroll and related liabilities	(64,439)	(140,059)
Accrued expenses	(134,087)	199,664
Deferred revenue	32,825	54,510
Net Cash Provided By Operating Activities	343,554	473,165
Cash Flows From Investing Activities:		
Purchases of investments	(30,524)	(19,042)
Purchase of property and equipment	(13,665)	(55,489)
Net Cash Used By Investing Activities	(44,189)	(74,531)
Cash Flows From Financing Activities:		
Proceeds from restricted contributions	1,710	6,725
Payments of contracts payable	(7,950)	(7,950)
Net Cash Used By Financing Activities	(6,240)	(1,225)
Net Change in Cash, Cash Equivalents, and Restricted Cash	293,125	397,409
Cash, Cash Equivalents, and Restricted Cash, Beginning of Year	3,228,967	2,831,558
Cash, Cash Equivalents, and Restricted Cash, End of Year	$ 3,522,092	$ 3,228,967

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

GRANITE STATE INDEPENDENT LIVING

Notes to Financial Statements

For the Year Ended September 30, 2019

1. Organization

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

Long-Term Care Program. The Organization offers a variety of personal care service programs based on eligibility. Personal care attendants provide non-medical, hands-on assistance with activities of daily living for seniors and adults living with disabilities. A personal care worker helps individuals bathe, dress, eat, and navigate a range of other daily tasks. In addition to providing assistance with activities of daily living, personal care workers can assist with housekeeping chores, meal preparation, and medication management. Personal care services can be delivered in either a private home, residential care setting, or an individual's place of employment. The Organization also provides nursing facility transition services.

Community Economic Development Program. The Organization is committed to assisting seniors and consumers with disabilities so they can function well within their community and pursue personal goals, whether through employment or earning academic credit through youth transition programs. Options are discussed through a call to Information & Referral Program Service Coordinators, who help individuals set their goals. Services provided can include benefit planning, transportation, ASL referral, peer support, and access modification. Additional services offered may include placement, job coaching; and employment through the Ticket to Work Program.

2. Significant Accounting Policies

Change in Accounting Principle

On August 18, 2016, FASB issued Accounting Standards Update (ASU) 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities.* The update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return. ASU 2016-14 has been implemented in fiscal year 2019 and the presentation in these financial statements has been adjusted accordingly.

Comparative Financial Information

The accompanying financial statements include certain prior-year summarized comparative information in total, but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the audited financial statements for the year ended September 30, 2018, from which the summarized information was derived.

Cash and Cash Equivalents

All cash and highly liquid financial instruments with original maturities of three months or less, and which are neither held for nor restricted by donors for long-term purposes, are considered to be cash and cash equivalents. Cash and highly liquid financial instruments restricted for permanent endowment or other long-term purposes are excluded from this definition.

Accounts Receivable

Accounts receivable consist primarily of noninterest-bearing amounts due for services and programs. The allowance for uncollectable accounts receivable is based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Accounts receivable are written off when deemed uncollectable.

Investments

The Organization carries investments in marketable securities with readily determinable fair values and all investments in debt securities at their fair values in the Statement of Financial Position. Unrealized gains and losses are included in the change in net assets in the accompanying Statement of Activities.

Property and Equipment

Property and equipment additions over $1,000 are recorded at cost, if purchased, and at fair value at the date of donation, if donated. Depreciation is computed using the straight-line method over the estimated useful lives of the assets ranging from 3 to 40 years, or in the case of capitalized leased assets or leasehold improvements, the lesser of the useful life of the asset or the lease term. When assets are sold or otherwise disposed of, the cost and related accumulated depreciation is removed, and any resulting gain or loss is included in the Statement of Activities. Costs of maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed.

The carrying values of property and equipment are reviewed for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. When considered impaired, an impairment loss is recognized to the extent carrying value exceeds the fair value of the asset. There were no indicators of asset impairment in fiscal year 2019.

Net Assets

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

> *Net Assets Without Donor Restrictions* – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.
>
> *Net Assets With Donor Restrictions* – Net assets subject to donor- (or certain grantor-) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity while permitting the Organization to expend the income generated by the assets in accordance with the provisions of additional donor-imposed stipulations or a Board approved spending policy. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Revenue and Revenue Recognition

Revenue is recognized when earned. Program service fees and payments under cost-reimbursable contracts received in advance are deferred to the applicable period in which the related services are performed or expenditures are incurred, respectively.

Accounting for Contributions

Contributions are recognized when received. All contributions are reported as increases in net assets without donor restrictions unless use of the contributed assets is specifically restricted by the donor. Amounts received that are restricted by the donor to use in future periods or for specific purposes are reported as increases in net assets with donor restrictions. Unconditional promises with payments due in future years have an implied restriction to be used in the year the payment is due and, therefore, are reported as net assets with donor restrictions until the payment is due unless the contribution is clearly intended to support activities of the current fiscal year. Conditional promises, such as matching grants, are not recognized until they become unconditional, that is, until all conditions on which they depend are substantially met.

Gifts-in-Kind Contributions

The Organization periodically receives contributions in a form other than cash or investments. Contributed property and equipment is recognized as an asset at its estimated fair value at the date of gift, provided that the value of the asset and its estimated useful life meets the Organization's capitalization policy. Donated use of facilities is reported as contributions and as expenses at the estimated fair value of similar space for rent under similar conditions. If the use of the space is promised unconditionally for a period greater than one year, the amount is reported as a contribution and an unconditional promise to give at the date of gift, and the expense is reported over the term of use. Donated supplies are recorded as contributions at the date of gift and as expenses when the donated items are placed into service or distributed.

The Organization benefits from personal services provided by a substantial number of volunteers. Those volunteers have donated significant amounts of time and services in the Organization's program operations and in its fundraising campaigns. However, the majority of the contributed services do not meet the criteria for recognition in the financial statements. Generally Accepted Accounting Principles allow recognition of contributed services only if (a) the services create or enhance nonfinancial assets or (b) the services would have been purchased if not provided by contribution, require specialized skills, and are provided by individuals possessing those skills.

Grant Revenue

Grant revenue is recognized when qualifying costs are incurred for cost-reimbursement grants or contracts or when a unit of service is provided for performance grants. Grant revenue from federal agencies is subject to independent audit under the Office of Management and Budget's, *Uniform Guidance*, and review by grantor agencies. The review could result in the disallowance of expenditures under the terms of the grant or reductions of future grant funds. Based on prior experience, the Organization's management believes that costs ultimately disallowed, if any, would not materially affect the financial position of the Organization.

Advertising Costs

Advertising costs are expensed as incurred and are reported in the Statement of Activities and Statement of Functional Expenses.

Functional Allocation of Expenses

The costs of program and supporting services activities have been summarized on a functional basis in the Statement of Activities. The Statement of Functional Expenses presents the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Income Taxes

Granite State Independent Living has been recognized by the Internal Revenue Service (IRS) as exempt from federal income taxes under Internal Revenue Code (IRC) Section 501(a) as an organization described in IRC Section 501(c)(3), qualifies for charitable contribution deductions, and has been determined not to be a private foundation. The Organization is annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS. In addition, the Organization is subject to income tax on net income that is derived from business activities that are unrelated to its exempt purpose. In fiscal year 2019, the Organization was not subject to unrelated business income tax and did not file an Exempt Organization Business Income Tax Return (Form 990-T) with the IRS.

