



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

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CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

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

Bureau of Rail & Transit
April 29, 2013

REQUESTED ACTION

Authorize the Department of Transportation to enter into an agreement with the Community Alliance of Human Services, Inc. (Vendor #177312), Claremont, NH, for an amount not to exceed \$498,228 for public transportation services in the Claremont, Newport and Charlestown area, for the period July 1, 2013 through June 30, 2015, effective upon approval by Governor and Council. 100% Federal Funds.

Funding for this agreement is available in the FY 2014 and 2015 budget, contingent upon the availability and continued appropriation of funds, with the authority to adjust encumbrances in each of the State fiscal years through the Budget Office if needed and justified.

	<u>FY 2014</u>	<u>FY 2015</u>
04-96-96-964010-2916 Public Transportation		
072-500575 Grants to Non-Profits-Federal	\$249,114	\$249,114

EXPLANATION

The Department has approved a request for Federal Transit Administration (FTA) funding from Community Alliance of Human Services to assist in the provision of public transit service. Community Alliance of Human Services is a private, non-profit organization that provides rural public transportation including transportation for elderly individuals and individuals with disabilities in Claremont, Newport and Charlestown.

The following routes are currently offered by the agency:

- Claremont - including stops at the Claremont Senior Center, Valley Regional Hospital, Market Basket and K-Mart with connections to all other routes at Opera House Square.
- Newport - including stops at Newport Senior Center, Shaws, Walmart, Summer Crest, Newport Health Center and Community Alliance of Human Services with connections to all other routes at Opera House Square.
- Charlestown - including stops at Charlestown Elderly Housing, Walmart, the Municipal Building and Woodrise Apartments, Connecticut River Bank and Hannaford with connections to all other routes at Opera House Square.

The bus schedules for Community Alliance of Human Services are attached to this Agreement.

The Department's proposed FY 2014 and 2015 operating budget includes funds from the Federal Transit Administration (FTA) Section 5311 non-urban area formula program for public transportation in non-urbanized areas. Community Alliance of Human Services has provided public transit utilizing these funds since 1993. The Department has allocated funding for the coming biennium based on prior funding levels, applications received, and available FTA funds. For FY 2014 and 2015, the Federal Transit Section 5311 allocation for Community Alliance of Human Services is \$434,434.

In addition to funds for transit operation, FTA Section 5317 New Freedom Program funds in the amount of \$17,200 for FY 2014 and 2015 will supplement public transit mobility management. FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities formula program funds in the amount of \$46,594 for FY 2014 and 2015 will continue to fund a volunteer driver coordinator position to provide additional transportation access in Sullivan County. The FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities formula program funds were allocated by region, according to a formula based on regional populations of residents over 65 and those between the ages of 5-64 with disabilities. Each individual Regional Coordinating Council was responsible for conducting its own project solicitation, evaluation, and prioritization and then submitting one regional application for eligible Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities formula fund projects through an approved Lead Agency. The Sullivan County Regional Coordinating Council designated Community Alliance of Human Services as the Lead Agency to apply for the funds. As required by FTA, both projects are identified in a locally developed coordinated public transit – human services transportation plan.

Community Alliance of Human Services, Inc. will provide the required matching funds, 20% for administration and/or capital and 50% for operations.

The Department released a public notice on February 8, 2013 announcing the availability of funding from the FTA Section 5311 (Formula Grants for other than urbanized areas), Section 5316 (Jobs Access and Reverse Commute), and Section 5317 (New Freedom) with application submissions due March 29, 2013.

The Department received applications for eight (8) rural public transit systems as follows:

Acronym	Transit System	Applicant
AT	Advance Transit	Advance Transit
CAT	Concord Area Transit	Community Action Programs Belknap-Merrimack Counties
WTS	Winnepesaukee Transit System	Community Action Programs Belknap-Merrimack Counties
CAHS	Community Alliance Transportation Services	Community Alliance for Human Services
VNA	City Express	VNA @ Home Healthcare, Hospice & Community Services
NCT	North Country Transit	Tri-County Community Action Program
CCT	Carroll County Transit	Tri-County Community Action Program
CRT	Connecticut River Transit	Connecticut River Transit

An evaluation committee that consisted of Shelley Winters (NHDOT Rail & Transit Administrator), Frederick Butler (NHDOT Rail & Transit Transportation Specialist), and Christopher Morgan (retired NHDOT Rail & Transit Administrator) reviewed, evaluated and scored applications based on criteria as indicated in the application materials and the Department's State Management Plans for FTA programs. Every application met the Department's criteria for inclusion in its SFY 2014 public transit funding plan and will be awarded separate amounts for the aforementioned transit systems.

Evaluation Criteria		Weight
1	The proposed service effectively addresses a demonstrated community need.	10%
2	The applicant has the fiscal and technical capacity and adequate budget to operate its service.	15%
3	The applicant has successful experience in providing transportation services.	15%
4	The application shows coordination with other transportation providers in the service area: public, nonprofit, and for-profit.	10%
5	The applicant demonstrates involvement in and support for the project, financial and otherwise, on the part of citizens and local government.	10%
6	The applicant demonstrates effort to involve the private sector in the delivery of transportation services.	5%
7	Elderly and disabled citizens have full access to the applicant's services.	10%
8	The applicant successfully demonstrates service efficiency and effectiveness, measured in ridership, service miles and hours, costs, and fare recovery. New applicants must demonstrate the ability to measure performance and achieve goals.	15%
9	The applicant complies with relevant Federal and state regulations, and has a history of compliance with regulations and reporting requirements.	10%
		100%

Rating Scale (0-10 scale)	
Explanation	Point Value
None. Not addressed or response of no value	0
Fair. Limited applicability	1 - 3
Good. Some applicability	4 - 6
Very Good. Substantial applicability	7 - 8
Excellent. Total applicability	9 - 10

Transit System	Average Score
Advance Transit	9.30
Concord Area Transit	8.57
Winnepesaukee Transit System	7.40
Community Alliance Transportation Services	8.38
City Express	8.45
North Country Transit	7.27
Carroll County Transit	6.62
Connecticut River Transit	8.37

In the event that Federal funds become unavailable, general funds will not be requested to support this program.

The Agreement has been approved by the Attorney General as to form and execution and the Department will verify the necessary funds are available pending enactment of the Fiscal Year 2014 and 2015 budget. Copies of the fully executed agreement are on file at the Secretary of State's Office and the Department of Administrative Services' Office, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

Your approval of this resolution is respectfully requested.

Sincerely,

A handwritten signature in black ink, appearing to read "C. D. Clement, Sr.", written in a cursive style.

Christopher D. Clement, Sr.
Commissioner

Attachments

Subject:

Community Alliance of Human Services SFY 2014-2015

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name NH Department of Transportation		1.2 State Agency Address PO Box 483, 7 Hazen Drive, Concord NH 03302-0483	
1.3 Contractor Name Community Alliance of Human Services		1.4 Contractor Address PO Box 188, 27 John Stark Hwy., Newport NH 03773	
1.5 Contractor Phone Number 603-863-7708	1.6 Account Number 04-96-96-964010-2916-0725	1.7 Completion Date June 30, 2015	1.8 Price Limitation \$498,228.00
1.9 Contracting Officer for State Agency Patrick C. Herlihy, Director of Aeronautics, Rail & Transit		1.10 State Agency Telephone Number 603-271-2468	
1.11 Contractor Signature <i>Barbara H Brill</i>		1.12 Name and Title of Contractor Signatory Barbara H Brill Executive Director	
1.13 Acknowledgement: State of <u>NH</u> , County of <u>SULLIVAN</u> On <u>4/24/13</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace [Seal] <i>Ella M Casey</i>			
1.13.2 Name and Title of Notary or Justice of the Peace Ella M Casey, Notary			
1.14 State Agency Signature <i>Patrick C Herlihy</i>		1.15 Name and Title of State Agency Signatory Patrick C. Herlihy, Director	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) By: <i>Ben Bur</i> On: <u>5/6/13</u>			
1.18 Approval by the Governor and Executive Council By: _____ On: _____			

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("Effective Date").
3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

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

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.
5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.
5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

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

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

6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws.
6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.
6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.
7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.
7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

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

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

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

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

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

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

Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

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

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written consent of the State.

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

14. INSURANCE.

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

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per occurrence; and

14.1.2 fire and extended coverage insurance covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

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

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be

attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) days prior written notice of cancellation or modification of the policy.

15. WORKERS' COMPENSATION.

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

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

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

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

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire.

19. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual

intent, and no rule of construction shall be applied against or in favor of any party.

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

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

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

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

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

EXHIBITS TO CONTRACT

EXHIBIT A SCOPE OF SERVICES

EXHIBIT B BUDGET

EXHIBIT C SPECIAL PROVISIONS

EXHIBIT D VEHICLE INVENTORY

CERTIFICATE OF GOOD STANDING

CERTIFICATE OF CORPORATE VOTE

CERTIFICATE OF INSURANCE

REQUIRED FEDERAL CLAUSES

U.S. DEPARTMENT OF LABOR 13(C) WARRANTY

FINANCIAL AUDIT or PROFIT & LOSS STATEMENT

LIST OF THE BOARD OF DIRECTORS

LIST OF KEY PERSONNEL AND SALARIES

RESUMES OF THOSE INVOLVED WITH PROJECT

REQUIRED QUARTERLY REPORT FORM

REQUIRED CHARTER REPORT FORM

REQUIRED NTD REPORT FORM

BUS SCHEDULE

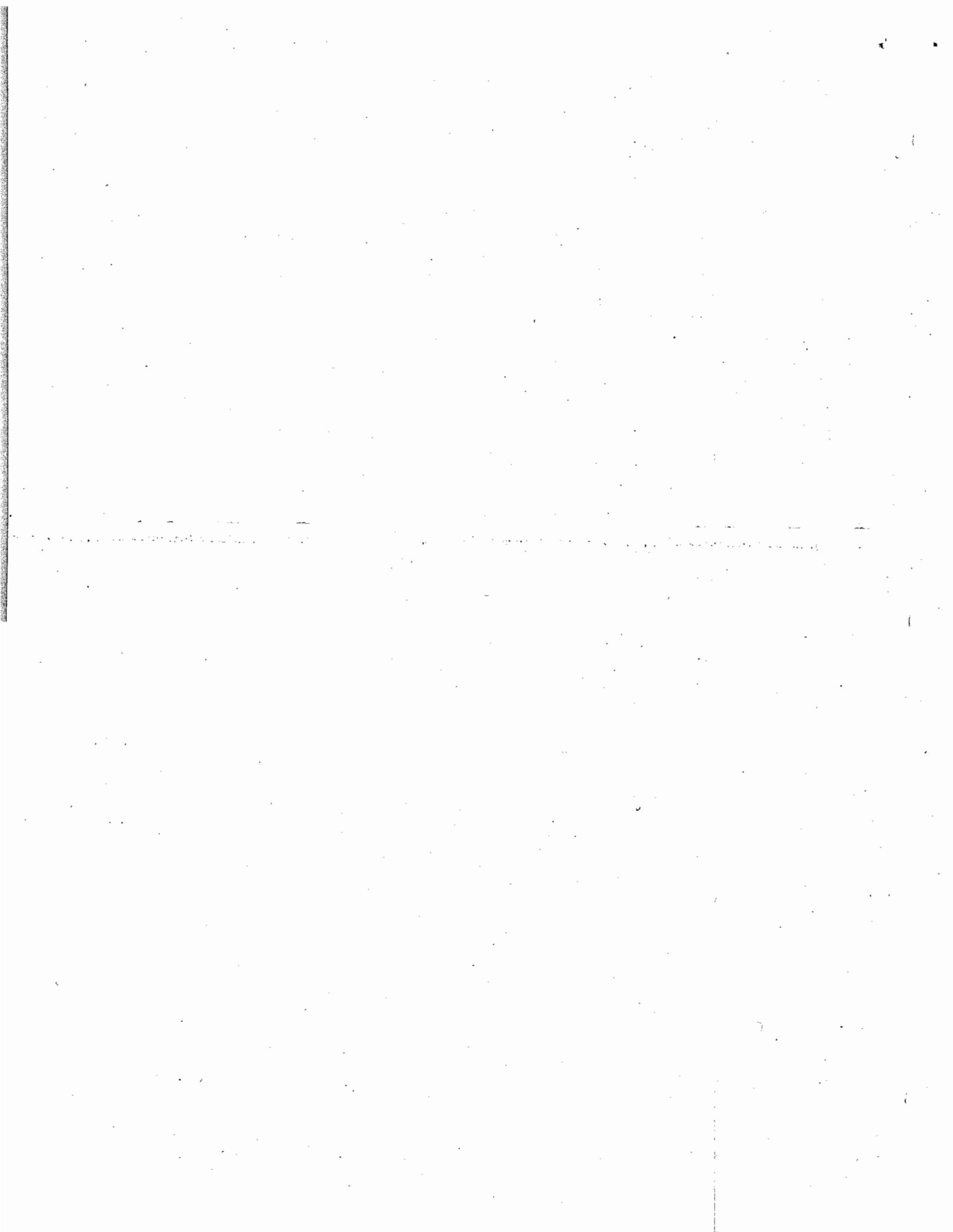


EXHIBIT A

SCOPE OF SERVICES

July 1, 2013 - June 30, 2015

The Contractor, Community Alliance of Human Services, shall provide the following public transit service(s):

A.1. Fixed route, demand-responsive, and/or route deviation public transit services in the Towns of Claremont, Newport and Charlestown as detailed in the "Project Description" of the Contractor's application to the Department for Section 5311 and 5317 funding, including a map of service areas and fare structure.

A.1.A. The Contractor shall not change, add, or delete any route or make any fare, service or operating schedule adjustments without the prior written agreement of the State, except in an emergency situation. In such an emergency, the Contractor shall notify the State no later than the next working day following the day of such changes. Such change shall be valid for five days; thereafter, the written approval of the State shall be required.

A.1.B. The Contractor shall utilize ADA-compliant vehicles outlined in Exhibit D, Project Equipment purchased by the State and identified by Vehicle Identification Numbers to be appended to this agreement.

A.2. The Contractor will act as the Lead Agency for the Region 4, Sullivan County Regional Coordinating Council, for Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities formula funds. Activities to include support for a volunteer driver coordinator position for intake, coordination, and assignment of rides, marketing, recruiting, training, tracking and reporting, and oversight of the volunteer driver program.

EXHIBIT B

BUDGET

B.1 The Contract price, as defined in Section 1.8 of the General Provisions, is the Section 5311, 5310 and 5317 of the eligible project costs. Federal funds are granted as follows:

	FY 2014	FY 2015
Section 5311		
Administration	\$119,009	\$119,009
Capital (PM)	\$ 17,169	\$ 17,169
Operating	\$ 81,039	\$ 81,039
Section 5317		
Public Transit Mobility Management	\$ 8,600	\$ 8,600
Section 5310 Formula Funds for Region 4		
Mobility Management	\$ 23,297	\$ 23,297
Total Federal Funds	\$249,114	\$249,114

Funds are contingent upon Federal and State appropriations.

B.2 Fourteen days prior to the submission of the Contractor's first request for Federal Section 5311 reimbursement, the Contractor shall submit to the State, a budget incorporating all funds to be expended in the provision of services pursuant to this contract. Budget revisions may be made with written approval of the State, and are limited to the six-month interval and year-end of the contract. Revisions that meet or exceed a 10% and \$2,500 change will require a detailed explanation. Budget revisions may only request the transfer of funds within a category or between categories with the same matching ratio.

