



Nicholas A. Toumpas
Commissioner

Maggie Bishop
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF HUMAN SERVICES

DIVISION FOR CHILDREN, YOUTH & FAMILIES

129 PLEASANT STREET, CONCORD, NH 03301
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-626-2983 TDD Access: 1-800-735-2964

October 6, 2014

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

REQUESTED ACTION

Approval is requested to accept private funds for Spark NH, Early Childhood Advisory Council, per Executive Order 2011-03, in order to accept and expend private funds from (a) the Endowment for Health in the amount of \$62,500.00 to support general operations, and (b) the Coos Coalition for Young Children and Families in the amount of \$2,000.00 for consultation and advising, effective upon date of Governor and Executive Council approval, through December 31, 2015.

EXPLANATION

The Department of Health and Human Services, Division for Children, Youth and Families seeks approval on behalf of Spark NH, Early Childhood Advisory Council and Early Learning NH, fiscal sponsor for Spark NH, to accept and expend private funds in the total amount of \$64,500.00 from the Endowment for Health and from the Coos Coalition for Young Children and Families. A copy of the Endowment for Health grant award and invoice to the Coos Coalition for Young Children and Families are attached. Spark NH is a federally mandated, Governor appointed early childhood advisory council established on September 7, 2011 by Governor John Lynch by Executive Order 2011-03, An Order Establishing the Early Childhood Advisory Council (attached). Item six stipulates that: "The Council shall be allowed to accept grants and other assistance to support its work upon the approval of the Governor and Council. Any such items shall be brought forward by the Department of Health and Human Services on behalf of the Council." Early Learning NH is a private, non-profit organization designated by Governor John Lynch as the coordinating body for Spark NH.

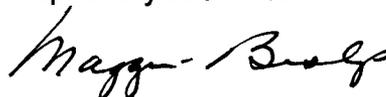
Should Governor and Executive Council determine not to approve this request, Spark NH will be unable to support the salary/wages for its director and support staff, who play a critical role in fulfilling the Council's obligations as required by federal law. In addition, without a stable infrastructure, Spark NH will be unable to carry out the activities in the agreed-upon work plans for these and other funds, which will further impede Spark NH's efforts to ensure that New Hampshire's young children and families have access to quality early learning and development programs and services.

Area served: Statewide.

Source of Funds: 100% Private.

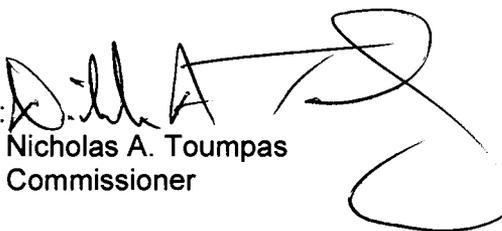
In the event that private funds become no longer available, general funds will not be requested to support the program expenditures.

Respectfully submitted:



Maggie Bishop
Director

Approved by:



Nicholas A. Toumpas
Commissioner

Enclosures (3)



One Pillsbury Street, Suite 301
Concord NH 03301
(603) 228-2448

September 9, 2014

Jackie Cowell
Executive Director
Early Learning New Hampshire
Two Delta Drive
Concord, NH 03301

Dear Ms. Cowell,

I am pleased to report that the Board of Directors of the Endowment for Health has approved an operating grant of \$62,500 to Early Learning New Hampshire, as the fiscal sponsor for Spark NH.

As you know, the Endowment for Health worked with an ad hoc advisory committee over the summer to develop our philanthropic strategy for our new early childhood priority area. Field stakeholders clearly see Spark NH as a critical infrastructure to lead implementation of the Comprehensive Plan for Early Childhood. In its short tenure, Spark NH has succeeded in creating a vibrant leadership and committee structure and in developing a common agenda for the field, sophisticated communication materials, and an infrastructure to communicate with broad audiences. Importantly, it is emerging as a well-respected entity that is looked to for strategic guidance and leadership. Congratulations on all that you have accomplished! Having an organization serve “backbone” functions is one of the essential conditions for collective impact success. It is our hope that providing predictable core support to Spark NH will strengthen this infrastructure and enable staff to stay focused on implementing the plan rather than fundraising.