Estimates

The preparation of financial statements in conformity with Generally Accepted Accounting Principles requires 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, and those differences could be material.

Financial Instruments and Credit Risk

Deposit concentration risk is managed by placing cash with financial institutions believed to be creditworthy. At times, amounts on deposit may exceed insured limits or include uninsured investments in money market mutual funds. To date, no losses have been experienced in any of these accounts. Credit risk associated with receivables is considered to be limited due to high historical collection rates and because substantial portions of the outstanding amounts are due from governmental agencies supportive of the Organization's mission. Investments are made by diversified investment managers whose performance is monitored by the Fiscal Committee of the Board of Directors. Although the fair values of investments are subject to fluctuation on a year-to-year basis, the Fiscal Committee believes that the investment policies and guidelines are prudent for the long-term welfare of the Organization.

Fair Value Measurements and Disclosures

Certain assets and liabilities are reported at fair value in the financial statements. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction in the principal, or most advantageous, market at the measurement date under current market conditions, regardless of whether that price is directly observable or estimated using another valuation technique. Inputs used to determine fair value refer broadly to the assumptions that market participants would use in pricing the asset or liability, including assumptions about risk. Inputs may be observable or unobservable. Observable inputs are inputs that reflect the assumptions market participants would use in pricing the asset or liability based on market data obtained from sources independent of the reporting entity. Unobservable inputs are inputs that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset or liability based on the best information available. A three-tier hierarchy categorizes the inputs as follows:

Level 1 – Quoted prices (unadjusted) in active markets for identical assets or liabilities that are accessible at the measurement date.

Level 2 – Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. These include quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that are observable for the asset or liability, and market-corroborated inputs.

Level 3 – Unobservable inputs for the asset or liability. In these situations, inputs are developed using the best information available in the circumstances.

In some cases, the inputs used to measure the fair value of an asset or a liability might be categorized within different levels of the fair value hierarchy. In those cases, the fair value measurement is categorized in its entirety in the same level of the fair value hierarchy as the lowest level input that is significant to the entire measurement. Assessing the significance of a particular input to entire measurement requires judgment, taking into account factors specific to the asset or liability. The categorization of an asset within the hierarchy is based upon the pricing transparency of the asset and does not necessarily correspond to the assessment of the quality, risk, or liquidity profile of the asset or liability.

When available, the Organization measures fair value using Level 1 inputs because they generally provide the most reliable evidence of fair value. However, Level 1 inputs are not available for certain assets and liabilities that the Organization is required to measure at fair value (for example, unconditional contributions receivable and in-kind contributions).

The primary uses of fair value measures in the Organization's financial statements are:

- Initial measurement of noncash gifts, including gifts of investment assets and unconditional contributions receivable.
- Recurring measurement of investments (Note 6) – Level 1 and 2.
- Recurring measurement of line of credit (Note 8) – Level 2.
- Recurring measurement of contracts payable (Note 9) – Level 2.

The carrying amounts of cash and cash equivalents, restricted cash, accounts receivable, prepaid expenses, accounts payable, accrued payroll and related liabilities, accrued expenses, and deferred revenue approximate fair value due to their short-term nature.

New Accounting Standards to be Adopted in the Future

Revenue from Contracts with Customers

In May 2014, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2014-09, *Revenue from Contracts with Customers*. The ASU's core principle is that an organization will recognize revenue when it transfers promised goods or services to customers in an amount that reflects the consideration to which the organization expects to be entitled in exchange for those goods or services. This ASU also includes expanded disclosure requirements that result in an entity providing users of financial statements with comprehensive information about the nature, amount, timing, and uncertainty of revenue and cash flows arising from the entity's contracts with customers. This ASU will be effective for the Organization for the fiscal year ending September 30, 2020. The Organization is currently in the process of evaluating the impact of adoption of this ASU on the financial statements.

Contributions Received and Contributions Made

In June 2018, the FASB issued ASU 2018-08, *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made.* The purpose of this amendment, due to diversity in practice, is to clarify the definition of an exchange transaction as well as the criteria for evaluating whether contributions are unconditional or conditional. This ASU will be effective for the Organization for the fiscal year ending September 30, 2020. The Organization is currently in the process of evaluating the impact of adoption of this ASU on the financial statements.

Leases

In February 2016, the FASB issued ASU 2016-02, *Leases*. The ASU requires all leases with lease terms more than 12 months to be capitalized as a right of use asset and lease liability on the Statement of Financial Position at the date of lease commencement. Leases will be classified as either finance leases or operating leases. This distinction will be relevant for the pattern of expense recognition in the Statement of Activities. This ASU will be effective for the Organization for the fiscal year ending September 30, 2022. The Organization is currently in the process of evaluating the impact of adoption of this ASU on the financial statements.

3. Liquidity and Availability

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the date of the Statement of Financial Position, are comprised of the following at September 30, 2019:

Financial assets at year-end:	
Cash and cash equivalents	$ 3,503,020
Accounts receivable	1,505,293
Investments	1,035,041
Total financial assets	6,043,354
Less amounts not available to be used within one year:	
Net assets with donor restrictions:	
Time and purpose restrictions not expected to be met in less than one year	(42,283)
Perpetual endowment	(195,642)
Financial assets available to meet general expenditures over the next year	$ 5,805,429

Endowment funds consist of donor-restricted endowments. Income from donor-restricted endowments are available for general use. The portion of endowment funds that are perpetual in nature are not available for general expenditure.

The Organization regularly monitors liquidity required to meet its operating needs and other contractual commitments, while also striving to maximize the investment of its available funds. In addition to financial assets available to meet general expenditures over the next year, the Organization operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures not covered by donor-restricted resources.

As part of liquidity management plan, the Organization also has a $1,000,000 revolving line of credit available to meet cash flow needs.

4. Restricted Cash

The Organization is the fiscal sponsor for Transport NH, an advocacy organization currently seeking exempt status as an organization described in IRC Section 501(c)(3).