B.3 The Contractor may seek reimbursement for eligible expenses listed in "Budget Categories and Line Items," listed in Guidelines for Establishment of Accounting and Bookkeeping Procedures for Recipients of Section 5311 (Rural and Small-Urban Program) Funds, with the exception of funds specifically reserved, if any, and identified in "Specifically Programmed Funds," at the end of this Exhibit.

B.4 At the sole discretion of the State, the Contractor may carry forward any unexpended portion of the federal funds included in the Contract Price to a subsequent contract, if any, between the State and the Contractor.

EXHIBIT C

SPECIAL PROVISIONS

The State of New Hampshire, Department of Transportation has accepted the General Liability insurance of \$1,000,000 per occurrence, \$3,000,000 General Aggregate and \$1,000,000 Umbrella Liability for Community Alliance of Human Services in fulfillment of the requirements of Section 14.1.1 General Liability Insurance of the P-37 form.

C.1. Amend P-37 Section 2. "EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED" by adding the following:

2.1 The Contractor may change services only with the prior written agreement of the State and in accordance with applicable Federal Transit Administration (FTA) requirements.

C.2. Amend P-37 Section 5. "CONTRACT PRICE/PRICE LIMITATION/PAYMENT" by adding the following:

5.5 The Contract Price Limitation represents the maximum to be paid by the State to the Contractor under this contract. It shall not exceed 50% of allowable operating costs less fare revenues plus 80% of allowable administrative and capital costs. Operating, administrative and capital costs are identified in Exhibit B. The Contractor shall provide and document the availability of local funds sufficient to meet the project cost in excess of the Contract Price Limitation.

5.6 In the event that revenues exceed the total allowable costs, said revenues in excess of total allowable costs shall be placed in an interest bearing account within 30 days of the Completion Date and made available to the State upon demand.

5.7 The Contractor shall submit a request for payment to the State on a form specified by the State on a monthly or quarterly basis, together with all information to support the request. Such requests for payment shall be properly completed and signed. Requests for payments must be for allowable costs only as defined in 2 CFR Part 225 (formerly OMB Circular A-87). No requests for advance payment will be accepted by the State.

5.8 Upon receipt of the request for payment, the State shall review the request to determine the allowability of costs. In connection with this review, the State may demand production of (and the Contractor shall produce) and inspect any documents and records described in Section 5.

5.9 Within 30 days of receipt of the request for payment and other documents and records required by the State, the State shall determine the allowability of costs and the amount due and owing to the Contractor and shall pay said amount, subject to other provisions of this Agreement. Contract reimbursements shall not exceed 50% of the total contract amount in any given quarter.

5.10 Final Payment. Satisfactory acceptance by the State and FTA of all reports required by this Agreement is a condition precedent to final payment. (i.e., payment for the last month or

portion thereof of this Agreement). All reports will be prepared to the satisfaction of the State and Federal Transit Administration (FTA). The final payment may be retained and withheld pending receipt and satisfactory acceptance of all reports required by this Agreement and resolution of all pending matters.

C.3. Amend P-37 Section 6. "COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/EQUAL EMPLOYMENT OPPORTUNITY" by adding the following:

- 6.4 The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- 6.5 The Contractor shall state, in all solicitations or advertisements for employees, that all qualified applicants will receive consideration for employment without regard to race, color, age, creed, sex or national origin.
- 6.6 The provisions of the Office of Management and Budget Circular A-102, 49 CFR Part 18, shall apply to local administration of this agreement and any subcontracts under this agreement.

C.4. Amend P-37 Section 9. "DATA/ACCESS/CONFIDENTIALITY/PRESERVATION" by adding the following:

- 9.4 The following restrictions apply to all subject data first produced in the performance of this agreement:
 - a) Except for its own internal use, the Contractor may not publish or reproduce such data in whole or in part, or in any manner or form, nor may the Contractor authorize others to do so, without the written consent of the State, until such time as the FTA may have either released or approved the release of such data to the public.
 - b) As authorized by 49 CFR Part 18.34, the FTA reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish and otherwise use, and to authorize others to use, for Federal purposes, any work developed under a grant, cooperative agreement, sub-grant, or third party contract, irrespective of whether a copyright has been obtained; and any rights of copyright to which a recipient, sub-recipient, or third party contractor purchases ownership with Federal assistance.
- 9.5 It is FTA's intent to increase the body of mass transportation knowledge. Therefore, the Contractor understands and agrees that in addition to the rights set forth in 9.4 (b) above, FTA may make available to any recipient, subgrantee, contractor or subcontractor its license in the copyright to the date derived under this Agreement or a copy of the data first produced under this Agreement.
- 9.6 The Contractor shall indemnify, save and hold harmless the State and United States, their officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses, resulting from any willful or intentional violation of the proprietary rights, copyrights, or right of privacy, arising out of the publication, translation, reproduction, delivery, use, or disposition of any data furnished under this Agreement.
- 9.7 Nothing contained in this clause shall imply a license to the United States under any patent or be construed as affecting the scope of any license or other right otherwise granted to the United States under any patent.

9.8 Sections 9.4, 9.5, and 9.6 above are not applicable to material furnished to the Contractor by the State or United States and incorporated in the work furnished under the agreement; provided that such incorporated material is identified by the Contractor at the time of delivery of such work.

9.9 In the event that the project is not completed for any reason, all data developed under that project shall become subject Data as defined in Section 9.1 and shall be delivered as the State or FTA may direct.

C.5. Amend P-37 Section 10. "TERMINATION" by adding the following:

10.1 The termination report must be accepted by the State and the Federal Transit Administration (FTA) prior to final payment.

10.2 Termination; Liability. In the event of termination under Section 4 or 10.4 of this Agreement, the acceptance of a Termination Report by the State shall in no event relieve the Contractor from any and all liability for damages sustained or incurred by the State as a result of the Contractor's breach of its obligations hereunder, including refund of any federal funds required by FTA.

10.3 Completion of Services; Payment of Price. Excepting those obligations of the Contractor which, by the terms of this Agreement, do not expire on the Completion Date, upon the completion of the Services and upon payment of the Contract Price, this Agreement, and all obligations of the parties hereunder, shall cease and shall be without recourse to the parties hereto.

10.4 Termination for Convenience. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice of default has been given to the Contractor hereunder, the Contractor may terminate this Agreement without cause upon thirty (30) days written notice.

C.6. Amend P-37 Section 12. "ASSIGNMENTS/DELEGATION/SUBCONTRACTS" by adding the following:

12.1 The Contractor shall cause the provisions of this contract to be inserted in all subcontracts for any work covered by this Agreement so that the provisions will be binding on each subcontractor; provided, however, that the foregoing provisions shall not apply to subcontractors for standard commercial supplies or raw materials. The Contractor shall take such action with respect to any subcontract as the State may direct as a means of enforcing such provisions, including sanctions for noncompliance. The Contractor shall ensure that any subcontractor has obtained all licenses, permits or approvals required for the performance of contract services.

C.7. Amend P-37 by adding "DEFINITIONS" as Section 25:

25. DEFINITIONS

ALLOWABLE COSTS: Costs that are incurred in the performance of the Services described in Exhibit A and which satisfy the requirements of 41 CFR Part 1-15, Subpart 1-15.7.

FTA: U.S. Department of Transportation, Federal Transit Administration

PROJECT APPLICATION: The narrative, charts, figures and/or maps submitted to the State detailing the scope of the public transportation program of the Contract as modified and approved by the State.

REVENUE: Fares from individuals or other direct income for the public transportation services being provided by the Contractor. Revenues also include funds from contracts, purchase of service agreement, and excess matching funds that directly benefit the transportation service.

SECTION 5311: Section 5311 of the Federal Transit Act of 1964, as amended.

STATE: The State of New Hampshire, acting through its Bureau of Rail & Transit, Department of Transportation.

C.8. Amend P-37 by adding "ACCOUNTING, BOOKKEEPING AND REPORTING REQUIREMENTS" as Section 26:

1. **Ledgers.** Contractor and/or subcontractor shall establish and maintain ledger sheets for each budget category. Entries shall be made and shall reflect the financial activities of the Contractor. The ledger sheet must be in a form approved by the State. The ledger will indicate the funds remaining in each line item of the Contract Budget at the beginning of each month. Entries shall be made on a running basis and carried over to the following month; that is, figures will be brought forward cumulatively. Contractor shall also prepare and submit to the State a profit and loss statement quarterly if such information is not provided with invoices.
2. **Accounts Receivable.** Contractor and/or subcontractor shall deposit all revenue in an interest-bearing account with a banking institution in this State. Contractor shall prepare and maintain receipt vouchers for all revenue. Immediately upon receipt, Contractor and/or subcontractor shall credit all revenue to the appropriate receipt account. Contractor and/or subcontractor shall establish and maintain an Accounts Receivable Ledger on a form approved by the State. The receipt number appearing in the Ledger shall correspond to the receipt voucher number. A receipt voucher must be completed on a form approved by the State and shall identify each component of every deposit. All appropriate supporting documents for each deposit should be attached to the receipt voucher.
3. **Payables.** Contractor and/or subcontractor shall prepare vouchers to document all expenditures of funds. The voucher shall include the following information and shall be prepared on a form approved by the State: The Division and account numbers from which the funds will be drawn, the date of expenditure, a voucher number running in sequence, and any appropriate comments supporting the expenditure of funds (e.g., invoices and payroll vouchers). All invoices received by the Contractor shall be checked for accuracy and allowability. Each invoice must be approved for payment by the Contract Manager. Immediately upon payment, Contractor and/or subcontractor shall make entries to the appropriate ledger sheets documenting payment. (Each subcontractor shall identify a Contract Manager).
4. **Voucher and Receipt Register.** Contractor and/or subcontractor shall establish and maintain two registers, which will contain a running total of all payable receipt vouchers. The registers will provide a summary of voucher or receipt numbers, amount and purpose of action. No self-designated abbreviations are to be used.
5. **Check Register.** Contractor and/or subcontractor shall maintain a check register. This register is also considered a book of original entry, and is posted to the ledger immediately.

6. **Time Sheet, Taxes, and Benefits.** Contractor and/or subcontractor shall require each of its employees to submit weekly time reports designating work performed and time spent on such work. The contractor shall summarize time reports by task and apply employee's rates of pay to the hours worked. The Contract Manager shall review completed and signed time reports, and cause them to be posted to the appropriate category in the general ledger. The Contractor shall maintain records of employee payroll and benefits and shall post this information to the appropriate category in the general ledger. The Contract Manager shall ensure that all payments are on a timely basis.
7. **Reimbursements.** Prior to the fifteenth day of each month, the Contractor shall submit a description of Contract activities, in a format as required by the State. Should the Contractor show a profit for any month, the Contractor shall apply the amount of profit against subsequent reimbursement requests. The Contractor shall agree to provide information in addition to the monthly narrative at such times and in such manner as the State may require, and to prepare any reports which may be requested by the State including but not limited to a final or termination report if operations cease.
8. **Maintenance of Records.** The Contractor shall keep and maintain the records, documents, and accounts described herein for a period of three years after the FTA grant is closed. The Contractor shall maintain, and make available to the State and FTA, records relating to complaints and comments received from the public. In the event the State disputes the Contractor's operations or records as submitted for payment or otherwise, final resolution shall rest with the State.
9. **Audits and Inspections.** Between the Effective Date and the Completion Date, and for a period of three (3) years after the FTA grant is closed or the date of resolution of all matters relating to this Agreement, whichever is later, at any time during the Contractor's normal business hours, and as often as the State or FTA may demand, the Contractor shall make available to the State and FTA or their designees all records pertaining to matters covered by this Agreement. The Contractor shall permit the State and FTA to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, Data (as defined in P-37 section 9.1) and other information relating to all matters covered by this Agreement. As used in this paragraph, "Contractor" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Contractor in 1.3 of P-37.
10. **Independent Audit.** The Contractor shall submit one audit done by one Certified Public Accountant (CPA) for the entire project, or, as the State may require, for any part of the project upon demand. Monies required for payment of the audit shall be set aside in the Contract Budget for that specific purpose.
 - 10.1. In the event the audit reveals that monies are due and owing to the State from the Contractor, for whatever reasons, the Contractor shall pay to the State such sums within thirty (30) days of the audit date.
11. The Contractor shall submit quarterly performance and charter activity reports within 30 days of the end of each quarter and shall submit any forms, information or reports required by the State to complete the FTA's National Transit Database (NTD) reporting.

C.9. Amend P-37 by adding "PROJECT EQUIPMENT AND REAL PROPERTY" as Section 27:

- 27. PROJECT EQUIPMENT AND REAL PROPERTY.** The following terms and conditions apply to all equipment and real property purchased in whole or in part with funds provided through this or other Agreements between the State and the Contractor:
- a. All procurements shall be made in accordance with 49 CFR Part 18 and FTA Circular 4220.1F and future amendments, and with Buy America requirements, 49 CFR Part 660.
 - b. All vehicles shall be purchased by the State, unless the Contractor has received prior approval from the State to procure vehicles.
 - c. All other equipment with a cost in excess of five hundred (\$500) per unit shall be purchased by the Contractor subject to the prior approval of the State.
 - d. Title to all project equipment shall be in the name of the Contractor; provided, however, that in order to secure the complete performance of this Agreement, the Contractor shall give the State a security interest in all such equipment at the time of purchase and shall execute financing statements and do all other acts necessary or useful to the perfection of that interest and the renewal thereof. In connection with the purchase of any motor vehicles pursuant to this Agreement, the Contractor shall give the State a security interest in the motor vehicles at the time of purchase and shall take all steps necessary to protect the State's security interest, including taking steps to identify the State as a lien holder of such motor vehicles on the motor vehicle titles.
 - e. In the event that this agreement is terminated, all project equipment and property becomes the property of the State and it is understood and agreed that legal title to such equipment shall be transferred to the State as soon as feasible. Project equipment will be disposed of in accordance with FTA Circular 9040.1F, and the Section 5311 State Management Plan.

C.10. Amend P-37 by adding "EQUIPMENT CERTIFICATION" as section 28:

- 28. EQUIPMENT CERTIFICATION.** The Contractor shall maintain a current inventory listing of all nonexpendable property involved in this Agreement. The Contractor shall submit to the State a certification that the equipment is still being used in accordance with the terms of the Agreement. The inventory listing and equipment certification shall be supplied to the State by May 31st of each year.

C.11. Amend P-37 by adding "EQUIPMENT MAINTENANCE" as section 29:

- 29. EQUIPMENT MAINTENANCE.** Contractor shall be responsible for the maintenance and repair of all equipment used in the service described in Exhibit A. Contractor shall maintain all such equipment at a high level of cleanliness, safety, and mechanical soundness. The contractor shall certify proper maintenance procedures, i.e. strict compliance with the vehicle preventive maintenance guidelines, on vehicle reports. All maintenance, repair and physical improvement activities on equipment shall be conducted by the Contractor and at a location specified by the Contractor. The Contractor shall notify the State of any changes in this location. The Contractor further agrees to maintain, repair, or make any physical improvement to equipment as requested by the State. The State, FTA and/or their designees shall have the right to conduct periodic inspections for the purpose of confirming proper maintenance and repair.

C.12. Amend P-37 by adding "REPAIR RECORDS AND REPORTS" as section 30:

- 30. REPAIR RECORDS AND REPORTS.** The Contractor shall maintain a complete and up to date record of all motor vehicle repairs, and shall make such records available to the State and FTA upon demand.

C.13. Amend P-37 by adding "VEHICLE STORAGE" as section 31:

- 31. VEHICLE STORAGE.** With respect to any motor vehicles purchased in whole or part under this Agreement, or maintained under this Agreement, the Contractor shall park or garage each vehicle so as to ensure maximum available protection and safety for each vehicle. The Contractor shall also ensure that each vehicle will be parked or garaged in such a manner that its daily operations are not impaired or curtailed by conditions of weather or any other circumstances. The Contractor shall notify the State of the location of the garaging site and any relocation.