Enclosed is our *Terms of Award* that define in detail the relationship between the Endowment for Health and Early Learning New Hampshire for the next year. Please read this document carefully before signing. Your grant payment will be paid upon receipt of a signed copy of the enclosed *Terms of Award* and completion of the Conditions outlined in the document.

As you will note from the *Terms of Award*, the Endowment has not outlined specific progress reporting requirements. We would like to develop an evaluation plan and progress report format for the operating grant collaboratively. Please contact Kim Firth to schedule a meeting to begin discussing the evaluation plan.

Kim Firth is available to work with you throughout the grant period. She is a resource to you and I encourage you to contact her at any time if you have questions or concerns. Kim can be reached at (603) 228-2448 X316 or KFirth@endowmentforhealth.org

We look forward to working with you as a partner to improve the health and reduce the burden of illness of the people of New Hampshire.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Rowe', with a long horizontal flourish extending to the right.

Steven Rowe
President
Endowment for Health

Cc: Laura Milliken

Note: In some circumstances, grant awards from private foundations can have certain adverse tax consequences for grantees that are in the public charity category. We do not want our grant of private funds to adversely affect your organization's tax status. We encourage you to review this matter to ensure that your organization will not suffer an adverse impact.

INVOICE

Coos Data Project 2014

Laura Milliken
Spark NH
2 Delta Drive, Concord, NH 03301
[email]

DATE: AUGUST 25, 2014
INVOICE # 1

TO Catherine P. McDowell
Project Manager
Coos Coalition for Young Children and Families
cmcdowell@ne.rr.com
56 High Acres Road
Randolph, N.H. 03593
603-466-5105

For: Collaboration with Spark NH on Creation of Data Platform for the Coos Coalition for Young Children and Families: Meetings with consultant, advising on planning work.

Billable \$2,000

Make all checks payable to Early Learning NH

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do NOT send to the IRS.

Please print or type	Name (if a joint account or you changed your name, see Specific Instructions on page 2.)		
	Business name (if different from above, (See Specific Instructions on page 2.)		
	Check appropriate box: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other	Address (number, street, and apt. or suite no.)	
	City, state, and ZIP code		
		Requester's name and address (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, if you are a resident alien OR a sole proprietor, see the instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 2. Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Social security number										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; border: 1px solid black;"> </td> </tr> </table>										
OR										
Employer identification number										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; border: 1px solid black;"> </td> </tr> </table>										

List account number(s) here (optional)

Part II For Payees Exempt From Backup Withholding (See the instructions on page 2.)

Part III Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign Here	Signature ▶	Date ▶
-----------	-------------	--------

Purpose of form. A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report. For example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9, if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are an exempt payee.

If you are a foreign person, IRS prefers you use a Form W-8 (certificate of foreign status). After December 31, 2000, foreign persons must use an appropriate Form W-8.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

What is backup withholding? Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. Payments you receive will be subject to backup withholding if:

- You do not furnish your TIN to the requester, or
- You do not certify your TIN when required (see the Part III instructions on page 2 for details), or
- The IRS tells the requester that you furnished an incorrect TIN, or
- The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

- You do not certify to the requester that you are not subject to backup withholding under 3 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate instructions for the Requester of Form W-9.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect. Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty. Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

**State of New Hampshire
By His Excellency
John H. Lynch, Governor**

Executive Order 2011-03

An Order Establishing the Early Childhood Advisory Council

WHEREAS, the healthy development of children provides a strong foundation for competent adulthood, responsible citizenship, economic productivity, strong communities and a prosperous New Hampshire; and

WHEREAS, our youngest citizens represent the future of our economy, and their talents are essential for our state to remain competitive in today's global, knowledge-based economy; and

WHEREAS, success in high school, college, and career is directly related to a healthy and engaging early childhood; and

WHEREAS, New Hampshire has long worked to ensure all of our youngest citizens are given the opportunities to develop to their fullest potential, laying the foundation for their success in school and in life; and

WHEREAS, in 2011, New Hampshire was named the best state in the country in which to raise children for the fourth year in a row; and

WHEREAS, the federal Improving Head Start for School Readiness Act of 2007, Public Law 110-134, requires establishment of a state advisory council on early childhood education and care to carry out the duties as enumerated in the Act;