5. Accounts Receivable, Net

Accounts receivable consist of the following at September 30, 2019:

	Receivable	Allowance	Net
Medicaid	$ 737,680	$ -	$ 737,680
Title VII	28,406	-	28,406
Other	737,752	(1,455)	739,207
Total	$ 1,503,838	$ (1,455)	$ 1,505,293

Accounts receivable consist of the following at September 30, 2018:

	Receivable	Allowance	Net
Medicaid	$ 1,163,560	$ (27,583)	$ 1,191,143
Title VII	997	(149)	1,146
Other	683,720	(48,684)	732,404
Total	$ 1,848,277	$ (76,416)	$ 1,924,693

6. Investments

Investments consist of the following at September 30, 2019:

Investment Type	Fair Value	Level 1	Level 2
Exchange-traded funds	$ 119,476	$ 119,476	$ -
Money market funds	30,455	30,455	-
Mutual funds	151,327	151,327	-
U.S. Treasury obligations	184,985	-	184,985
U.S. Corporate bonds	313,130	-	313,130
U.S. Common stocks	235,668	235,668	-
Total	$ 1,035,041	$ 536,926	$ 498,115

Investments consist of the following at September 30, 2018:

Investment Type		Fair Value		Level 1		Level 2
Mutual funds	$	283,495	$	283,495	$	-
U.S. Treasury obligations		179,759		-		179,759
U.S. Corporate bonds		314,906		-		314,906
U.S. Common stocks		210,181		210,181		-
Total	$	988,341	$	493,676	$	494,665

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of the investment, the greater the sensitivity of its fair value to changes in market interest rates. Information about the sensitivity of the fair values of the Organization's investments to interest rate fluctuations is as follows:

			Investment Maturities (in Years)							
Investment Type		Fair Value		Less Than 1		1-5		6-10		N/A
Exchange-traded funds	$	119,476	$	-	$	-	$	-	$	119,476
Money market funds		30,455		-		-		-		30,455
Mutual funds		151,327		-		-		-		151,327
U.S. Treasury obligations		184,985		60,101		94,964		29,920		-
U.S. Corporate bonds		313,130		60,161		163,796		89,173		-
U.S. Common stocks		235,668		-		-		-		235,668
Total	$	1,035,041	$	120,262	$	258,760	$	119,093	$	536,926

The Organization's investment policy states that not more than 10% (at cost) of the investment portfolio may be invested in the securities of any one issue, with the exception of the U.S. Government or its agencies. The maximum amount invested in the securities of issuers in the same industry shall not be more than 25% (at cost) of the portfolio. At September 30, 2019, the Organization invested $100,000 in Freddie Mac U.S. Treasury obligations, which accounted for approximately 10% of total investments (at cost).

7. Property, Equipment, and Depreciation

A summary of the major components of property and equipment is presented below:

	2019	2018
Land	$ 69,198	$ 69,198
Buildings and improvements	1,386,907	1,380,261
Furniture, fixtures, and equipment	1,029,239	1,022,220
Vehicles	667,912	667,912
Subtotal	3,153,256	3,139,591
Less accumulated depreciation	(2,185,948)	(1,907,934)
Total	$ 967,308	$ 1,231,657

Depreciation expense totaled $278,014 and $277,574 in fiscal years 2019 and 2018, respectively.

8. Line of Credit

At September 30, 2019, the Organization had a $1,000,000 revolving line of credit with a bank, secured by all assets. Borrowings under the line bear interest at the bank's LIBOR Advantage rate plus 3.50%, with a floor of 5.00%, adjusted monthly. Interest only payments are required monthly with the principal payable on demand. At September 30, 2019, the Organization had no outstanding balance on the line of credit and did not draw on the line during fiscal year 2019.

9. Contracts Payable

In fiscal year 2016, the Organization entered into a lease agreement for a new Nashua office location. The Organization was required to make leasehold improvements which were paid in full by the lessor. As part of the terms of the agreement, the Organization is required to pay the lessor $663 monthly, in addition to the base rent, for the improvements performed by the lessor. At September 30, 2019, the outstanding balance was $15,238. The following is a summary of future payments:

Fiscal Year	Amount
2020	$ 7,950
2021	7,288
Total	$ 15,238

10. Endowment Funds

Types of Funds

The Organization's endowment consists of individual funds established by donors to provide funding for specific activities and general operations. Net assets associated with endowment funds are classified and reported based on the existence or absence of donor-imposed restrictions.

The Board of Directors has interpreted the New Hampshire Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds, unless there are explicit donor stipulations to the contrary. At September 30, 2019, there were no such donor stipulations. As a result of this interpretation, net assets with donor restrictions are classified as (a) the original value of gifts donated to the endowment, (b) the original value of subsequent gifts donated to the endowment (including contributions receivable net of discount and allowance for doubtful accounts), and (c) accumulations to the endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added. Donor-restricted amounts not retained in perpetuity are subject to appropriation for expenditure by the Organization in a manner consistent with the standard of prudence prescribed by UPMIFA. The following factors were considered in making a determination to appropriate or accumulate donor-restricted endowment funds:

- The duration and preservation of the fund.
- The purposes of the Organization and the donor-restricted endowment fund.
- General economic conditions.
- The possible effect of inflation and deflation.
- The expected total return from income and the appreciation of investments.
- Other resources of the Organization.
- The investment policies of the Organization.

Investment and Spending Policies

The Organization has adopted investment and spending policies for the investment funds that attempt to provide a predictable stream of funding for operations while seeking to maintain the purchasing power of the investment assets. Over time, long-term rates of return should be equal to an amount sufficient to maintain the purchasing power of the investment assets, to provide the necessary capital to fund the spending policy, and to cover the costs of managing the investment funds. The target minimum rate of return is the Consumer Price Index plus 5% on an annual basis. Actual returns in any given year may vary from this amount. To satisfy this long-term rate-of-return objective, the investment portfolio is structured on a total-return approach through which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). A significant portion of the funds are invested to seek growth of principal over time or unless the Organization needs to access for immediate need, with Board approval.

The investment fund spending-rate formula is used to determine the maximum amount to spend from the investment fund each year. The rate, determined and adjusted from time to time by the Board of Directors, is applied to the average fair value of the investment fund investments for the prior 12 quarters at December 31 of each year to determine the spending amount for the upcoming year. During fiscal year 2019, the spending rate maximum was 4.5%. In establishing this policy, the long-term expected return on the investment fund was considered, the rate set with the objective of maintaining the purchasing power of the investment fund over time.

Funds with Deficiencies

Due to market conditions, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor or UPMIFA requires the Organization to retain as a fund of perpetual duration. There were no deficiencies at September 30, 2019 and 2018.

Changes in endowment net assets for the year ended September 30, 2019 are as follows:

	Perpetual Endowment
Endowment net assets, beginning of year	$ 193,932
Contributions	1,710
Interest and dividends	-
Investment fees	-
Endowment net assets, end of year	$ 195,642

11. Net Assets With Donor Restrictions

Net assets with donor restrictions are comprised of the following at September 30, 2019 and 2018:

	2019	2018
Time and purpose restricted:		
Access modification program	$ 18,016	$ 16,461
Advocacy activities	5,161	-
Community economic development program	6,790	6,790
IMPACCT program	12,316	13,558
Total time and purpose restricted	42,283	36,809
Perpetual endowment	195,642	193,932
Total	$ 237,925	$ 230,741

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purpose or the occurrence of the passage of time as follows for the years ended September 30, 2019 and 2018:

	2019	2018
Subject to expenditure for specified purpose:		
Access modification program	$ 47,199	$ 40,086
Advocacy activities	64	-
IMPACCT program	1,242	462
Total	$ 48,505	$ 40,548

12. Functionalized Expenses

The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses may require allocation on a reasonable basis that is consistently applied. Expenses that relate solely to the functional categories are directly charged, however, there are certain expenses that are allocated. Personnel expenses, including salaries and wages, employee benefits, and payroll taxes, are allocated based on time and effort estimates. Building occupancy costs are allocated on a square footage basis.