C.14. Amend P-37 by adding "TRAINING AND DRIVER REVIEW" as section 32:

- 32. TRAINING AND DRIVER REVIEW.** The State may require participation in training courses determined to be essential to FTA program management in this contract period and may require participation in such training programs as it deems necessary by drivers and other employees involved in the transportation of the public. Training to include defensive driving, passenger assistance, emergency procedures and periodic refresher training every three (3) years. The Contractor agrees that the State shall have the right to review the performance of all drivers who are employed in connection with this Agreement, and to disallow the use of any driver whose performance as a driver is determined to be unsatisfactory by the State.

C.15. Amend P-37 by adding "SAFETY REQUIREMENTS" as section 33:

- 33. SAFETY REQUIREMENTS.** All project equipment shall be inspected and certified by the Department of Safety, and shall meet all applicable Federal Motor Vehicle Safety Standards and Federal Motor Carrier Safety Regulations as required by the United States Department of Transportation, and by the New Hampshire Department of Safety under RSA 266:72-a, in the purchase and operation of all project equipment.

The Contractor shall provide the State with full and prompt written notification of any accident involving any vehicle used in its services. In addition, the Contractor shall be responsible to report any accident in compliance with State law.

The Contractor shall submit to the State by February 15 of each year a report covering the previous year (January 1 through December 31), summarizing the results of its alcohol misuse prevention and anti-drug programs on FTA approved forms. This shall be in compliance with 49 CFR Part 655.

C.16. Amend P-37 by adding "SERVICE LIMITATIONS" as section 34:

- 34. SERVICE LIMITATIONS.** The Contractor shall not engage in the provision of transportation services other than those described in Exhibit A, or outside the service area described in Exhibit A, without the written consent of the State and without obtaining the appropriate operating authority. The Contractor shall not engage in charter or school bus operations except as permitted by 49 CFR Parts 604 and 605, respectively.

C.17. Amend P-37 by adding "CONTRACTOR REPRESENTATIONS" as section 35:

35. **CONTRACTOR REPRESENTATIONS.** Contractor warrants that with respect to the Services to be performed, it has obtained all licenses, permits, or approvals which are required by any law, order or regulation of any authority, state or federal, or which may be necessary for the performance of the Services hereunder. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform such Services, and shall be properly licensed and authorized to perform such Services under all applicable laws.

C.18. Amend P-37 by adding "LABOR PROVISIONS" as section 36:

36. **LABOR PROVISIONS.** The Contractor agrees to adhere to the terms and conditions of the Special Section 13(c) Warranty incorporated herein for the protection of the employees of any employer providing transportation services assisted by this Agreement, and the employees of any other surface transportation providers in the transportation service area identified in Exhibit A.

The requirements of 29 CFR 5.5(b) are applicable to any contract subject to the overtime provisions of the Contract Work Hours and Safety Standards Act and not to any of the other statutes cited in 29 CFR 5.1. The Contractor shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three years from the completion of the contract for all laborers and mechanics, including guards and watchmen, working on the contract. Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid. These records shall be made available for inspection, copying, or transcription by authorized representatives of the FTA, USDOT, Department of Labor or State, and the Contractor or subcontractor will permit such representatives to interview employees during working hours on the job.

C.19. Amend P-37 by adding "PATENT RIGHTS" as section 37:

37. **PATENT RIGHTS.** If any invention, improvement, or discovery of the Contractor is conceived or first actually reduced to practice in the course of or under this Contract, which invention, improvement or discovery may be patentable under the laws of the United States or any foreign country, the Contractor shall immediately notify the State and provide a detailed report. The rights and responsibilities of the Contractor and the State with respect to such invention, improvement, or discovery will be determined in accordance with applicable Federal laws, regulations, policies and any waiver thereof.

C.20. Amend P-37 by adding "BROKERAGE REPRESENTATION" as section 38:

38. **BROKERAGE REPRESENTATION.** The Contractor warrants that it has not employed or retained any company or person, other than a bona-fide employee working solely for the Contractor, to solicit or secure this Agreement; and that it has not paid or agreed to pay any company or person, other than a bona-fide employee working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the State shall have the right to annul this Agreement without liability, or, in its discretion to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage, brokerage fee, gift, or contingent fee.

EXHIBIT D

**PROJECT EQUIPMENT
COMMUNITY ALLIANCE**

VEHICLE	VEHICLE IDENTIFICATION NUMBER
2003 Molly Trolley	1FCMF53S120A06466
2006 Startrans Ford Supreme Senator II	1FDXE45P56HB30343
2007 Ford Starcraft Allstar gas Engine Bus	1FDX345S37DA92124
2007 Ford Starcraft Allstar gas engine bus	1FDXE45S27DA92132
2007 Ford Starcraft Allstar gas engine bus	1FDXE45S67DB03438
2010 Eldorado Aerolite 8&2 gas bus (ARRA)	1FDEE3FL3ADB01484
2010 Eldorado Aerolite 8&2 gas bus (ARRA)	1FDEE3FL5ADB01485
2011 Startrans Senator II bus 16&2	1FD4E4FS8ADB01904

State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that COMMUNITY ALLIANCE OF HUMAN SERVICES is a New Hampshire nonprofit corporation formed April 30, 1991. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 30th day of May A.D. 2012

William M. Gardner

William M. Gardner
Secretary of State

NEW HAMPSHIRE

Corporation Division

Search
 By Business Name
 By Business ID
 By Registered Agent
 Annual Report
 File Online

Date: 4/12/2013
 (Annual Report History, View Images, etc.)
Business Name History

Filed Documents

Name	Name Type
COMMUNITY ALLIANCE OF HUMAN SERVICES	Legal

Non-Profit Corporation - Domestic - Information

Business ID:	156424
Status:	Good Standing
Entity Creation Date:	4/30/1991
Principal Office Address:	PO Box 188 27 John Stark Hwy Newport NH 03773
Principal Mailing Address:	No Address
Expiration Date:	Perpetual
Last Annual Report Filed Date:	1/11/2011 8:00:00 AM
Last Annual Report Filed:	2010

Registered Agent

Agent Name:	
Office Address:	No Address
Mailing Address:	No Address

Important Note: The status reflected for each entity on this website only refers to the status of the entity's filing requirements with this office. It does not necessarily reflect the disciplinary status of the entity with any state agency. Requests for disciplinary information should be directed to agencies with licensing or other regulatory authority over the entity.



Community
Alliance of
Human Services

Administrative Offices
P.O. Box 188
Newport, NH 03773
Tel: (603) 863-7708
Fax: (603) 863-9554

Connections for Independent Living

**COMMUNITY ALLIANCE OF HUMAN SERVICES
ABSTRACT OF CORPORATE MINUTES**

The following is a true abstract from minutes of a meeting of the Board of Directors of Community Alliance of Human Services, on April 23, 2013, which was duly called, at which a quorum was present:

“On a motion duly made and seconded, it was voted to authorize the Executive Director to accept grants and awards and enter into contracts and contract amendments from time to time with the New Hampshire Department of Transportation, to sign and otherwise fully execute such acceptances and contracts, and contract amendments or modifications thereto, and any related documents requested by the New Hampshire Department of Transportation, this authorization to continue until revoked by vote of this governing Board.

I certify the foregoing vote is still in effect and has not been revoked, rescinded, or modified.

I further certify that Barbara H. Brill is the Executive Director of this corporation and is still qualified and serving in such capacity.

April 24, 2013

Date

Chris Kebalka, Chair
Board of Directors

No Corporate Seal

STATE OF NEW HAMPSHIRE

COUNTY OF SULLIVAN

On April 24, 2013 before me the undersigned officer personally appeared the person identified in the foregoing certificate, known to be (or satisfactorily proven) to be the Chair of the Board of Directors of the corporation identified in the foregoing certificate, and acknowledged that Chris Kebalka executed the foregoing certificate.

In witness whereof I hereunto set my hand and official seal.

Signature

Notary Public / Justice of the Peace

Commission Expires:





Federal Clauses

Fly America Requirements

Applicability – all contracts involving transportation of persons or property, by air between the U.S. and/or places outside the U.S. These requirements do not apply to micro-purchases (\$3,000 or less, except for construction contracts over \$2,000).

Contractor shall comply with 49 USC 40118 (the "Fly America" Act) in accordance with General Services Administration regulations 41 CFR 301-10, stating that recipients and subrecipients of Federal funds and their contractors are required to use US Flag air carriers for US Government-financed international air travel and transportation of their personal effects or property, to the extent such service is available, unless travel by foreign air carrier is a matter of necessity, as defined by the Fly America Act. Contractor shall submit, if a foreign air carrier was used, an appropriate certification or memorandum adequately explaining why service by a US flag air carrier was not available or why it was necessary to use a foreign air carrier and shall, in any event, provide a certificate of compliance with the Fly America requirements. Contractor shall include the requirements of this section in all subcontracts that may involve international air transportation.

Charter Bus Requirements

These requirements do not apply to micro-purchases (\$3,000 or less, except for construction contracts over \$2,000).

Contractor shall comply with 49 USC 5323(d) and (g) and 49 CFR 604, which state that recipients and subrecipients of FTA assistance may provide charter service for transportation projects that uses equipment or facilities acquired with Federal assistance authorized under the Federal transit laws (except as permitted by 49 CFR 604.2), or under 23 U.S.C. 133 or 142, only in compliance with those laws and FTA regulations, "Charter Service," 49 CFR part 604, the terms and conditions of which are incorporated herein by reference.

School Bus Requirements

These requirements do not apply to micro-purchases (\$3,000 or less, except for construction contracts over \$2,000).

Pursuant to 69 USC 5323(f) and 49 CFR 605, recipients and subrecipients of FTA assistance shall not engage in school bus operations exclusively for transportation of students and school personnel in competition with private school bus operators unless qualified under specified exemptions. When operating exclusive school bus service under an allowable exemption, recipients and subrecipients shall not use federally funded equipment, vehicles or facilities.

Energy Conservation

All Contracts except micro-purchases (\$3,000 or less, except for construction contracts over \$2,000)

Contractor shall comply with mandatory standards and policies relating to energy efficiency, stated in the state energy conservation plan issued in compliance with the Energy Policy & Conservation Act.

Clean Water

All Contracts and Subcontracts over \$100,000

Contractor shall comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 USC 1251 et seq. Contractor shall report each violation to the recipient and understands and agrees that the recipient shall, in turn, report each violation as required to FTA and the appropriate EPA Regional Office. Contractor shall include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with FTA assistance.

Lobbying

Construction/Architectural and Engineering/Acquisition of Rolling Stock/Professional Service Contract/Operational Service Contract/Turnkey contracts over \$100,000

Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352, as amended by the Lobbying Disclosure Act of 1995, P.L. 104-65 [to be codified at 2 U.S.C. § 1601, et seq.] - Contractors who apply or bid for an award of \$100,000 or more shall file the certification required by 49 CFR part 20, "New Restrictions on Lobbying." Each tier certifies to the tier

above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 U.S.C. 1352. Such disclosures are forwarded from tier to tier up to the recipient.

Access to Records and Reports

Applicability – As shown below. These requirements do not apply to micro-purchases (\$3,000 or less, except for construction contracts over \$2,000)

The following access to records requirements apply to this Contract:

1. Where the purchaser is not a State but a local government and is an FTA recipient or a subgrantee of FTA recipient in accordance with 49 CFR 18.36(i), contractor shall provide the purchaser, the FTA, the US Comptroller General or their authorized representatives access to any books, documents, papers and contractor records which are pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions. Contractor shall also, pursuant to 49 CFR 633.17, provide authorized FTA representatives, including any PMO contractor, access to contractor's records and construction sites pertaining to a capital project, defined at 49 USC 5302(a)1, which is receiving FTA assistance through the programs described at 49 USC 5307, 5309 or 5311.
2. Where the purchaser is a State and is an FTA recipient or a subgrantee of FTA recipient in accordance with 49 CFR 633.17, contractor shall provide the purchaser, authorized FTA representatives, including any PMO Contractor, access to contractor's records and construction sites pertaining to a capital project, defined at 49 USC 5302(a)1, which receives FTA assistance through the programs described at 49 USC 5307, 5309 or 5311. By definition, a capital project excludes contracts of less than the simplified acquisition threshold currently set at \$100,000.
3. Where the purchaser enters into a negotiated contract for other than a small purchase or under the simplified acquisition threshold and is an institution of higher education, a hospital or other non-profit organization and is an FTA recipient or a subgrantee of FTA recipient in accordance with 49 CFR 19.48, contractor shall provide the purchaser, the FTA, the US Comptroller General or their authorized representatives, access to any books, documents, papers and record of the contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions.
4. Where a purchaser which is an FTA recipient or a subgrantee of FTA recipient in accordance with 49 USC 5325(a) enters into a contract for a capital project or improvement (defined at 49 USC 5302(a)1) through other than competitive bidding, contractor shall make available records related to the contract to the purchaser, the Secretary of USDOT and the US Comptroller General or any authorized officer or employee of any of them for the purposes of conducting an audit and inspection.
5. Contractor shall permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
6. Contractor shall maintain all books, records, accounts and reports required under this contract for a period of not less than three (3) years after the date of termination or expiration of this contract, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case contractor agrees to maintain same until the recipient, FTA Administrator, US Comptroller General, or any of their authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto. Re: 49 CFR 18.39(i)(11).

FTA does not require the inclusion of these requirements in subcontracts.

Federal Changes

All Contracts except micro-purchases (\$3,000 or less, except for construction contracts over \$2,000)

Contractor shall comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between the purchaser and FTA, as they may be amended or promulgated from time to time during the term of the contract. Contractor's failure to comply shall constitute a material breach of the contract.

Clean Air

1) Contractor shall comply with all applicable standards, orders or regulations pursuant to the Clean Air Act, 42 USC 7401 et seq. Contractor shall report each violation to the recipient and understands and agrees that the recipient will, in turn, report each violation as required to FTA and the appropriate EPA Regional Office.

2) Contractor shall include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with FTA assistance.

Recycled Products

All contracts for items designated by the EPA, when the purchaser or contractor procures \$10,000 or more of one of these items during the current or previous fiscal year using Federal funds. The contractor agrees to comply with all the requirements of Section 6002 of the Resource Conservation and Recovery Act (RCRA), as amended (42 U.S.C. 6962), including but not limited to the regulatory provisions of 40 CFR Part 247, and Executive Order 12873, as they apply to the procurement of the items designated in Subpart B of 40 CFR Part 247.

Contract Work Hours & Safety Standards Act

Applicability - Contracts over \$100,000

(1) Overtime requirements - No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of 40 hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.

(2) Violation; liability for unpaid wages; liquidated damages - In the event of any violation of the clause set forth in para. (1) of this section, contractor and any subcontractor responsible therefore shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in para. (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of 40 hours without payment of the overtime wages required by the clause set forth in para. (1) of this section.

(3) Withholding for unpaid wages and liquidated damages - the recipient shall upon its own action or upon written request of USDOL withhold or cause to be withheld, from any moneys payable on account of work performed by contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours & Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in para. (2) of this section.

(4) Subcontracts - Contractor or subcontractor shall insert in any subcontracts the clauses set forth in this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. Prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses

set forth in this section.