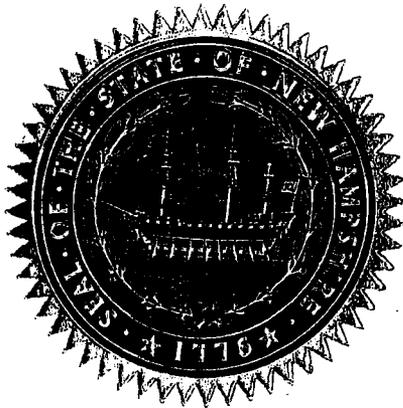
NOW, THEREFORE, I, JOHN H. LYNCH, GOVERNOR OF THE STATE OF NEW HAMPSHIRE, by the authority vested in me by part II, Article 41 of the New Hampshire Constitution, do hereby order the following:

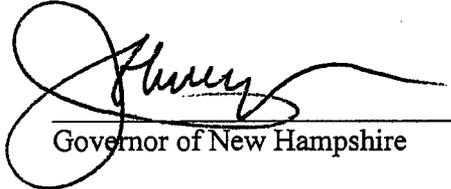
1. There is established the New Hampshire's Early Childhood Advisory Council ("the Council").
2. That the Council shall advise, make recommendations and undertake the following:
 - a) Strengthening New Hampshire's early childhood infrastructure;
 - b) Coordination of the development and implementation of an integrated and comprehensive strategic plan for early childhood in New Hampshire;
 - c) Development of a framework to evaluate the Council's outcomes/impacts and the progress of New Hampshire's young children and their families; and
 - d) Fostering public awareness of, promoting access to, and building commitment for quality early childhood programs and services.
3. That the members of the Council shall include the following members to be appointed by the Governor and shall serve at the pleasure of the Governor:

- a) Administrator of the Child Development Bureau, Department of Health and Human Services (DHHS)
 - b) Specialist from the Office of Early Childhood Education, Department of Education (DOE)
 - c) State Director of Head Start Collaboration
 - d) Title V Administrator for the Maternal and Child Health Section, DHHS
 - e) Chair of the NH Interagency Coordinating Council or designee
 - f) Chair of the NH Child Care Advisory Council or designee
 - g) President of Family Support NH or designee
 - h) President of the NH Association for Infant Mental Health or designee
 - i) A representative of Early Learning NH recommended by that organization
 - j) A representative of the DOE responsible for programs under section 619 of the Individuals with Disabilities Education Act recommended by the Department
 - k) A representative of DHHS responsible for programs under part C of the Individuals with Disabilities Education Act recommended by the Department
 - l) A representative of a local educational agency recommended by the NH Association of School Principals
 - m) A representative of higher education recommended by the NH College and University Council
 - n) A representative of a Head Start agency recommended by NH Head Start Directors Association
 - o) A representative of the Children's Alliance of NH recommended by that organization
 - p) A parent recommended by the NH Head Start State Parent Advisory Council
 - q) A parent recommended by the NH Parent Information Center
 - r) Member of the NH House of Representatives or Senate recommended by the Executive Committee of this Council
 - s) A representative of local providers of early childhood education and development services recommended by the Executive Committee of this Council from a regional interdisciplinary group
 - t) A representative of the NH philanthropic community recommended by the Executive Committee of this Council.
4. The members of the Council shall hold an organizational meeting prior to October 1, 2011. At their November meeting they shall designate a chairman and a vice chairman from among them. Vacancies on the Council shall be filled in the same manner as original appointments.
 5. The members of the Council may appoint an Executive Committee as well as such subcommittees, task forces and work groups as necessary to carry out their duties.

6. The Council shall be allowed to accept grants and other assistance to support its work upon the approval of the Governor and Executive Council. Any such items shall be brought forward by the Department of Health and Human Services on behalf of the Council.
7. All meetings of the Council, its Executive Committee, and any subcommittee, task force or work group established shall be open to the public and noticed in accordance with RSA 91-A.
8. The Council shall submit annually by October 1st beginning in 2012 a report to the Governor, Commissioner of Education and Commissioner of Health and Human Services on its activities, recommendations and plans.
9. The Council is authorized to adopt such additional governing procedures that are consistent with this Order and the Act.

Given under my hand and seal at
the Executive Chambers in Concord,
this 7th day of September, in the year
of our Lord, two thousand and eleven.




Governor of New Hampshire