13. Retirement Plan

The Organization provides a tax-deferred annuity plan qualified under Section 403(b) of the Internal Revenue Code. All salaried employees working 30 or more hours a week and are 21 years of age or older may participate in the plan. The Organization matches up to 100% of employee contributions to the plan, to a maximum of 6% of salaries, depending on the years of service. The Organization contributed $114,166 and $118,410 for the years ended September 30, 2019 and 2018, respectively.

14. Operating Leases

The Organization leases office space under the terms of non-cancellable lease agreements that are scheduled to expire at various times through 2024. The Organization also rents additional facilities on a month to month basis. Rent expense under these agreements, which is included in building occupancy in the Statement of Functional Expenses, totaled $221,886 and $274,101 for the years ended September 30, 2019 and 2018, respectively.

Estimated future minimum lease payments are as follows:

Fiscal Year	Amount
2020	$ 186,321
2021	101,956
2022	59,417
2023	50,742
2024	47,789
Total future minimum rental payments	$ 446,225

The Organization also leases office equipment under non-cancellable lease agreements that are scheduled to expire at various times through 2022. Equipment rental expense, which is included in equipment lease and maintenance in the Statement of Functional Expenses, totaled $45,616 and $44,649 for the years ended September 30, 2019 and 2018, respectively.

15. Concentrations of Risk

A material part of the Organization's revenue is dependent upon government sources, the loss of which would have a materially adverse effect on the Organization. During the years ended September 30, 2019 and 2018, Medicaid accounted for 59% and 61%, respectively, of total revenues and 49% and 62%, respectively, of total accounts receivable. The State of New Hampshire contracts with managed care organizations to reimburse the Organization as a provider of services rendered.

16. Supplemental Disclosures of Cash Flow Information

The Organization has adopted Accounting Standard Update (ASU) No. 2016-18, *Statement of Cash Flows (Topic 230): Restricted Cash.* The amendments in this update require that a Statement of Cash Flows explain the change during the fiscal year to include restricted cash as part of the total of cash and cash equivalents.

The following table provides a reconciliation of cash, cash equivalents, and restricted cash reported within the Statement of Financial Position that sum to the total of the same such amounts shown in the Statement of Cash Flows.

	2019	2018
Cash and cash equivalents	$ 3,503,020	$ 3,198,885
Restricted cash	19,072	30,082
Total cash, cash equivalents, and restricted cash shown in the Statement of Cash Flows	$ 3,522,092	$ 3,228,967

17. Reclassifications

Certain reclassifications of amounts previously reported have been made to the accompanying financial statements to maintain consistency between periods presented. The reclassifications had no impact on previously reported net assets.

18. Subsequent Events

Subsequent events have been evaluated through February 3, 2020, which is the date the financial statements were available to be issued.

GSIL Board of Directors

9/19/2020

Search

Board of Directors

We are able to speak and think with authority on behalf of the people we serve and support because we are led by a board of directors and staff of which over 51% are people with disabilities.

Chair – L. Eric Schlepphorst, MD (2020-2)
1st Vice Chair – Ken Traum (2022-2)
2nd Vice Chair – Liza Colby (2020-2)
Treasurer/Secretary – Geoffrey Souther (2020-1)

Board Members:
Theo Vougias (2022-2)
Carol Conforti-Adams (2020-1)
Mike Byrne (2021-1)
Rev. Edward L. Costa Jr (2021-1)
Jaroslaw Hecka (2021-1)
Dave Qualey (2022-1)
Iris Polley (2022-1)
Larry Smukler (2022-1)
Kevin Ennis (2022-1)
Tracie McHugh (2022-1)

Amanda Aspinall

[redacted]

Objective

Looking for a job working with children, adolescents and parents. Hard working individual. Great interpersonal skills, able to form professional relationships with coworkers, parents and students. Strong organization, time management and multi-tasking skills. Able to work independently and as a team.

Education

MASTERS | CURRENTLY IN SCHOOL | WALDEN UNIVERSITY

- Major: School Counseling
- Minor: Clinical Mental Health Counseling
- Related coursework: Group Process and Dynamics, Crisis, Trauma and Disaster Response, Multicultural Counseling, Lifespan Development, and Child and Adolescent Counseling.

BACHELOR'S | MAY 2015 | BAY PATH UNIVERISTY

- Major: Elementary education
- Related coursework: Introduction to Special Education, Child Development, Fundamentals of Instruction and Curriculum Development

Experience

TRANSITION SPECIALIST | GRANITE STATE INDEPENDENT LINING | 8/2019-CURRENT

- Provide academic support for students to assist them in earning credits
- Organize and implement curriculum, presenters/workshops on specific topics including employer presentations
- Support the student in identifying and utilizing community resources to increase their independent living skills development and greater personal and economic independence
- Work alongside Vocational Rehabilitation to assist high school students with transitioning out of high school

CLINICAL CASE MANGER | NFI-NORTH | 12/2018-9/2019

- Partnering with families, teaching parenting skills and development, case management, co-lead family days, attend treatment meetings, provide transportation, write family assessments, treatment plans, court reports and monthly reports,
- Connect youth and families to community resources and enhance permanent connections for youth.
- Participate in weekly management and staff meetings, provide on call support and work as part of a multi-disciplinary treatment team
- Assist children with communication and coping skills

FAMILY OUTREACH WORKER | EASTERSEALS | 10/2017-12/2018

- Provided intensive support, parenting skills training, supervised family visits and education to children and their families

- Provided support to children and families at risk
- Documented visits, followed approved treatments plans and arranging for suitable age appropriate activities during family time
- Wrote court reports and attended court
- Communicated with CPSW/JPPO's, CASA's/GAL's
- Worked as a paraeducator for Easterseals 1/2017-10/2017 fulltime and assisted when needed to 12/2018

SPECIAL EDUCATION TUTOR | EAST WINDSOR SCHOOL DISTRICT | 1/2015-6/2016

- Counsel individuals to help them understand and overcome personal, social, or behavioral problems affecting their educational or vocational situations.
- Evaluate students' abilities, interests, and personality characteristics
- Work on discrete trials assessing the students' academic growth
- Keep daily records on academic growth
- Keep a daily record of targeted behavior
- Plan daily and weekly lessons

Amanda Chase

[redacted]

Objective: To make a career change in line with my experience and skills.