No Government Obligation to Third Parties

Applicability – All contracts except micro-purchases (\$3,000 or less, except for construction contracts over \$2,000)

(1) The recipient and contractor acknowledge and agree that, notwithstanding any concurrence by the US Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the US Government, the US Government is not a party to this contract and shall not be subject to any obligations or liabilities to the recipient, the contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

(2) Contractor agrees to include the above clause in each subcontract financed in whole or in part with FTA assistance. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

Program Fraud and False or Fraudulent Statements or Related Acts

Applicability – All contracts except micro-purchases (\$3,000 or less, except for construction contracts over \$2,000)

(1) Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 USC 3801 et seq. and USDOT regulations, "Program Fraud Civil Remedies," 49 CFR 31, apply to its actions pertaining to this project. Upon execution of the underlying contract, contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submittal, or certification, the US Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act (1986) on contractor to the extent the US Government deems appropriate.

(2) If contractor makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submittal, or certification to the US Government under a contract connected with a project that is financed in whole or in part with FTA assistance under the authority of 49 USC 5307, the Government reserves the right to impose the penalties of 18 USC 1001 and 49 USC 5307(n)(1) on contractor, to the extent the US Government deems appropriate.

(3) Contractor shall include the above two clauses in each subcontract financed in whole or in part with FTA assistance. The clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

Termination

Applicability – All Contracts over \$10,000, except contracts with nonprofit organizations and institutions of higher learning, where the threshold is \$100,000

a. Termination for Convenience (General Provision) the recipient may terminate this contract, in whole or in part, at any time by written notice to contractor when it is in the recipient's best interest. Contractor shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. Contractor shall promptly submit its termination claim to the recipient. If contractor is in possession of any of the recipient's property, contractor shall account for same, and dispose of it as the recipient directs.

b. Termination for Default [Breach or Cause] (General Provision) If contractor does not deliver items in accordance with the contract delivery schedule, or, if the contract is for services, and contractor fails to perform in the manner called for in the contract, or if contractor fails to comply with any other provisions of the contract, the recipient may terminate this contract for default. Termination shall be effected by serving a notice of termination to contractor setting forth the manner in which contractor is in default. Contractor shall only be paid the contract price for supplies delivered and accepted, or for services performed in accordance with the manner of performance set

forth in the contract.

If it is later determined by the recipient that contractor had an excusable reason for not performing, such as a strike, fire, or flood, events which are not the fault of or are beyond the control of contractor, the recipient, after setting up a new delivery or performance schedule, may allow contractor to continue work, or treat the termination as a termination for convenience.

c. Opportunity to Cure (General Provision) the recipient in its sole discretion may, in the case of a termination for breach or default, allow contractor an appropriately short period of time in which to cure the defect. In such case, the notice of termination shall state the time period in which cure is permitted and other appropriate conditions. If contractor fails to remedy to the recipient's satisfaction the breach or default or any of the terms, covenants, or conditions of this Contract within ten (10) days after receipt by contractor or written notice from the recipient setting forth the nature of said breach or default, the recipient shall have the right to terminate the Contract without any further obligation to contractor. Any such termination for default shall not in any way operate to preclude the recipient from also pursuing all available remedies against contractor and its sureties for said breach or default.

d. Waiver of Remedies for any Breach In the event that the recipient elects to waive its remedies for any breach by contractor of any covenant, term or condition of this Contract, such waiver by the recipient shall not limit its remedies for any succeeding breach of that or of any other term, covenant, or condition of this Contract.

e. Termination for Convenience (Professional or Transit Service Contracts) the recipient, by written notice, may terminate this contract, in whole or in part, when it is in the recipient's interest. If the contract is terminated, the recipient shall be liable only for payment under the payment provisions of this contract for services rendered before the effective date of termination.

f. Termination for Default (Supplies and Service) If contractor fails to deliver supplies or to perform the services within the time specified in this contract or any extension or if the contractor fails to comply with any other provisions of this contract, the recipient may terminate this contract for default. The recipient shall terminate by delivering to contractor a notice of termination specifying the nature of default. Contractor shall only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner or performance set forth in this contract.

If, after termination for failure to fulfill contract obligations, it is determined that contractor was not in default, the rights and obligations of the parties shall be the same as if termination had been issued for the recipient's convenience.

g. Termination for Default (Transportation Services) If contractor fails to pick up the commodities or to perform the services, including delivery services, within the time specified in this contract or any extension or if contractor fails to comply with any other provisions of this contract, the recipient may terminate this contract for default. The recipient shall terminate by delivering to contractor a notice of termination specifying the nature of default. Contractor shall only be paid the contract price for services performed in accordance with the manner of performance set forth in this contract.

If this contract is terminated while contractor has possession of the recipient goods, contractor shall, as directed by the recipient, protect and preserve the goods until surrendered to the recipient or its agent. Contractor and the recipient shall agree on payment for the preservation and protection of goods. Failure to agree on an amount shall be resolved under the Dispute clause. If, after termination for failure to fulfill contract obligations, it is determined that contractor was not in default, the rights and obligations of the parties shall be the same as if termination had been issued for the recipient's convenience.

h. Termination for Default (Construction) If contractor refuses or fails to prosecute the work or any separable part, with the diligence that will insure its completion within the time specified, or any extension, or fails to complete the work within this time, or if contractor fails to comply with any other provisions of this contract, the recipient may terminate this contract for default. The recipient shall terminate by delivering to contractor a notice of termination specifying the nature of default. In this event, the recipient may take over the work and complete it by contract or

otherwise, and may take possession of and use any materials, appliances, and plant on the work site necessary for completing the work. Contractor and its sureties shall be liable for any damage to the recipient resulting from contractor's refusal or failure to complete the work within specified time, whether or not contractor's right to proceed with the work is terminated. This liability includes any increased costs incurred by the recipient in completing the work.

Contractor's right to proceed shall not be terminated nor shall contractor be charged with damages under this clause if:

1. Delay in completing the work arises from unforeseeable causes beyond the control and without the fault or negligence of contractor. Examples of such causes include: acts of God, acts of the recipient, acts of another contractor in the performance of a contract with the recipient, epidemics, quarantine restrictions, strikes, freight embargoes; and
2. Contractor, within 10 days from the beginning of any delay, notifies the recipient in writing of the causes of delay. If in the recipient's judgment, delay is excusable, the time for completing the work shall be extended. The recipient's judgment shall be final and conclusive on the parties, but subject to appeal under the Disputes clauses.

If, after termination of contractor's right to proceed, it is determined that contractor was not in default, or that the delay was excusable, the rights and obligations of the parties will be the same as if termination had been issued for the recipient's convenience.

i. Termination for Convenience or Default (Architect & Engineering) the recipient may terminate this contract in whole or in part, for the recipient's convenience or because of contractor's failure to fulfill contract obligations. The recipient shall terminate by delivering to contractor a notice of termination specifying the nature, extent, and effective date of termination. Upon receipt of the notice, contractor shall (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to the recipient all data, drawings, specifications, reports, estimates, summaries, and other information and materials accumulated in performing this contract, whether completed or in process. If termination is for the recipient's convenience, it shall make an equitable adjustment in the contract price but shall allow no anticipated profit on unperformed services. If termination is for contractor's failure to fulfill contract obligations, the recipient may complete the work by contract or otherwise and contractor shall be liable for any additional cost incurred by the recipient.

If, after termination for failure to fulfill contract obligations, it is determined that contractor was not in default, the rights and obligations of the parties shall be the same as if termination had been issued for the recipient's convenience.

j. Termination for Convenience or Default (Cost-Type Contracts) the recipient may terminate this contract, or any portion of it, by serving a notice of termination on contractor. The notice shall state whether termination is for convenience of the recipient or for default of contractor. If termination is for default, the notice shall state the manner in which contractor has failed to perform the requirements of the contract. Contractor shall account for any property in its possession paid for from funds received from the recipient, or property supplied to contractor by the recipient. If termination is for default, the recipient may fix the fee, if the contract provides for a fee, to be paid to contractor in proportion to the value, if any, of work performed up to the time of termination. Contractor shall promptly submit its termination claim to the recipient and the parties shall negotiate the termination settlement to be paid to contractor. If termination is for the recipient's convenience, contractor shall be paid its contract close-out costs, and a fee, if the contract provided for payment of a fee, in proportion to the work performed up to the time of termination.

If, after serving a notice of termination for default, the recipient determines that contractor has an excusable reason for not performing, such as strike, fire, flood, events which are not the fault of and are beyond the control of contractor, the recipient, after setting up a new work schedule, may allow contractor to continue work, or treat the termination as a termination for convenience.

Government Wide Debarment and Suspension (Non Procurement)

Applicability – Contracts over \$25,000

This contract is a covered transaction for purposes of 49 CFR Part 29. As such, the contractor is required to verify that none of the contractors, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:

The certification in this clause is a material representation of fact relied upon by the recipient. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to the recipient, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Contracts Involving Federal Privacy Act Requirements

When a grantee maintains files on drug and alcohol enforcement activities for FTA, and those files are organized so that information could be retrieved by personal identifier, the Privacy Act requirements apply to all contracts except micro-purchases (\$3,000 or less, except for construction contracts over \$2,000)

The following requirements apply to the Contractor and its employees that administer any system of records on behalf of the Federal Government under any contract:

(1) The Contractor agrees to comply with, and assures the compliance of its employees with, the information restrictions and other applicable requirements of the Privacy Act of 1974, 5 U.S.C. § 552a. Among other things, the Contractor agrees to obtain the express consent of the Federal Government before the Contractor or its employees operate a system of records on behalf of the Federal Government. The Contractor understands that the requirements of the Privacy Act, including the civil and criminal penalties for violation of that Act, apply to those individuals involved, and that failure to comply with the terms of the Privacy Act may result in termination of the underlying contract.

(2) The Contractor also agrees to include these requirements in each subcontract to administer any system of records on behalf of the Federal Government financed in whole or in part with Federal assistance provided by FTA.

Civil Rights Requirements

All contracts except micro-purchases (\$3,000 or less, except for construction contracts over \$2,000)

The following requirements apply to the underlying contract:

(1) Nondiscrimination - In accordance with Title VI of the Civil Rights Act, as amended, 42 USC 2000d, Sec. 303 of the Age Discrimination Act (1975), as amended, 42 USC 6102, Sec. 202 of the Americans with Disabilities Act (1990), 42 USC 12132, and 49 USC 5332, contractor shall not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age or disability. Contractor shall also comply with applicable Federal implementing regulations and other requirements FTA may issue.

(2) Equal Employment Opportunity - The following equal employment opportunity requirements apply to the underlying contract:

(a) Race, Color, Creed, National Origin, Sex - In accordance with Title VII of the Civil Rights Act, as amended, 42 USC 2000e, and 49 USC 5332, contractor shall comply with all applicable equal employment opportunity requirements of USDOL, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, USDOL," 41 CFR 60 et seq., (implementing Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 USC 2000e), and any applicable Federal statutes, executive orders, regulations, and policies that may in the future affect construction activities undertaken in the course of the project. Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, contractor shall comply with any implementing requirements FTA may issue.

(b) Age - In accordance with Sec. 4 of the Age Discrimination in Employment Act (1967), as amended, 29 USC 623 and 49 USC 5332, contractor shall refrain from discrimination against present and prospective employees for reason of age. Contractor shall also comply with any implementing requirements FTA may issue.

(c) Disabilities - In accordance with Sec. 102 of the Americans with Disabilities Act (ADA), as amended, 42 USC 12112, contractor shall comply with the requirements of US Equal Employment Opportunity Commission (EEOC), Regulations to Implement Equal Employment Provisions of the Americans with Disabilities Act, 29 CFR 1630, pertaining to employment of persons with disabilities. Contractor shall also comply with any implementing requirements FTA may issue.

(3) Contractor shall include these requirements in each subcontract financed in whole or in part with FTA assistance, modified only if necessary to identify the affected parties.

Breaches and Dispute Resolution

All contracts over \$100,000

Disputes arising in the performance of this contract which are not resolved by agreement of the parties shall be decided in writing by the recipient's authorized representative. This decision shall be final and conclusive unless within ten (10) days from the date of receipt of its copy, contractor mails or otherwise furnishes a written appeal to the recipient's CEO. In connection with such appeal, contractor shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of the recipient's CEO shall be binding upon contractor and contractor shall abide by the decision.

Performance During Dispute - Unless otherwise directed by the recipient, contractor shall continue performance under this contract while matters in dispute are being resolved.

Claims for Damages - Should either party to the contract suffer injury or damage to person or property because of any act or omission of the party or of any of his employees, agents or others for whose acts he is legally liable, a claim for damages therefore shall be made in writing to such other party within ten days after the first observance of such injury or damage.

Remedies - Unless this contract provides otherwise, all claims, counterclaims, disputes and other matters in question between the recipient and contractor arising out of or relating to this agreement or its breach will be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the residing State.

Rights and Remedies - Duties and obligations imposed by the contract documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations; rights and remedies otherwise imposed or available by law. No action or failure to act by the recipient or contractor shall constitute a waiver of any right or duty afforded any of them under the contract, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

Transit Employee Protective Provisions

Contracts for transit operations except micro-purchases (\$3,000 or less, except for construction contracts over \$2,000)

(1) Contractor shall comply with applicable transit employee protective requirements as follows:

(a) Transit Employee Protective Requirements for Projects Authorized by 49 USC 5311 in Nonurbanized Areas - If the contract involves transit operations financed in whole or in part with FTA assistance authorized by 49 USC 5311, the contractor shall comply with the terms and conditions of the Special Warranty for the Nonurbanized Area Program that is most current, and any alternative comparable arrangement specified by U.S. DOL for application to the project, in accordance with U.S. DOL guidelines, "Section 5333(b), Federal Transit Law," 29 C.F.R. Part 215, and any revision thereto. [New amendments to U.S. DOL guidelines, "Section 5333(b), Federal Transit Law," 29 C.F.R. Part 215, were published at 73 Fed. Reg. 47046 et. Seq., August 13, 2008.]

(2) Contractor shall also include any applicable requirements in each subcontract involving transit operations financed in whole or in part with FTA assistance.

Disadvantaged Business Enterprise

Contracts over \$3,000 awarded on the basis of a bid or proposal offering to use DBEs

a. This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. The recipient's overall goal for DBE participation is listed elsewhere. If a separate contract goal for DBE participation has been established for this procurement, it is listed elsewhere.

b. The contractor shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this contract. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the municipal corporation deems appropriate. Each subcontract the contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).

c. If a separate contract goal has been established, Bidders/offerors are required to document sufficient DBE participation to meet these goals or, alternatively, document adequate good faith efforts to do so, as provided for in 49 CFR 26.53.

d. If no separate contract goal has been established, the successful bidder/offeror will be required to report its DBE participation obtained through race-neutral means throughout the period of performance.

e. The contractor is required to pay its subcontractors performing work related to this contract for satisfactory performance of that work no later than 30 days after the contractor's receipt of payment for that work from the recipient. In addition, the contractor may not hold retainage from its subcontractors or must return any retainage payments to those subcontractors within 30 days after the subcontractor's work related to this contract is satisfactorily completed or must return any retainage payments to those subcontractors within 30 days after incremental acceptance of the subcontractor's work by the recipient and contractor's receipt of the partial retainage payment related to the subcontractor's work.

f. The contractor must promptly notify the recipient whenever a DBE subcontractor performing work related to this contract is terminated or fails to complete its work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The contractor may not terminate any DBE

subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of the recipient.

Incorporation of Federal Transit Administration (FTA) Terms

All contracts except micro-purchases (\$3,000 or less, except for construction contracts over \$2,000)

The preceding provisions include, in part, certain Standard Terms & Conditions required by USDOT, whether or not expressly stated in the preceding contract provisions. All USDOT-required contractual provisions, as stated in FTA Circular 4220.1F, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The contractor shall not perform any act, fail to perform any act, or refuse to comply with any request that would cause the recipient to be in violation of FTA terms and conditions.