Education

Utah State University, M.S., 1997
M.S., Psychology with emphasis in school counseling
University of Vermont, B.A., 1991
Major: Psychology; Minor: English

Certification: New Hampshire k-12 Guidance Certification

Experience

1/19 - present **Granite State Independent Living,** Concord, NH

Lead Transition Coordinator, IMPACCT Academy

- Teach students with disabilities various competency-based ELO topics, transition and Independent Living skills
- Recruit and monitor business partners for student work-based learning and classroom presentations
- Recruit students from and maintain year-round relationships with over 12+local school districts
- Create curriculum (Career Exploration, English, Health, Consumer Science, Personal Finance)
- Maintain accurate records on student achievement and convey to stakeholders
- Create progress notes for parents, schools and reporting, track student credits
- Facilitate monthly advisory board meetings
- Communicate with former students to track progress with goals

8/16-7/2018 **John Stark Regional High School,** Weare, NH
School-to-Career Coordinator

- Arranged and monitored students in job shadows, internships, work study, community service experiences and recruited businesses for such activities
- Provided career counseling
- Secured guest speakers for groups of students during popular "Flex time" Career Speaker Series
- Coordinated and supervised career-related field trips
- Taught workshops in career assessment, job acquisition and retention for high school students
- Contributing member of K-12 Counseling Curriculum Team and PLC Team
- Extra-curricular Involvement: Freshman Class Advisor; Official Home Basketball Bookkeeper

11/99-06/2016 **Kearsarge Regional High School,** North Sutton, NH

School-to-Career Coordinator

- Arranged and monitored students in job shadows, internship, work study, community service experiences and recruited businesses for such activities
- Planned and coordinated middle and high school career days
- Collaborated with 5 other high schools for annual Career Expo
- Communicated with business people regarding expectations for students in work-based experiences
- Provided career guidance for students
- Concord Regional Technical Center program liaison
- Facilitated NH Scholars Program
- Taught career guidance course, classroom activities, summer school and KADP classes
- Extra-curricular Activities: Kyar-Sarga Yearbook Advisor

4/97-11/99 **'Tween School 'n Home,** Hopkinton, NH

Director, After School Program

- Responsible for daily programming of activities,
- Facilitated parent and staff meetings/training, hiring
- Overall supervision of 50+ students aged 5-12 and 6 staff members

Community Involvement

2003-2012 **Girl Scouts of the Green & White Mountains**

Girl Scout Leader

- Guided girls in grades 1-9 in self-esteem building activities through goal setting, fundraising and community service
- Planned trips and coordinated troop and town-wide camping weekends

2002-2015 *Hopkinton PTA, Project Graduation Committee and Hopkinton Booster Club Secretary*

2008-2011 *Maple Street School Volunteer*

- Created student yearbook "The Maple Leaflet"
- Organized students to work on book, taught photography/journalism basics to students grades 4-6

References available upon request

Jonathan H Burnham
[redacted]

PROFESSIONAL EXPERIENCE

The Derryfield School, Manchester, NH — August 2018 - Present

Mathematics Faculty

- Collaborated on complete redesigns of curricula through Understanding by Design with a focus on 21st-century skills.
- Designed interesting and diverse group activities to engage students in the course material.
- Adjusted teaching strategies to meet the diverse requirements of individualized learning plans.
- Utilized multimedia strategies, tools, and technology to convey curriculum in interesting and engaging ways.

Varsity Crew Co-Head Coach

- Increased the size of the women's program by 125% in two years through targeted marketing and recruitment.
- Coordinated parents and assistant coaches to meet all team needs, such as equipment and competition arrangements

Admissions Associate

- Educated families on the opportunities available at Derryfield with my unique standing as both faculty and alumni.
- Assisted applicants with admissions forms and served as a point of contact throughout the admissions process.
- Kept databases up to date with enrolled and accepted students, re-enrolled students, and waitlisted ones.
- Helped with the interview process, and implementation of admissions policies as applications were considered.
- Advised students and families on financial aid opportunities and processes.
- Coordinated and participated in various campus recruitment events and efforts, such as open houses.

Great North Aleworks, Manchester, NH — April 2019 - Present

Tasting room & Brand Ambassador

- Promoted Great North products at festivals, tastings, and events through facts, samples, & giveaways.
- Educated customers on products and services provided by the brewery.
- Cultivated and built strong relationships with both existing and new customers.
- Planned and executed delivery strategies and drop-offs in the transition to to-go sales.

SoxProspects.com — January 2014 – Present

Senior Staff Editor

- Trained and provided daily direction for new editorial staff on a rolling basis.
- Built a writing calendar for daily and weekly content and tracked assignments and deadlines.
- Provided concise and constructive editorial feedback to the writing team.

Cardigan Mountain School, Canaan, NH — September 2016 – August 2018

Mathematics and Latin Teacher

- Led a total redesign of the Latin Curriculum to include objective-based learning.
- Instructed student-centered lessons designed to improve problem-solving skills through Cardigan's habits of learning.
- Built learning and citizenship skills to help with personal growth in addition to increasing academic knowledge.
- Immersed students in Ancient Roman Culture by devising hands-on activities and leading group readings in Latin.

Academic Advisor & Dorm Parent

- Advised five to seven students per year and helped guide their educational, athletic, and social progress.
- Provided support and guidance to students experiencing academic and personal troubles.

Hillside School, Marlborough, MA — September 2015 – June 2016

Mathematics Instructor

EDUCATION

University of St. Andrews, St. Andrews, Scotland — September 2011 - May 2015

Master of Arts (Honours): Philosophy

Christopher Purington

[redacted]

Honors

NH State Rehabilitation Council Chair 2020-Present, Member 2016-Present
NH Small Business Development Center Advisory Board Member 2011-2016
US Small Business Administration (SBA) 2011 NH Business Champion

Skills

Business Development	Leadership	Operations
Marketing	Entrepreneurship	Budget Management
Program Development	Organizational Change	Nonprofit Administration
Resource Development	Strategic Planning	Project Management

Experience

GRANITE STATE INDEPENDENT LIVING (GSIL) - Concord, NH
Statewide nonprofit that provides community services

Senior Vice President of Programs 2020 - Present

Vice President of Community Economic Development 2015 - 2020

Director of Business Development 2011 - 2015

- Lead a statewide community services department that serves 1,800 people, and is comprised of diverse programs, grants & contracts including personal care, nursing facility transition, employment, education, benefits counseling, transportation, home access modification, peer support, advocacy, and service coordination.
- Manage department budget in accordance with organizational budget guidelines, and analyze financial and utilization reports in coordination with outside funding sources and customers.
- Oversee staff development efforts and provide coaching to support the continual improvement of performance and increase productivity and outcomes.
- Develop significant funding resources necessary to increase community impact and respond to unmet community need through the following sources: foundations, school districts, Social Security Admin., US & NH Dept. of Education, US & NH Dept. of Health and Human Services, US & NH Dept. of Transportation, Medicaid Managed Care, US Dept. of Veterans Affairs, and community giving.
- Strategize and partner with key stakeholders, elected officials, and agency leadership to accomplish key strategic plan priorities in support of GSIL's mission, vision and values.
- Implement policies and procedures necessary for program quality and integrity that ensure compliance with federal and state funding sources and regulations.
- Directed agency wide marketing efforts, budgeting and vendor relationships. This includes the redesign of service efforts to better meet customer demand and advance customer service.

HEALTHY BODY HEALTHY LIFE - Auburn, NH 2009 - Present
Nutrition, fitness & health coaching and employee wellness consulting

Project Manager

- Manage digital marketing and strategic planning projects for healthybodyhealthylife.com.

GATEWAYS COMMUNITY SERVICES - Nashua, NH 2009 - 2011
Regional nonprofit that provides disability and senior services

Project Manager

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

GEARBOX RACQUETBALL - San Diego, CA 2007 - 2013
International athletic equipment manufacturer

Sponsored Athlete & Marketing Representative

- Volunteered to coach junior racquetball athletes.
- Marketed company's product line by running demos and competing on the professional tour.
- Ranked 48th on the International Racquetball Tour for the '05—'06 season.