Drug and Alcohol Abuse and Testing

Operational service contracts except micro-purchases (\$3,000 or less, except for construction contracts over \$2,000)

The Contractor agrees to comply with the following Federal substance abuse regulations: a. Drug-Free Workplace. U.S. DOT regulations, "Drug-Free Workplace Requirements (Grants)," 49 C.F.R. Part 32, that implements the Drug-Free Workplace Act of 1988, 41 U.S.C. §§ 701 et seq. b. Alcohol Misuse and Prohibited Drug Use. FTA Regulations, "Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations," 49 CFR Part 655, to the extent applicable.

Other Federal Requirements

The following requirements are not federal clauses.

Full and Open Competition

In accordance with 49 U.S.C. § 5325(a) all procurement transactions shall be conducted in a manner that provides full and open competition.

Prohibition Against Exclusionary or Discriminatory Specifications

Apart from inconsistent requirements imposed by Federal statute or regulations, the contractor shall comply with the requirements of 49 USC 5323(h)(2) by refraining from using any FTA assistance to support procurements using exclusionary or discriminatory specifications.

Conformance with ITS National Architecture

Contractor shall conform, to the extent applicable, to the National Intelligent Transportation Standards architecture as required by SAFETEA-LU Section 5307(c), 23 U.S.C. Section 512 note and follow the provisions of FTA Notice, "FTA National Architecture Policy on Transit Projects," 66 Fed. Reg. 1455 et seq., January 8, 2001, and any other implementing directives FTA may issue at a later date, except to the extent FTA determines otherwise in writing.

Access Requirements for Persons with Disabilities

Contractor shall comply with 49 USC 5301(d), stating Federal policy that the elderly and persons with disabilities have the same rights as other persons to use mass transportation services and facilities and that special efforts shall be made in planning and designing those services and facilities to implement that policy. Contractor shall also comply with all applicable requirements of Sec. 504 of the Rehabilitation Act (1973), as amended, 29 USC 794, which prohibits discrimination on the basis of handicaps, and the Americans with Disabilities Act of 1990 (ADA), as amended, 42 USC 12101 et seq., which requires that accessible facilities and services be made available to persons with disabilities, including any subsequent amendments thereto.

Notification of Federal Participation

To the extent required by law, in the announcement of any third party contract award for goods and services (including construction services) having an aggregate value of \$500,000 or more, contractor shall specify the amount of Federal assistance to be used in financing that acquisition of goods and services and to express that amount of Federal assistance as a percentage of the total cost of the third party contract.

Interest of Members or Delegates to Congress

No members of, or delegates to, the US Congress shall be admitted to any share or part of this contract nor to any benefit arising therefrom.

Ineligible Contractors and Subcontractors

Any name appearing upon the Comptroller General's list of ineligible contractors for federally-assisted contracts shall be ineligible to act as a subcontractor for contractor pursuant to this contract. If contractor is on the Comptroller General's list of ineligible contractors for federally financed or assisted construction, the recipient shall cancel, terminate or suspend this contract.

Other Contract Requirements

To the extent not inconsistent with foregoing Federal requirements, this contract shall also include those standard clauses attached hereto, and shall comply with the recipient's Procurement Guidelines, available upon request from the recipient.

Compliance with Federal Regulations

Any contract entered pursuant to this solicitation shall contain the following provisions: All USDOT-required contractual provisions, as set forth in FTA Circular 4220.1F, are incorporated by reference. Anything to the contrary herein notwithstanding, FTA mandated terms shall control in the event of a conflict with other provisions contained in this Agreement. Contractor shall not perform any act, fail to perform any act, or refuse to comply with any grantee request that would cause the recipient to be in violation of FTA terms and conditions. Contractor shall comply with all applicable FTA regulations, policies, procedures and directives, including, without limitation, those listed directly or incorporated by reference in the Master Agreement between the recipient and FTA, as may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this contract.

Real Property

Any contract entered into shall contain the following provisions: Contractor shall at all times comply with all applicable statutes and USDOT regulations, policies, procedures and directives governing the acquisition, use and disposal of real property, including, but not limited to, 29 CFR 18.31, 49 CFR 24 Subpart B, FTA Circular 5010.1D, and FTA Master Agreement, as they may be amended or promulgated during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this contract.

Access to Services for Persons with Limited English Proficiency

To the extent applicable and except to the extent that FTA determines otherwise in writing, the Recipient agrees to comply with the policies of Executive Order No. 13166, "Improving Access to Services for Persons with Limited English Proficiency," 42 U.S.C. § 2000d 1 note, and with the provisions of U.S. DOT Notice, "DOT Guidance to Recipients on Special Language Services to Limited English Proficient (LEP) Beneficiaries," 70 Fed. Reg. 74087, December 14, 2005.

Environmental Justice

The Recipient agrees to comply with the policies of Executive Order No. 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low Income Populations," 42 U.S.C. § 4321 note, except to the extent that the Federal Government determines otherwise in writing.

Environmental Protections

Compliance is required with any applicable Federal laws imposing environmental and resource conservation requirements for the project. Some, but not all, of the major Federal laws that may affect the project include: the National Environmental Policy Act of 1969; the Clean Air Act; the Resource Conservation and Recovery Act; the comprehensive Environmental response, Compensation and Liability Act; as well as environmental provisions with Title 23 U.S.C., and 49 U.C. chapter 53. The U.S. EPA, FHWA and other federal agencies may issue other federal regulations and directives that may affect the project. Compliance is required with any applicable Federal laws and regulations in effect now or that become effective in the future.

Geographic Information and Related Spatial Data

Any project activities involving spatial data or geographic information systems activities financed with Federal assistance are required to be consistent with the National Spatial Data Infrastructure promulgated by the Federal Geographic Data Committee, except to the extent that FTA determines otherwise in writing.

Federal Single Audit Requirements for State Administered Federally Aid Funded Projects Only

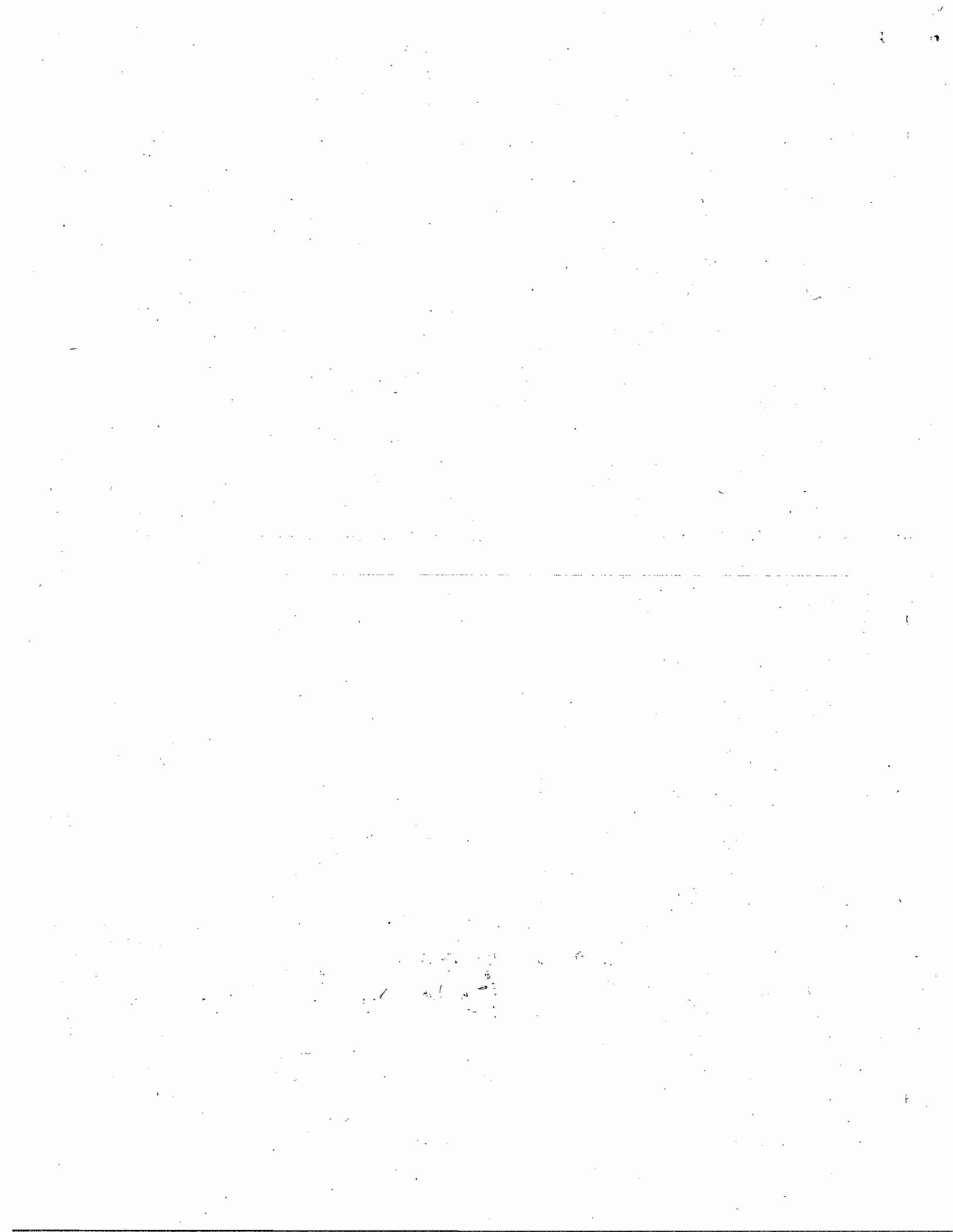
Non Federal entities that expend \$500,000 or more in a year in Federal awards from all sources are required to comply with the Federal Single Audit Act provisions contained in U.S. Office of Management and Budget (OMB) Circular No. A 133, Audits of States, Local Governments, and Non Profit Organizations. Non Federal entities that expend Federal awards from a single source may provide a program specific audit, as defined in the Circular. Non Federal entities that expend less than \$500,000 in a year in Federal awards from all sources are exempt from Federal audit requirements for that year, except as noted in '3052.215(a), but records must be available for review or audit by appropriate officials of the Federal and State agencies.

Catalog of Federal Domestic Assistance (CFDA) Identification Number

The municipal project sponsor is required to identify in its accounts all Federal awards received and expended, and the Federal programs under which they were received. Federal program and award identification shall include, as applicable, the CFDA title and number, award number and year, name of the Federal agency, and name of the pass through entity.

CFDA number for the Federal Transportation Administration

A Recipient covered by the Single Audit Act Amendments of 1996 and OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations," agrees to separately identify the expenditures for Federal awards under the Recovery Act on the Schedule of Expenditures of Federal Awards (SEFA) and the Data Collection Form (SF-SAC) required by OMB Circular A-133. The Recipient agrees to accomplish this by identifying expenditures for Federal awards made under Recovery Act separately on the SEFA, and as separate rows under Item 9 of Part III on the SF-SAC by CFDA number, and inclusion of the prefix "ARRA" in identifying the name of the Federal program on the SEFA and as the first characters in Item 9d of Part III on the SF-SAC.



CERTIFICATION AND RESTRICTIONS ON LOBBYING

I, Barbara A Brill Executive Director, hereby certify
(Name and title of official)

On behalf of Community Alliance of Homer Soc that:
(Name of Bidder/Company Name)

- No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and 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 of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- If any funds other than federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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 or entering into this transaction imposed by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). 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.

The undersigned certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. Section 3801, et seq., are applicable thereto.

Name of Bidder/Company Name Community Alliance of Homer Soc

Type or print name Barbara A Brill

Signature of authorized representative Barbara A Brill Date 4/24/13

Signature of notary and SEAL Ella M. Casey



GOVERNMENT-WIDE DEBARMENT AND SUSPENSION (NONPROCUREMENT)

49 CFR Part 29, Executive Orders 12549, 12689, and 31 U.S.C. 6101 (Contracts over \$25,000)

Background and Applicability

In conjunction with the Office of Management and Budget and other affected Federal agencies, DOT published an update to 49 CFR Part 29 on November 26, 2003. This government-wide regulation implements Executive Order 12549, Debarment and Suspension, Executive Order 12689, Debarment and Suspension, and 31 U.S.C. 6101 note (Section 2455, Public Law 103-355, 108 Stat. 3327).

The provisions of Part 29 apply to all grantee contracts and subcontracts at any level expected to equal or exceed \$25,000 as well as any contract or subcontract (at any level) for Federally required auditing services. 49 CFR 29.220(b). This represents a change from prior practice in that the dollar threshold for application of these rules has been lowered from \$100,000 to \$25,000. These are contracts and subcontracts referred to in the regulation as "covered transactions."

Grantees, contractors, and subcontractors (at any level) that enter into covered transactions are required to verify that the entity (as well as its principals and affiliates) they propose to contract or subcontract with is not excluded or disqualified. They do this by (a) Checking the Excluded Parties List System, (b) Collecting a certification from that person, or (c) Adding a clause or condition to the contract or subcontract. This represents a change from prior practice in that certification is still acceptable but is no longer required. 49 CFR 29.300.

Grantees, contractors, and subcontractors who enter into covered transactions also must require the entities they contract with to comply with 49 CFR 29, subpart C and include this requirement in their own subsequent covered transactions (i.e., the requirement flows down to subcontracts at all levels).

Instructions for Certification: By signing and submitting this bid or proposal, the prospective lower tier participant is providing the signed certification set out below.

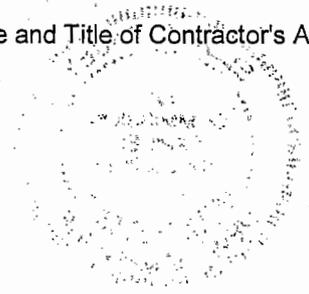
Suspension and Debarment

This contract is a covered transaction for purposes of 49 CFR Part 29. As such, the contractor is required to verify that none of the contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into. By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:

The certification in this clause is a material representation of fact relied upon by the recipient. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to the recipient, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Contractor Community Alliance of Normal SOC
Signature of Authorized Official Barbara A. Brill Date 4/29/15
Name and Title of Contractor's Authorized Official Barbara A. Brill Executive Director



**Disadvantaged Business Enterprise
Section a.**

Separate contract goal for Disadvantaged Business Enterprise (DBE) participation

The State of New Hampshire, Department of Transportation has established a goal of 2.5% for DBE participation for this contract in lieu of the 10% national goal outlined in Section a. of the Disadvantaged Business Enterprise Federal Clause.

By signing below the Contractor agrees to comply with the applicable Federal Clauses.