COMMUNITY BRIDGES - Concord, NH 2007 - 2008
Regional nonprofit that provides disability and senior services

Career Development Specialist

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

EDUCATION

Leadership Greater Manchester- Manchester Chamber of Commerce
In progress

Certificate in Community Rehabilitation Education - VIRGINIA COMMONWEALTH UNIV.
Focus on mental health

Lean Green Belt Certification - MORE EFFECTIVE CONSULTING
Focus on continual business process improvement

B.A. in Psychology - UNIVERSITY OF NEW HAMPSHIRE

Debbie Cortes

[redacted]

Qualification Highlights

- Good Attitude
- Critical Observer
- Flexible
- Deal with Difficult situations
- Think Outside the Box
- Value Education
- Empathetic
- Highly Organized

Related Skills

CLASSROOM MANAGEMENT

- Managed a classroom of 10-25 students.
- Organized activities for students and individuals with IEPs/ ISPs.
- Continually encouraged children to be understanding and patient with others.
- Communicated effectively with students, teachers and parents.
- Critically observed student progress and provided learning material needed to help students succeed.

COMPUTER SKILLS

- Able to troubleshoot common Computer issues
- Experienced in Audio/Visual equipment
- Proficient in Word, Excel, PowerPoint, Google Classroom, Imagine Learning, Aspen X2, Smarter Balanced Testing

BILINGUAL

- Effectively communicate verbally and in writing in Spanish.
- Can understand and partially communicate in Portuguese.

Experience

Granite State Independent Living, **Lead Transition Specialist**	Nashua, NH	10/2018-Present
Granite State Independent Living, **Transition Coordinator**	Nashua, NH	8/2017-10/2018
Nashua School District; **Para Professional**	Nashua, NH	10/2014-07-2016
TILL, INC; **Residential Manager**	Dedham, MA	01/2013-09/2014
TILL INC; **Residential Staff**	Dedham, MA	09/2011-01/2013
Atlantic Union College; **IT Secretary**	South Lancaster, MA	08/2007-05/2011
Atlantic Union College; **Maintenance**	South Lancaster, MA	08/2007-05/2011
Atlantic Union College; **Audio/Visual Tech**	South Lancaster, MA	08/2007-05/2011

Education

Nashua Community College; **Educator Preparation** Associates Degree	Nashua, NH	5/2017
Atlantic Union College; **Biology** 72 Credits	South Lancaster, MA	9/2007-5/2011

Joanne Johansson
[redacted]

EDUCATION

University of Massachusetts – Lowell Lowell, MA
Bachelors of Arts in Psychology August 2014
Minor of Sociology & Gender Studies Focus

Tewksbury Memorial High School Tewksbury, MA
High School Diploma June 2008

EXPERIENCE

Granite State Independent Living
Transition Specialist Nashua, NH
April 2019- Present

- Leads recruitment efforts within each high school
- Serves as one of ELO Academy's point person for parents and school personnel
- Assists in program content instruction
- Supports student reintegration to sending schools
- Leads the program effort in identifying needed community resources
- Organize and implement curriculum presenters/workshops on specific topics including employer presentations
- Support the student in identifying and utilizing community resources to increase their independent living skill development and greater personal and economic independence
- Provide support to work site activities as needed

Valley Collaborative Transitional High School
Special Education Teacher Billerica, MA
January 2015- March 2019

- Design, write and implement Individualized Education Program for each student yearly with daily, weekly and quarterly progress notes
- Research, develop and implement curriculum that aligned with each students' IEP goals
- Collaborate with a team of therapists, parents, paraprofessionals and the principal to maintain progress of the students and the classroom
- Main point of contact for fielding any student, parent or staff related inquires or concerns within the classroom.
- Prioritize daily goals, activities and tasks to effectively lead a classroom

SKILLS

- Effective communication
- Highly Self Motivated
- Excellent organization
- Strong interpersonal skills
- Positive work ethic
- Valuable prioritizing skills
- Goal Oriented
- Flexible to schedule changes
- Creative
- Quick learner

Kaitlin M. Pease

[redacted]

A motivated educator providing support to adolescents. Adept at using positive reinforcement techniques to encourage student growth and behavior. Currently pursuing a Masters of Education in School Counseling.

EXPERIENCE

Granite State Independent Living, Manchester, NH —*Transition Specialist*

February 2019- PRESENT

Manage a classroom of students ages ranging from 16-21 and providing educational support to students. Transition Specialists are responsible for carrying out lesson plans and promoting post secondary options in education, career and independent living. Transition Specialists are also required to recruit and interview students for future cohorts.

Webster House, Manchester, NH — *Residential Counselor Supervisor*

December 2016- February 2019

Responsibilities include discussing needs of the house, shifts and the individual youth. Supervisors are required to oversee counselors, interns and volunteers, Organize daily meetings with staff, assigning staff to certain tasks and activities. Supervisors are required to review restrictions and disciplines with kids and residential counselors.

Webster House, Manchester,NH — *Residential Counselor*

August 2014-December 2016

Provides quality support and encouragement to youth. A residential counselor enforces rules and regulations of the house, writes up reports of residential behavior and activity and distributes proper medications and supplements to residents. Residential counselors are also responsible for completing weekly check- ins with their assigned residents.

Gateways Community Services, Nashua ,NH — *Case Manager*

May 2014- August 2014

As a Family Managed Employee duties include, assisting with daily living skills, helping to improve independence and assisting with light grooming and meals. Responsibilities also include helping the client become more involved with social activities.

SKILLS

Classroom Management

Suicide Prevention Training

CPR/ Aid First Aid Certification

Certified Youth Development Practitioner

High level of skill in the application of individual treatment plans

Proficient writing skills

Dependability

AWARDS

National Honors Society

High Honors, Rivier University

Alumni Center, Keene,NH — *Fundraising Caller*

October 2013-May 2014

Call constituents (Alumni) to build rapport, update demographic information and acquire donations to the KSC fund. Callers are responsible for handling personal information with extreme confidentiality.

Cape Cod Sea Camps, Brewster , MA — *server*

May - August 2013

Responsibilities consisted of food prep, serving, and maintaining a clean environment in the dining hall for children of all ages.

EDUCATION

Keene State College, Keene, NH — *Bachelors of Arts in Psychology*

September 2010-May 2014

Rivier University, Nahsua, NH — *Masters of Education in School Counseling*

March 2020- Anticipated Graduation Fall 2021

CourseWork

Issues in Education | Seminar: Art and Play Therapy
Collaboration and Intervention | Psychology of Learning
Psychopathology | Human Development

Additional References Available upon Request

[redacted]

MAUREEN O'DONNELL

EDUCATION

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

PROFESSIONAL EXPERIENCE

2005 - Present Granite State Independent Living, Manchester, NH

Director of Education Services

- Oversee the day to day operations of 5 programs throughout NH; Earn and Learn Opportunities and IMPACCT to ensure the successful transition of students
- Contribute to the achievement of program and fiscal goals
- Develop innovative initiatives to enhance program service
- Facilitate advisory group meetings with key stakeholders to continually refine and evaluate the core elements of the programs
- Ensure all written reports and documents are completed in a timely fashion; preparing and monitoring program budgets.
- Responsible for hiring, supervising and evaluating assigned staff including coordinating orientation, on-going training and keeping them informed on all pertinent information.
- Facilitate transition services by administrating career skill and interest inventories, conducting career exploration activities, and providing employment preparation programming to at risk students with disabilities
- Develop and maintain working relationships with high school personnel, community partners, businesses, agencies, organizations, higher education and NH Vocational Rehabilitation
- Communicate with parents, students, staff and agencies in regards to issues related to the successful transition of students
- Responsible for establishing and maintaining student expectations
- Re-engage students in their education by providing Extended Learning Opportunities, (ELOs) in the area of Career Exploration, Independent Living, Personal Finance, English, Health and Computer Technology
- Implement core elements of the program including referral process, curriculum development, session cycles, Extended Learning Opportunities (ELO's), job placements and exit plans.
- Coordinate parent orientations and graduation ceremonies

Regional Intermediary- Next Steps NH 2013-2018

- Provide professional development and coaching to 5 NH schools on Extended Learning Opportunities (ELOs), transition planning, and parent engagement

1995 - 2005 Bancroft Products, Manchester, NH
Program Coordinator

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

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

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

Awards:

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

Marybeth Hammond

[redacted]

PROFESSIONAL WORK EXPERIENCE

Associate Director Education Services

5/2016-Present

Granite State Independent Living, -Manchester, NH

- Oversee the day-to-day operations of programs serving transition age youth with disabilities in two regions of New Hampshire
- Develop and sustain positive working relationships with high school personnel, the NH Department of Education, community partners, businesses, institutions of higher education, DCYF and NH Vocational Rehabilitation
- Implement essential components of GSIL transition programming for students including registration/referral process, curriculum development, job/internship placements and exit plan meetings
- Responsible for hiring, training, and supervising regional staff
- Design and facilitate on-going professional development opportunities relevant to best practice for Student Development Practitioners
- Explore and develop initiatives to augment existing services
- Facilitate regional advisory group meetings with stakeholders to refine and enhance programming around the state
- Ensure all written reports and documents are completed in a timely and accurate manner

Regional Intermediary, Next Steps New Hampshire, State Personnel development Grant

2013-2016

New Hampshire Department of Education, Concord, NH

- Provide professional development opportunities and coaching for five New Hampshire high schools in best practice in high school transition including Extended Learning Opportunities (ELOs), transition planning, interagency collaboration and family engagement strategies
- Ensure implementation of Extended Learning Opportunity, transition planning, interagency collaboration and family engagement strategies occur with fidelity to evidence informed program model

Transition Support Specialist/Instructor

12/2009- 5/2016

Granite State Independent Living- Manchester, NH

- Create and implement competency based Extended Learning Opportunity (ELO) curriculum for students participating in the Earn and Learn Program enabling them to earn academic credit
- Initiate and execute workshops/services for students on topics relevant to developing independent living skills, career readiness and increased understanding of available community resources

- With student as the informant, develop, plan and implement programming that enables increased self-reliance and opportunities to explore education and career choices
- Organize student work experiences in the community where they can develop social, interpersonal and occupational skills while earning academic credit
- Coordinate all service activities with NH Vocational Rehabilitation and Manchester Schools, incorporating community supports as appropriate to foster interagency collaboration using the guidance of a self-efficacy model of delivery service

Residential Counselor & Charge Staff
4/2008-12/2009
Antrim Girls Shelter, Antrim, NH

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

EDUCATION

- Master of Education (4.0 GPA)
  Southern New Hampshire University- Manchester, NH

- Bachelor of Arts Psychology (3.9 GPA)
  Southern New Hampshire University- Manchester, NH

HONORS

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

Michael Sallade

Engagement Specialist

[redacted]

Work Experience

Engagement Specialist

Oliverian School - Pike, NH
March 2019 to Present

Support the Residential Life, Academic, and Counseling Departments by working directly with struggling students one on one or in groups.

Create and implement restitution plans for disciplinary infractions to help students amend their indiscretions and give back to the community through service learning
Use a variety of activities and methods to reach out to students struggling with anxiety, depression, school avoidance, and many other issues
Design, lead and implement service learning projects
Work cross departmentally with Maintenance staff, teachers, and counselors to set up meaningful work, clear scheduling conflicts, and reinforce the clinical work already being done during such projects

Report directly to Executive Director of Climate and Culture

Manager of Operations for Youth and College Programs and Challenge Course Manager

Project Adventure - Beverly, MA
2015 to Present

Oversee day-to-day operations of the Youth & College Programs at Moraine Farm
Collaborate with sales team to ensure delivery of high quality programming aligned with client expectations
Maintain Challenge Course License and ensure adherence to Mas DPS regulations
Create and edit Youth Program Policies and Procedures
Update Moraine Farm Local Operating Procedures
Update Emergency Action Plan for Moraine Farm
Serve as Moraine Farm Challenge Course Manager
Supervise 2-5 full-time delivery staff as well as 20+ seasonal and contract staff
Recruit and hire new seasonal and contract staff; support FT staff hiring as needed
Plan and lead at least 2 New Staff Orientation programs each year, which include staff verification
Oversee internship program

Trainer
Project Adventure - Beverly, MA
August 2009 to Present

Custom Train the Trainer workshops
Contacting clients and organizing and planning programs
High and low ropes facilitation
Team building games and initiatives

Lead Facilitator
Project Adventure - Durham, NH
August 2009 to Present

Contacting clients and organizing and planning programs
High and low ropes facilitation
Team building games and initiatives

Director
Teen Quest, Brooks School Summer Programs - North Andover, MA
2011 to 2014

Hire and train all staff associated with Teen Quest
Oversee budget for each of the four program areas within Teen Quest
Create policies and procedures for all program areas
Developed curriculum for adventure program
Arrange for transportation and off-site logistics
Oversee day to day activities while supporting staff and campers
Lead off-site trips including rock climbing, canoeing, and surfing
Corporate Team Building Facilitator, Edgework Consulting, Somerville, MA
(2011-present)
Specialized corporate team building program facilitation

Substitute Teacher
Project Adventure - Epping, NH
January 2010 to 2014

Instructional substitute for classroom teachers grades k-12
Para-professional substitute

Assistant Director
Brooksby Farm Summer Program - Peabody, MA
June 2009 to September 2009

Orientation and training of staff for summer session
Logistics and scheduling for summer program including off-site field trips and overnight outings
Direct support for staff
Management of the rock climbing tower

Adventure Education Instructor, Afternoon Teacher, and Lead Dorm Parent
The Oliverian School - Pike, NH
August 2007 to June 2009

Curriculum development and implementation for classes in: rock climbing, outdoor living skills, basic mountain skills, wild edibles, stewardship, cinematography, and creative writing.
Facilitation of all aspects of dorm life such as proctoring study hall, management and upkeep of dorm residence and residents
Design and leadership of a three day wilderness orientation course for incoming students