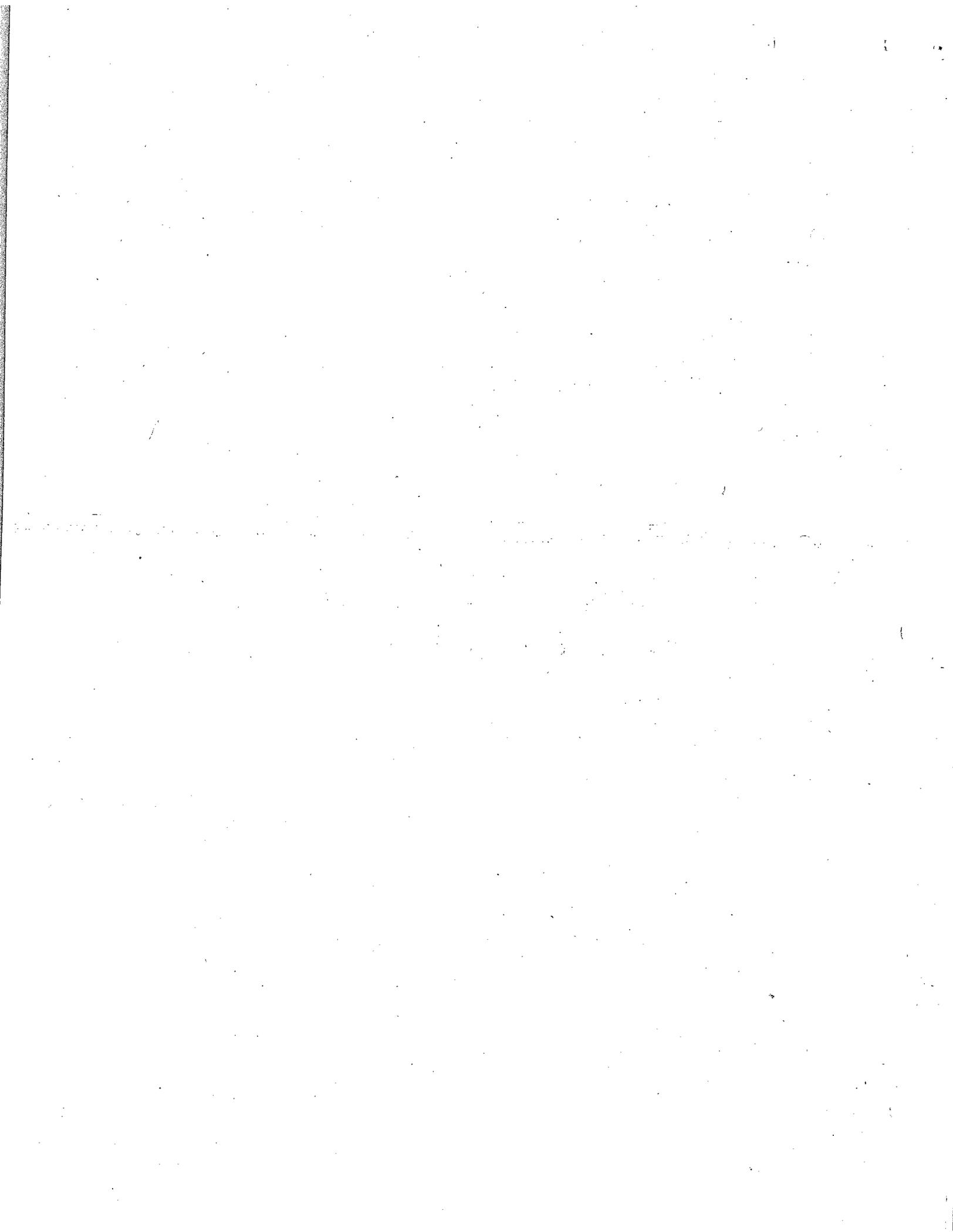
Date: 4/24/13

Company Name: Community Alliance of Home Sales

Authorized Name: Barbara H. Bull

Signature: Barbara H. Bull

Title: Executive Director



SPECIAL SECTION 13(c) WARRANTY FOR APPLICATION
TO THE SMALL-URBAN AND RURAL PROGRAM

Standard Terms and Conditions

(1) The Project shall be carried out in such a manner and upon such terms and conditions as will not adversely affect employees of the Recipient (the Contractor) and of any other surface public transportation provider in the transportation service area of the Project. It shall be an obligation of the Recipient and any other legally responsible party designated by the Public Body to assure that any and all transportation services assisted by the Project are contracted for and operated in such a manner that they do not impair the rights and interests of affected employees. The term "Project", as used herein, shall not be limited to the particular facility, service, or operation assisted by federal funds, but shall include any changes, whether organizational, operational, technological, or otherwise, which are a result of the assistance provided. The phrase "as a result of the Project," shall when used in this arrangement, include events related to the Project occurring in anticipation of, during, and subsequent to the Project and any program of efficiencies or economies related thereto; provided, however, that volume rises and falls of business, or changes in volume and character of employment brought about by causes other than the Project (including any economies or efficiencies unrelated to the Project) are not within the purview of this arrangement.

An employee covered by this arrangement, who is not dismissed, displaced or otherwise worsened in his/her position with regard to his/her employment as a result of the Project, but who is dismissed or displaced or otherwise worsened solely because of the total or partial termination of the Project, discontinuance of Project services, or exhaustion of Project funding shall not be deemed eligible for dismissal or displacement allowance within the meaning of paragraphs (6) and (7) of the Model Agreement or applicable provisions of substitute comparable arrangements.

(2)(a) Where employees of a Recipient are represented for collective bargaining purposes, all Project services provided by that Recipient shall be provided under and in accordance with any collective bargaining agreement applicable to such employees which is then in effect.

(2)(b) The Recipient or legally responsible party shall provide to all affected employees sixty (60) days notice of intended actions which may result in displacements or dismissals or rearrangements of the working forces. In the case of employees represented by a union, such notice shall contain a full and adequate statement of the proposed changes, and an estimate of the number of employees affected by the intended changes, and the number of classification of any jobs in the Recipient's employment available to be filled by such affected employees.

(2)(c) The procedures of this subparagraph shall apply to cases where notices involve employees represented by a union for collective bargaining purposes. At the request of either the Recipient or the representatives of such employees negotiations for the purposes of reaching agreement with respect to the application of the terms and conditions of this arrangement shall commence immediately. If no agreement is reached within twenty (20) days from the commencement of negotiations, any party to the dispute may submit the matter to dispute settlement procedures in accordance with paragraph (4) of this warranty. The foregoing procedures shall be complied with and carried out prior to the institution of the intended action.

(3) For the purpose of providing the statutory required protections including those specifically mandated by Section 13(c) of the Act 1, the Public Body will assure as a condition of the release of funds that the Recipient agrees to be bound by the terms and conditions of the National (Model) Section 13(c) agreement executed July 23, 1975, identified below 2, provided that other comparable arrangements may be substituted therefore, if approved by Secretary of Labor and certified for inclusion in these conditions.

(4) Any dispute or controversy arising regarding the application, interpretation, or enforcement of any of the provisions of this arrangement which cannot be settled by and between the parties at interest within thirty (30) days after the dispute or controversy first arises, may be referred by any such party to any final and binding disputes settlement procedure acceptable to the parties, or in the event they cannot agree upon such procedure, to the Department of Labor or an impartial third party designated by the Department of Labor for final and binding determination. The compensation and expenses of the impartial third party, and any other jointly incurred expenses, shall be borne equally by the parties to the proceeding and all other expenses shall be paid by the party incurring them.

In the event of any dispute as to whether or not a particular employee was affected by the Project, it shall be his/her obligation to identify the Project and specify the pertinent facts of the Project relied upon. It shall then be the burden of either the Recipient or other party legally responsible for the application of these conditions to prove factors other than the Project affected the employees. The claiming employee shall prevail if it is established that the Project has an effect upon the employee even if other factors may also have affected the employee.

(5) The Recipient or other legally responsible party designated by the Public Body will be financially responsible for the application of these conditions and will make the necessary arrangements so that any employee covered by these arrangements with the Recipient with sixty (60) days of the date s/he is terminated or laid off as a result of the Project, or within eighteen (18) months of the date his/her position with respect to his/her employment is otherwise worsened as a result of the Project. In the latter case, if the events giving rise to the claim have occurred over an extended period, the 18-month limitation shall be measured from the last such event. No benefits shall be payable for any period prior to six (6) months from the date of the filing of any claim.

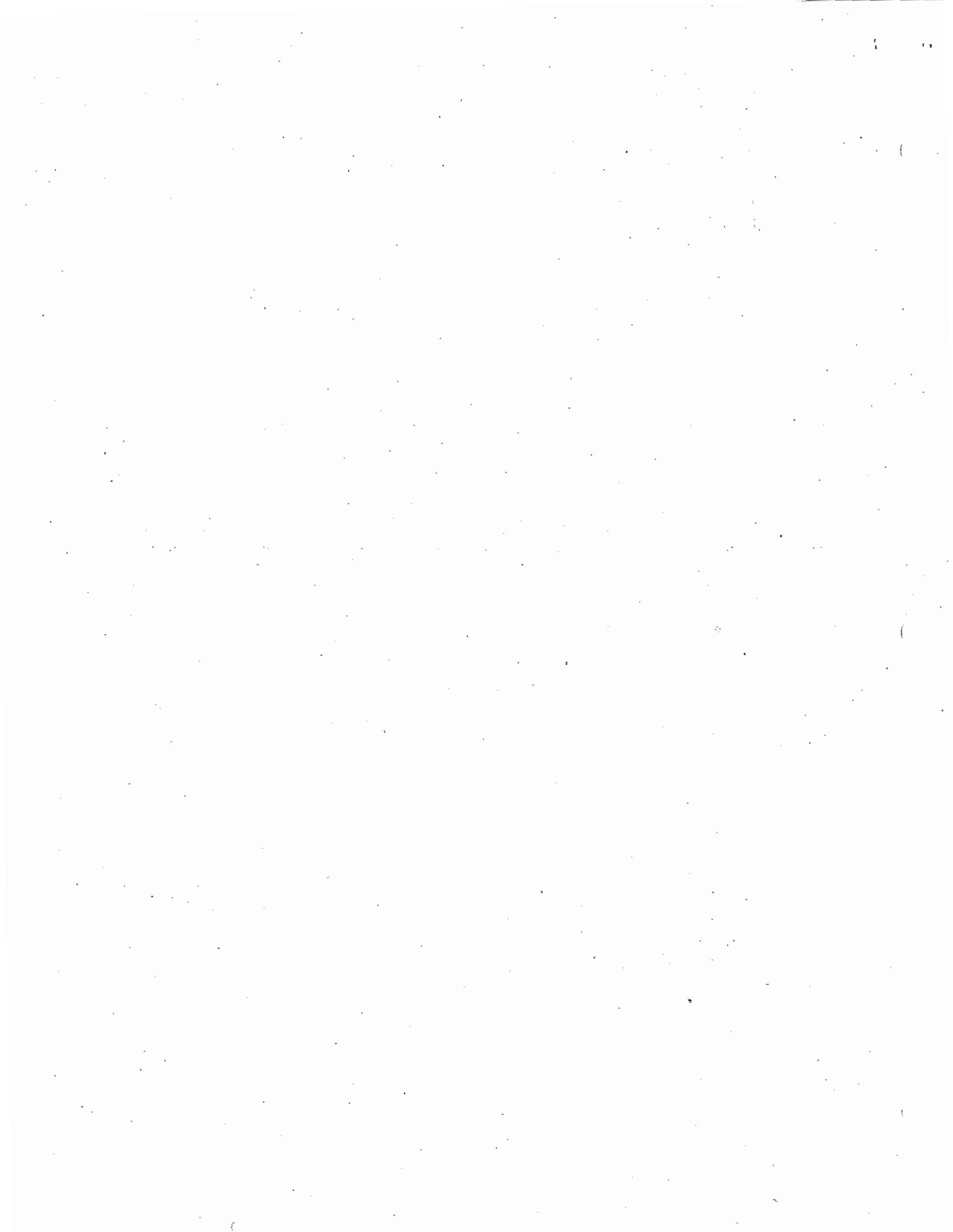
(6) Nothing in this arrangement shall be construed as depriving any employee of any rights or benefits which such employee may have under existing employment or collective bargaining agreements, nor shall this arrangement be deemed a waiver of any rights of any union or of any represented employee derived from any other agreement or provision of federal, state or local law.

(7) In the event any employee covered by these arrangements is terminated or laid off as a result of the Project, s/he shall be granted priority of employment or reemployment to fill any vacant position within the control of the Recipient for which s/he is, or by training or retraining within a reasonable period, can become qualified. In the event training or retraining is required by such employment or reemployment, the Recipient or other legally responsible party designated by the Public Body shall provide for such training or retraining at no cost to the employee.

(8) The Recipient will post, in a permanent and accessible place, a notice stating that the Recipient has received federal assistance under the Urban Mass Transportation Act and has agreed to comply with the provisions of Section 13(c) of the Act. This notice shall also specify the terms and conditions set forth herein for the protection of employees. The Recipient shall maintain and keep on file all relevant books and records in sufficient detail as to provide the basic information necessary to the proper application, administration, and enforcement of these arrangements and to the proper determination of any claims arising there under.

(9) Any labor organization which is the collective bargaining representative of employees covered by these arrangements, may become a party to these arrangements by serving written notice of its desire to do so upon the Recipient and the Department of Labor. In the event of any disagreement that such labor organization represents covered employees, or is otherwise eligible to become a party to these arrangements, as applied to the Project, the dispute as to whether such organization shall participate shall be determined by the Secretary of Labor.

(10) In the event the project is approved for assistance under the Act, the foregoing terms and conditions shall be made part of the contract of assistance between the federal government and the Public Body or Recipient of federal funds; provided, however, that this arrangement shall not merge into the contract of assistance, but shall be independently binding and enforceable by and upon the parties thereto, and by any covered employee or his representative, in accordance with its terms, nor shall any other employee protective agreement merge into this arrangement, but each shall be independently binding and enforceable by and upon the parties thereto, in accordance with its terms.



**COMMUNITY ALLIANCE OF
HUMAN SERVICES, INC.**

**Financial Statements
and
Independent Auditors' Report**

As of and for the Years Ended
June 30, 2012 and 2011



TYLER, SIMMS & ST. SAUVEUR, P.C.
Certified Public Accountants & Business Consultants

Independent Auditors' Report

To the Board of Directors of
Community Alliance of Human Services, Inc.:

We have audited the accompanying statement of financial position of Community Alliance of Human Services, Inc. as of June 30, 2012, and the related statements of activities and changes in net assets and cash flows for the year then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit. The prior year summarized comparative information has been derived from the Organization's 2011 financial statements and, in our report dated December 20, 2011, we expressed an unqualified opinion on those statements.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Community Alliance of Human Services, Inc. as of June 30, 2012, and the results of its activities, changes in its net assets and its cash flows for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

Our audit was performed for the purpose of forming an opinion on the basic financial statements of Community Alliance of Human Services, Inc. taken as a whole. The supplementary information contained on pages 12-15 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Tyler, Simms and St. Sauveur, CPAs, P.C.

Lebanon, New Hampshire
December 10, 2012

COMMUNITY ALLIANCE OF HUMAN SERVICES, INC.

Statements of Financial Position

As of June 30, 2012 and 2011

	<u>2012</u>	<u>2011</u>
Assets		
Current assets		
Cash and cash equivalents	\$ 18,387	\$ 41,241
Accounts receivable	62,035	60,221
Prepaid expenses	18,219	23,267
Total current assets	<u>98,641</u>	<u>124,729</u>
Property and equipment, at cost:		
Land	30,660	30,660
Buildings	124,488	124,488
Leasehold improvements	677	677
Building improvements	86,460	49,827
Furniture, fixtures and equipment	636,367	637,273
	<u>878,652</u>	<u>842,925</u>
Less: Accumulated depreciation	550,049	459,197
Net property and equipment	<u>328,603</u>	<u>383,728</u>
Investments	180,011	181,380
Other assets	<u>12,800</u>	<u>17,600</u>
Goodwill, net	<u>92,584</u>	<u>92,584</u>
Total assets	<u>\$ 712,639</u>	<u>\$ 800,021</u>
Liabilities		
Current liabilities		
Short-term note payable	\$ -	\$ 9,500
Accounts payable	22,127	33,680
Accrued payroll and related taxes	13,986	16,553
Other accrued liabilities	25,016	25,031
Deferred revenue	63,249	67,848
Current portion of long-term debt	8,772	8,345
Total current liabilities	<u>133,150</u>	<u>160,957</u>
Long-term debt, less current portion shown above	<u>133,096</u>	<u>141,868</u>
Total liabilities	<u>266,246</u>	<u>302,825</u>
Commitments and contingencies	-	-
Net assets		
Unrestricted	266,382	315,816
Temporarily restricted	180,011	181,380
Total net assets	<u>446,393</u>	<u>497,196</u>
Total liabilities and net assets	<u>\$ 712,639</u>	<u>\$ 800,021</u>

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

COMMUNITY ALLIANCE OF HUMAN SERVICES, INC.