Director of the W.I.L.D. Program/ Programming Assistant
Chapel Rock Camp and Conference Center - Prescott, AZ
March 2006 to December 2006

Curriculum development, logistics planning, program implementation and staff management for teen leadership program
Assistant instructor for the Prescott College Ropes Course Facilitation class
High and low ropes course facilitator for groups of all ages

Rock Climbing Guide
Prescott College Equipment Warehouse - Prescott, AZ
May 2005 to December 2005

Set up and managed outdoor top rope climbing sites
Instructed proper climbing and belay techniques

Warehouse Assistant
Prescott College Equipment Warehouse - Prescott, AZ
January 2005 to December 2005

Inspected and made recommendations regarding retirement or use of climbing and camping equipment
Repair and maintenance of soft goods such as tents, tarps, backpacks, dry-bags
General maintenance and organization of camp stoves, skis, and climbing gear

Wilderness Orientation Instructor
Prescott College - Prescott, AZ
August 2005 to September 2005

and (1/2006-2/2006)
Route planning, logistics, and food planning for a twenty-one day backpacking expedition with a group of up to twelve in-coming college students
Responsible for implementation of curriculum, group safety, navigation, and group management

Outdoor Education Instructor
Poko MacCready Camps - Willsboro, NY
August 2002 to April 2003

Helped to create and implement new curriculum
Led back country skiing and snowshoeing outings
Guided winter camping and mountaineering expeditions in the high peaks region of the Adirondacks

Education

B.A. in Adventure Education
Prescott College for the Liberal Arts and the Environment - Prescott, AZ

December 2005

Associate's in Wildlife Technologies
Pennsylvania State University Dubois - DuBois, PA
May 2000

Skills

- Operation
- Program Design
- Climbing
- Curriculum Development
- Logistics

BRIANNA C. SMITH

[redacted]

[redacted]

Objective

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

Experience

Granite State Independent Living • Manchester, NH

Associate Director of Education Services• September 2017- Present

- Lead the development and growth of student transition services for at-risk youth and students with disabilities in the assigned area
- Build and manage relationships with funders, schools and community partners in each that are essential for program success
- Coordinate all service activities with NHVR and high schools, incorporating community supports as appropriate to foster interagency collaboration using the guidance of a self-efficacy model of service delivery

Lead Transition Specialist• June 2015- September 2017

- Support students to develop, plan and implement programming that focuses on increasing the ability of youth to live life independently
- Responsible for daily instruction of academic credit to students in the Earn and Learn Program
- Design and implement workshops/services for students and parents for academic instruction purposes

Work Opportunities Unlimited ▪ Manchester, NH

School Program Team Leader• June 2009 – June 2015

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

Alpha Bits Learning Center• Manchester, NH

Teacher Assistant • August 2007-January 2008

- Assisted with planning daily routines for the pre-school classroom
- Develop lesson plans for children's goals including intellectual stimulation and language activities

Peggy and Larry Arend • Newfields, NH

Live in Nanny • June 1998-August 2008

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

Skills

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

Education

Southern New Hampshire University
June 2009 Completion

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

Exeter High School
June 2005-Completion

- High School Diploma

References Available Upon Request

Vanessa Sarah Valdes
[redacted]

***"Non nobis solun nati sumus"*- Not for ourselves alone are we born**
- Marcis Tullis Cicero

Personal Summary:
I am a skilled communicator; capable of maintaining cultural sensitivity and establishing rapport with diverse groups and promoting team cohesiveness and understanding. I am a trained in Compassionate listening, which allows me to identify people's needs on a deeper level and direct them to the proper resources. I am creative, resourceful and flexible, able to adapt to changes and challenges. I am detailed oriented, capable of balancing different projects all while keeping my eye on the overall goal.

EDUCATION
Arcadia University: Glenside, PA
M.A. International Peacekeeping and Conflict Resolution. Completed May 2012
Arcadia University: Glenside, PA
B.A. International Studies: Completed May 2010

Honors:
Phi Beta Delta- International Scholar Honor Society
Sigma Iota Rho- National Honors Society for International Studies.

RELEVANT WORK EXPERIENCE:

Granite State Independent Living: Concord NH
Position: Transitional Specialist IMPACCT Concord Academy
April 2020-Present
- Deliver Standardized IMPACCT curriculum to students in the Academy, including instruction in work-readiness, self-advocacy, goal setting, and independent living.
- Recruitment within the high schools and with local work placement sites and community partners.
- Maintain accurate and up to date records on student's progress to report out to schools, parents and GSIL Leaders.

YWCA NH- REACH Crisis Services: Manchester NH
Position: Community Education Advocate
June 2019- April 2020
- Direct service advocate for survivors of Domestic Violence/Sexual Assault/Stalking
  - Accompany survivors to Hospitals/ courts/ police stations
- Working in the school districts to teach about Healthy Relationship/Consent
- Training on college campuses and community organizations for Bystander and Healthy Relationship series and to raise awareness of DV/SA and Stalking

***Families in Transition:* Manchester NH**
Position: Volunteer and In-Kind Coordinator for Manchester
May 2016- March 2019
- Training and managing all the volunteers, individual and groups.
- Managing Volunteer groups/events throughout our many sites in Manchester.
- Managing the in-kind donations and our donation center.

- Working with Case Mangers to assure participants are prepared to move into their transitional housing.
- Managing community service relationships throughout Manchester.

***Catholic Charities New Hampshire:* Manchester NH**
Position: Stewardship and Event Manager: Development Team
November 2014- February 2016

- Donor Steward working with current donors, cultivation and acquisition.

Assist in Fundraising campaigns, organize "Meet and Greets" with the donor base and assist in developing donor recognition strategies.

- Work directly with Board of Trustee members by managing their stewardship notes.

***AmeriCorps VISTA*- Catholic Charities New Hampshire: Manchester NH**
Position at Catholic Charities: Development Team.
November 2013-November 2014

***AmeriCorps VISTA*- Boston Cares: Haverhill MA.**
Position at Emmaus Inc. Development Team
August 2012- September 2013

***Partners in Development:* Ipswich MA.**
Volunteer Aid Worker
2006-Present

- Assisted with projects at the medical clinic, house construction and educational programs in the countries of Haiti, Peru and Guatemala.

***Planet Aid Inc.* Philadelphia, PA Office**
Administrative Assistant.
February 2012- July 2012

***Partners in Development Internship:* Conception Village, Guatemala**
ESL Teacher and volunteer
September-November 2011

Lowes AMC Theater: Liberty Tree Mall MA and Neshaminy Mall PA
Crew Supervisor
June 2010- December 2010

***Human Rights Media Center:* Cape Town, South Africa**
Intern: Healing through the Arts
January 2009-June 2009

***Scottish Parliament Internship:* Edinburgh, Scotland UK**
Researcher Intern
September 2008- December 2008

NOTEWORTHY SKILLS

Proficient in Microsoft Suite (Excel, Word, Windows, Power Point) Mac proficient,
Raisers Edge data base experience.
CPR, AED and First Aid Certified