Statements of Activities and Changes in Net Assets

For the Year Ended June 30, 2012 with Summarized Financial Information for the Year Ended June 30, 2011

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total 2012</u>	<u>Total 2011</u>
Support and revenue				
Support:				
Program fees	\$ 468,133	\$ -	\$ 468,133	\$ 481,536
Grants:				
Federal	329,168	-	329,168	495,099
Other	<u>295,727</u>	<u>-</u>	<u>295,727</u>	<u>308,547</u>
Total support	<u>1,093,028</u>	<u>-</u>	<u>1,093,028</u>	<u>1,285,182</u>
Revenue:				
Management fees	84,664	-	84,664	81,795
Other revenue	24,817	-	24,817	21,421
Fundraising, net of fundraising expenses of \$11,330 and \$0 in 2012 and 2011, respectively	3,955	-	3,955	-
Investment income	22	2,194	2,216	5,223
Realized and unrealized gain (loss) on investment	-	(1,823)	(1,823)	19,129
Net assets released from restrictions	<u>1,500</u>	<u>(1,500)</u>	<u>-</u>	<u>-</u>
Total revenue	<u>114,958</u>	<u>(1,129)</u>	<u>113,829</u>	<u>127,568</u>
Total support and revenue	<u>1,207,986</u>	<u>(1,129)</u>	<u>1,206,857</u>	<u>1,412,750</u>
Expenses				
Program services:				
Home health services	388,729	-	388,729	408,728
Public transportation services	577,202	-	577,202	526,373
Family services	37,249	-	37,249	39,982
Senior housing	42,878	-	42,878	41,748
Total program services	<u>1,046,058</u>	<u>-</u>	<u>1,046,058</u>	<u>1,016,831</u>
Support services:				
Management and general	215,664	240	215,904	223,225
Total expenses	<u>1,261,722</u>	<u>240</u>	<u>1,261,962</u>	<u>1,240,056</u>
Income (loss) from operations	<u>(53,736)</u>	<u>(1,369)</u>	<u>(55,105)</u>	<u>172,694</u>
Non-operating income				
Realized gain on sale of property and equipment	4,302	-	4,302	3,370
	<u>4,302</u>	<u>-</u>	<u>4,302</u>	<u>3,370</u>
Change in net assets	(49,434)	(1,369)	(50,803)	176,064
Net assets, beginning of year	315,816	181,380	497,196	321,132
Net assets, end of year	<u>\$ 266,382</u>	<u>\$ 180,011</u>	<u>\$ 446,393</u>	<u>\$ 497,196</u>

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

COMMUNITY ALLIANCE OF HUMAN SERVICES, INC.

Statements of Cash Flows

For the Years Ended June 30, 2012 and 2011

	<u>2012</u>	<u>2011</u>
Cash flows from operating activities		
Change in net assets	\$ (50,803)	\$ 176,064
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	96,098	86,402
Realized and unrealized (gain) loss on investment	1,823	(19,129)
Realized gain on sale of property and equipment	(4,302)	(3,370)
Non-cash grants	-	(170,194)
(Increase) decrease in the following assets:		
Accounts receivable	(1,814)	14,684
Prepaid expenses	5,048	(13,387)
Other assets	4,800	(17,600)
Increase (decrease) in the following liabilities:		
Accounts payable	(11,553)	327
Accrued payroll and related taxes	(2,567)	(21,527)
Other accrued liabilities	(15)	(2)
Deferred revenue	(4,599)	26,065
Net cash provided by operating activities	<u>32,116</u>	<u>58,333</u>
Cash flows from investing activities		
Purchase of investments	(1,954)	(5,143)
Proceeds from sale of investments	1,500	2,000
Purchase of equipment	(40,973)	(89,802)
Proceeds from sale of equipment	4,302	3,370
Net cash used in investing activities	<u>(37,125)</u>	<u>(89,575)</u>
Cash flows from financing activities		
Proceeds from short-term debt	-	9,500
Repayment of short-term debt	(9,500)	-
Repayment of long-term debt	(8,345)	(14,818)
Net cash used in financing activities	<u>(17,845)</u>	<u>(5,318)</u>
Net decrease in cash and cash equivalents	(22,854)	(36,560)
Cash and cash equivalents, beginning of year	<u>41,241</u>	<u>77,801</u>
Cash and cash equivalents, end of year	<u>\$ 18,387</u>	<u>\$ 41,241</u>

SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION

Interest	\$ <u>7,503</u>	\$ <u>8,334</u>
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SUPPLEMENTAL DISCLOSURE OF NON-CASH TRANSACTIONS

In fiscal year 2011, the Organization received three buses from the Department of Transportation as a pass-through from the NH Department of Transportation in the amount of \$170,194.

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

COMMUNITY ALLIANCE OF HUMAN SERVICES, INC.
Schedule 1 – Statement of Activities
For the Year Ended June 30, 2012

	Home Health Services	Public Transportation Services	Family Services	Senior Housing	Management and General	Total
Revenue						
Program fees	\$ 380,004	\$ 84,209	\$ 3,920	\$ -	\$ -	\$ 468,133
Management fees	-	-	-	84,664	-	84,664
Grants:						
Federal	-	329,168	-	-	-	329,168
Other	44,608	184,194	66,925	-	-	295,727
Other revenue	2,349	21,532	-	-	936	24,817
Fundraising, net of fundraising expenses of \$11,330	808	808	-	-	2,339	3,955
Investment income	-	-	-	-	2,216	2,216
Realized and unrealized loss on investment	-	-	-	-	(1,823)	(1,823)
Total revenue	427,769	619,911	70,845	84,664	3,668	1,206,857
Expenses						
Payroll:						
Salaries and wages	260,566	215,184	21,214	34,219	149,144	680,327
Employee benefits	33,752	6,595	1,100	33	14,959	56,439
Payroll taxes	18,928	27,461	2,593	2,797	10,017	61,796
Other:						
Professional fees	6,608	9,539	1,080	1,291	59	18,577
Depreciation	3,129	91,819	511	611	28	96,098
Other professional fees and contracts	6,000	-	-	-	315	6,315
Subcontractors	753	-	-	-	10,611	11,364
Supplies	556	954	-	-	640	2,150
Office	2,016	5,122	526	-	4,214	11,878
Telephone	3,158	3,036	952	180	1,738	9,064
Postage and printing	998	887	345	-	1,821	4,051
Occupancy	198	7,127	785	-	210	8,320
Heating and utilities	1,316	6,413	1,959	-	3,619	13,307
Staff transportation	7,192	2,206	238	41	152	9,829
Staff training	-	-	-	-	615	615
Conferences and workshops	620	161	-	5	317	1,103
Rent	1,800	450	1,800	-	4,950	9,000
Advertising	1,310	3,501	437	-	1,992	7,240
Repairs and maintenance	705	9,315	820	-	2,490	13,330
Miscellaneous	36	3,010	-	-	1,551	4,597
Insurance	38,773	34,151	2,097	3,644	6,221	84,886
Interest	315	6,613	735	-	155	7,503
Vehicles	-	143,658	57	57	86	144,173
Total expenses	388,729	577,202	37,249	42,878	215,904	1,261,962
Income (loss) from operations	\$ 39,040	\$ 42,709	\$ 33,596	\$ 41,786	\$ (212,236)	\$ (55,105)

COMMUNITY ALLIANCE OF HUMAN SERVICES, INC.

Schedule 2 – Statement of Activities
For the Year Ended June 30, 2011

	Home Health Services	Public Transportation Services	Family Services	Senior Housing	Management and General	Total
Revenue						
Program fees	\$ 392,661	\$ 85,355	\$ 3,520	\$ 81,795	\$ -	\$ 481,536
Management fees	-	-	-	-	-	81,795
Grants:						
Federal	-	495,099	-	-	-	495,099
Other	49,981	169,643	86,413	-	2,510	308,547
Other revenue	3,050	18,371	-	-	-	21,421
Investment income	-	-	-	-	5,223	5,223
Unrealized gain on investment	-	-	-	-	19,129	19,129
Total revenue	<u>445,692</u>	<u>768,468</u>	<u>89,933</u>	<u>81,795</u>	<u>26,862</u>	<u>1,412,750</u>
Expenses						
Payroll:						
Salaries and wages	279,670	217,681	23,586	33,255	163,175	717,367
Employee benefits	21,758	4,176	34	-	14,051	40,019
Payroll taxes	21,071	16,296	3,084	2,778	11,252	54,481
Other:						
Professional fees	5,747	7,962	1,148	1,055	581	16,493
Depreciation	3,240	81,592	647	595	328	86,402
Other professional fees and contracts	7,470	3,493	-	-	1,870	12,833
Subcontractors	2,246	-	-	-	-	2,246
Supplies	1,288	650	46	-	2	1,986
Office	3,426	5,697	741	-	3,639	13,503
Telephone	1,802	6,778	1,185	165	1,979	11,909
Postage and printing	545	1,268	1,128	-	1,860	4,801
Occupancy	164	10,193	1,211	-	261	11,829
Heating and utilities	1,025	5,768	1,606	-	2,819	11,218
Staff transportation	8,029	1,269	271	78	466	10,113
Staff training	-	-	-	-	560	560
Conferences and workshops	613	184	80	-	645	1,527
Rent	1,800	450	1,800	5	4,950	9,000
Advertising	571	2,720	541	-	2,041	5,873
Repairs and maintenance	449	4,425	535	-	2,680	8,089
Miscellaneous	206	214	-	-	2,032	2,452
Insurance	47,289	39,851	1,523	3,764	7,480	99,907
Interest	-	7,097	789	-	448	8,334
Utilities	319	108,609	27	53	106	109,114
Total expenses	<u>408,728</u>	<u>526,373</u>	<u>39,982</u>	<u>41,748</u>	<u>223,225</u>	<u>1,240,056</u>
Income (loss) from operations	\$ 36,964	\$ 242,095	\$ 49,951	\$ 40,047	\$ (196,363)	\$ 172,694

COMMUNITY ALLIANCE OF HUMAN SERVICES, INC.
Schedule 2 - Assets - Department of Transportation
For the Year Ended June 30, 2012

Description	VIN #	Date Acquired	Cost	Accumulated Depreciation	Net Book Value
2003 Ford Trolley	1FCMF535120AO6466	6/30/2003	\$ 104,876	\$ 104,876	\$ -
2006 E450	1FDXE45P56HB30343	1/25/2006	54,225	54,225	-
2007 E450 Starcraft	1FDXE45S37DA92124	7/31/2007	55,250	50,164	5,086
2007 E450 Starcraft	1FDXE45S67DB03438	7/31/2007	55,250	50,164	5,086
2007 E450 Starcraft	1FDXE45S27DA92132	7/31/2007	55,250	50,164	5,086
2010 Ford EIDorado Aerlite	1FDEE3FL3ADB01484	9/15/2010	54,374	19,937	34,437
2010 Ford EIDorado Aerlite	1FDEE3FL3ADB01485	9/15/2010	54,374	19,937	34,437
2010 Ford White Bus	1FDFF4F52ADB01901	1/25/2011	61,446	17,410	44,036
Building improvements		5/31/2011	36,915	1,065	35,850
Cub Cadet Garden Tractor		6/6/2007	4,250	4,250	-
RouteMatch software		12/3/2010	48,622	15,397	33,225
Sharp MX-B401 Photocopier		9/20/2010	4,267	1,493	2,774
Roofing system		1/6/2012	35,238	881	34,357
Ceiling tiles		5/29/2012	1,395	12	1,383
Laptop		6/3/2012	976	16	960
Transportation Facility Building		1/1/1994	115,340	85,352	29,988
Total			\$ 742,048	\$ 475,343	\$ 266,705

COMMUNITY ALLIANCE OF HUMAN SERVICES, INC.
Schedule 2 - Assets - Department of Transportation
For the Year Ended June 30, 2011

Description	VIN #	Date Acquired	Cost	Accumulated Depreciation	Net Book Value
2003 Ford Trolley	1FCMF535120AO6466	6/30/2003	\$ 104,876	\$ 104,876	\$ -
2006 E450	1FDXE45P56HB30343	1/25/2006	54,225	53,953	272
2007 E450 Starcraft	1FDXE45S37DA92124	7/31/2007	55,250	39,017	16,233
2007 E450 Starcraft	1FDXE45S67DB03438	7/31/2007	55,250	39,017	16,233
2007 E450 Starcraft	1FDXE45S27DA92132	7/31/2007	55,250	39,017	16,233
2010 Ford EIDorado Aerlite	1FDEE3FL3ADB01484	9/15/2010	54,374	9,062	45,312
2010 Ford EIDorado Aerlite	1FDEE3FL3ADB01485	9/15/2010	54,374	9,062	45,312
2010 Ford White Bus	1FDFF4F52ADB01901	1/25/2011	61,446	5,221	56,225
Building improvements		5/31/2011	36,915	118	36,797
Cub Cadet Garden Tractor		6/6/2007	4,250	3,471	779
RouteMatch software		12/3/2010	48,622	5,673	42,949
Sharp MX-B401 Photocopier		9/20/2010	4,267	640	3,627
Transportation Facility Building		1/1/1994	115,340	80,738	34,602
Total			\$ 704,439	\$ 389,865	\$ 314,574



COMMUNITY ALLIANCE OF HUMAN SERVICES
BOARD OF DIRECTORS
January 2013

Executive Committee

Chair

Chris Kebalka, Vice President,
Commercial Loan Officer

Vice Chair

Matt Blanc, Business Owner

Treasurer

Justin Provost, Commercial Lender

Secretary

Sherry Abbey, Retired Registered Nurse

Immediate Past Chair

Jyl Bradley, Retired Practice Manager

Members

Valerie Mahar, Vice President
Student Services & Community Relations

Susan Nooney, CPA

Ted Purdy, Administrator

Ella Casey, Executive Director

Anthony DiPadova, Attorney

Craig Cowing, Pastor

Virginia Irwin, Retired Educator

**SFY 2014-2015 5311 Contract Agreement
Key Personnel / Salaries
April 24, 2013**

Barbara Brill, Executive Director	\$67,496.00 annually
Robert Gonyo, Director Fiscal Services	\$62,421.00 annually
Pamela Joslin, Director Transportation Services	\$46,363.00 annually
Terri Daignault, Volunteer Driver Coordinator	\$14.42/hr (\$29,993.60 annualized)

Barbara H. Brill

RELEVANT PROFESSIONAL EXPERIENCE

Community Alliance of Human Services (1996 – Present) - a private not-for-profit agency providing a wide range of health and social services to the greater Sullivan County community. Program components include:

- Management of 40-unit, HUD subsidized (Section 8) independent housing complex for seniors and individuals with disabilities
- Public transportation system serving Claremont, Newport, and surrounding communities
- Licensed home health agency serving Sullivan, western Merrimack, and lower Grafton Counties
- Adolescent and family program services, and
- Administration of town assistance programs for four Sullivan County communities

Current Position – Executive Director

Responsibilities include -

- Program and financial management of small, multi-faceted human service agency, which includes New Hampshire licensed home health care program
- Development and implementation of programs, budgets (currently \$1.2 Million), grants, strategic plans, public relations initiatives, and other functions critical to the Agency's mission and success
- Oversight of senior management; reporting directly to the Board of Directors

West Central Behavior Mental Health Services (1985 – 1995) a not-for-profit community mental health center providing a wide range of mental health services to individuals and families in the community

Last Position Held - Practice Manager

- Responsibilities included triage of all patient referrals,
- assignment of therapists,
- quality assurance activities for three outpatient sites,
- credentialing professional staff,
- community education and relations,
- coordination of third party and insurance authorizations for service/payments

Duties also included hiring, supervising administrative site managers as well as administrative support and billing staff for three outpatient offices within West Central's structure.

EDUCATION & TRAINING

1968 – 1969 Champlain College Burlington Vermont
Associates Degree Program

1996 Licensed Property & Casualty Insurance Broker
State of New Hampshire

2002 10th Annual Children with Special Healthcare Needs Conference
Providence, Rhode Island

Various other courses related to health and human services through
College for Lifelong Learning and Community College of
Vermont

PROFESSIONAL AFFILIATIONS

Home Care Association of New Hampshire

New Hampshire Transit Association

Upper Valley Lake Sunapee Regional Planning Commission (Transportation Advisory
Committee)

Senior Advocates of Sullivan County (Co-Chair)

Rotary International – Immediate Past President Newport Club

ROBERT GONYO



JOB OBJECTIVE

To secure a challenging position in Accounting/Business Management to utilize my knowledge, skills and experience.

EXPERIENCE

*Fiscal Director
Community Alliance of Human Services
Newport, New Hampshire*

2008 - Present

Responsible for all fiscal service operations including all monthly, quarterly and annual reporting requirements. Post all general ledger entries and reconcile all bank accounts. Oversee all accounts receivable (including Medicare, Medicaid & private pay billings), accounts payable, payroll and collection efforts. Responsible for preparing annual operating budgets for a multi company organization. Manage daily cash flow requirements. Implement internal controls in the areas of accounts payable and accounts receivable. Assist with grant writing proposals. Work with management team and staff to provide financial analysis. Oversee annual certified audits. Perform monthly financial statement reviews with Directors. Implement accounting software upgrade. Manage and direct Staff Accountant.

*Revenue Control Accountant
NFI North
Contoocook, New Hampshire*

2003 - 2008

Responsible for printing monthly cost center financial statements for 23 programs along with a corporate consolidation. Review bi-monthly billings for accuracy and tie revenue amounts back to program census. Member of Software Selection Committee charged with selecting a new client data management system for entire agency. Worked to set up finance module of new client data management system allowing a seamless transition to the new software. Produce monthly cash flow showing six months actual and 6 months projections. Update management team on a weekly basis of the cash flow status. Close and reconcile accounts receivable and post revenue to Great Plains general ledger monthly. Calculate allowance for doubtful accounts. Approve monthly reconciliation and weekly batches for accounts payable. Perform monthly budget reviews with Program Managers. Work with billing department to develop and institute rebilling and collection procedures.

*Controller
Brattleboro Reformer / Town Crier
Brattleboro, Vermont*

2002 - 2003

Responsible for producing monthly financial statements for two publications. Produce weekly revenue and expense forecasts for the current month and monthly produce a rolling three months forecast. Developed inventory controls allowing daily updates of newsprint inventory levels. Provide corporate office with explanations of monthly revenue and expense budget variances. Work with circulation department to develop and institute collection procedures. Responsible for preparing annual operating budgets, filing of sales and use tax returns, reviewing and approving salesman commissions and accounts payable invoices. Work with management and staff to provide analysis and support. Produce daily production and revenue reports allowing management to quickly adjust and compensate for variances from expected results. Manage and direct staff in the areas of payroll, accounts receivable and credit & collections.

Controller
Merriam-Graves Corporation
Charlestown, New Hampshire

1998 - 2002

Responsible for preparing monthly financial statements in a multi-corporate environment, providing financial support for 4 corporations including cost center financial statements for 34 multi state branch locations, corporate consolidations and monthly/quarterly reporting requirements. Manage daily cash flow and line of credit for all locations. Coordinated local banking relationships into a primary centralized corporate account for maximum utilization of funds. Worked in conjunction with the CFO to reorganize the corporate structure to create efficiencies and reduce costs. Provide analysis and support to all levels of management and staff. Ensure the accuracy of month-end closings and the integrity of the general ledger. Responsible for A/P, A/R, P/R, managing fixed assets, all state sales and use tax reporting and the preparation for the annual certified audit. Design and maintain internal controls, standardize internal policy and procedures throughout the company. Developed and instituted an internal branch audit system, providing an independent confirmation of inventories and cash management. Successfully integrated 5 acquisitions into the corporate financial structure. Direct a staff of 7 reporting directly to the Chief Financial Officer.

Assistant Comptroller
Wakeman Industries, Inc. (Merriam-Graves Corporation)
Charlestown, New Hampshire

1992 - 1998

Responsible for producing detailed monthly financial statements with statistical highlights on a IBM AS/400 for 26 branches, 9 corporations and 2 consolidations. Coordinated with I/S staff and software provider to ensure the accuracy of general ledger during all phases of the computer conversion. Managed and directed support staff in the areas of payroll, accounts payable and accounts receivable. Streamlined the financial reporting process which resulted in more accurate and timely monthly financial statements. Assisted with the developing and preparation of the annual operating budgets. Managed daily cash flow requirements with access to \$5,000,000 line of credit. Responsible for management and reporting of approximately \$3,000,000 accounts receivable. Managed and calculated salesman commission and branch manager bonus programs. Assisted with annual certified audit.

Staff Accountant
Wakeman Industries, Inc. (Merriam-Graves Corporation)
Charlestown, New Hampshire

1988 - 1992

Set up and maintained cost allocation spreadsheets in Microsoft Excel to distribute centralized costs to all branches. Implemented AS/400 based fixed asset system. Produced depreciation expense schedules for fleet of 100 trucks, tractors and trailers. Experienced with payroll processing for 225 personnel. Set up and maintained multi state sales tax exemption files.

Office Administrator
Suburban Realty, Inc.
Manchester, New Hampshire

1984-1987

Responsible for managing all bookkeeping and administrative functions. Implemented advertising program which allowed equal exposure for all listed properties.

E D U C A T I O N

Bachelor of Science degree in Accounting
New Hampshire College
Manchester, New Hampshire

P E R S O N A L

Excellent Health
Married - Two Children
Hobbies - Gardening & Photography

PAMELA A. JOSLIN

OBJECTIVE:

Looking for a challenging role where my skills and knowledge can be utilized to the fullest and will be able to serve the people.

SKILLS:

Proficient in computer applications like MS Word, Excel, FrontPage, Accounting Programs, Access, and many more.

- Taught computer applications at local Technical College
- Excellent in communication, interpersonal and organizational skills.
- Well maintained and proficient with the financial/billing records.
- Profound ability of planning, management and budgeting.
- Exceptionally good communication skills with both verbally and written.
- Excellent interpersonal and demonstration skills.
- Experienced in designing presentations, strategies and marketing campaigns.
- Very enthusiastic and hardworking.

Education

River Valley Community College, Claremont, NH
Medical Coding and Billing

Interpersonal Communications, Office Procedures, Computer Literacy, Microcomputer and It's Applications, Business and Technical Writing, Law and Ethics in Medicine, Confidentiality of Health Information, Math for Business and Finance, Reimbursement Methodologies, Medical Terminology, Anatomy and Physiology 1 & 2, Medical Coding I, Insurance Form Preparation, Medical Information, and Management and Office Practice

Newport High School, Newport, NH
Steven High School, Claremont, NH

Professional Profile

- **Accounting** – Strong accounting ability with Accounts Payable/Accounts Receivable, Payroll, Human Resources, G/L journal entries, balancing accounts as well as financial reporting.
- **Computer** – Experienced with numerous accounting software packages, spreadsheet development. Proficient in Word, Excel, PowerPoint, Access, Outlook Express, PageMaker, In Design, Contribute, Front Page and several data programs. Very familiar with computer terminology and troubleshooting hardware and software problems. Taught at the local technical school for both adults and students.
- **Multitasking** – Able to perform several functions accurately and in a timely manner to meet various deadlines. Able to tackle and task and provide optimal productivity in a wide variety of situations.

Work Experience

Oct 2011 to Present	<i>Director of Transportation</i> Community Alliance of Human Services PO Box 188 Newport, NH 03773	(603)863-7708
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Provide safe, reliable transportation services to the general public in and around Sullivan County. Provide management and overall supervision of Agency transportation programming, ensuring that high quality services are delivered in the most efficient, cost effective manner with a high level of satisfaction by consumers.

Maintain programming compliance with all applicable state, federal, and agency regulations and guidelines. Reviews reports compiled by other transportation staff to insure accuracy, completeness, and timeliness of submission.

personal in accordance with Federal, State and Local laws and School Board policies. Coordinates and supervises capable staffing evaluations, scheduling, supervision and training of personnel. Hiring and screening of employees as well as maintaining personnel files. Maintains budget, ordering of materials, buses. Dealing with student/driver bus issues, as well as parent concerns. Administrative duties for office as well as receptionist duties. Also was secretary for Claremont, Cornish, Unity and SAU Board recorded minutes for board meetings.

1994- 2004 *Claremont Adult Education Secretary/Teacher*
Claremont School District (603)543-4224
111 South Street
Claremont, NH 03743

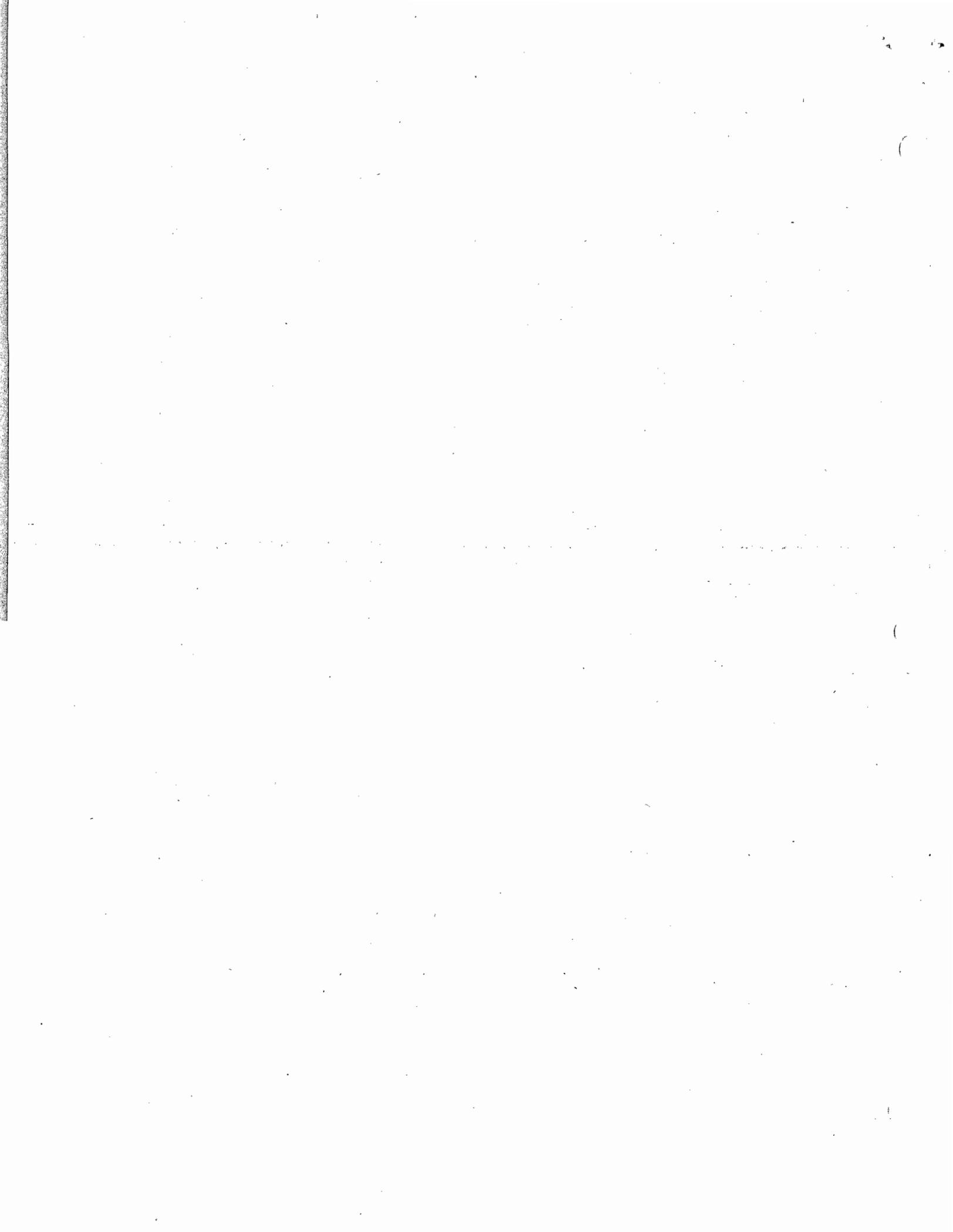
Work directly with the Director to help coordinate new programs. Maintaining mailing lists, setting up computer programs, enrolling new students, selection of classes, receptionist, deposits, etc.
Teaching of computer classes, (Word, Excel, Access, File Maker, Quick Books Pro, Internet etc.) as well as enrichment classes.

1988- 1989 *Accounts Payroll - Payroll Clerk*
Bremco, Inc.
Claremont, NH 03743

Maintain and output of computerized weekly payroll. Update of all information pertaining to payroll personnel. Accounts payable. GL entries, filing, typing and receptionist.

1976-1988 *Secretary - A/R Clerk to Security*
Sturm, Ruger & Co., Inc.
Guild Road
Newport, NH 03773

Receiving visitors, typing, and filing. Sorting and distribution of mail, accounts receivable, Secretary to Engineering Dept., computer input, photo id's, etc.



TERRI L. DAIGNAULT

OBJECTIVE:

Looking for a challenging role where my skills and knowledge can be utilized to the fullest.

SKILLS:

- Proficient in computer applications like MS Word, Excel, FrontPage and others.
- Excellent in communication, interpersonal and organizational skills.
- Exceptionally good communication skills with both verbally and written.
- Excellent interpersonal and demonstration skills.
- Experienced in designing presentations, strategies and marketing campaigns.
- Very enthusiastic and hardworking.

Education

Sunapee High School, Sunapee, NH
Newport High School, Newport, NH

Professional Profile

- **Accounting** – Strong accounting ability with Accounts Payable/Accounts Receivable, Payroll, Human Resources, G/L journal entries, balancing accounts as well as financial reporting.
- **Computer** – Experienced with numerous accounting software packages, spreadsheet development. Proficient in Word, Excel, Front Page and several data programs. Very familiar with computer terminology and troubleshooting hardware and software problems.
- **Multitasking** – Able to perform several functions accurately and in a timely manner to meet various deadlines. Able to tackle and task and provide optimal productivity in a wide variety of situations.

Work Experience

Feb 2012 - Present

Volunteer Driver Program Coordinator
Community Alliance of Human Services
PO Box 188
Newport, NH 03773

Job Description:

The Volunteer Driver Coordinator is responsible for developing and implementing a program for volunteer drivers within the Agency's transportation program. Reports directly to the Transportation Services Director this individual will recruit, train, schedule, and oversee volunteer drivers while working collaborating with other agencies that provide volunteer transportation for Sullivan County residents.

- Maintains a positive professional attitude within the Agency and in the community, supporting the Agency's mission statement as well as all policies and procedures. Maintains confidentiality as outlined in Agency policy.
- Working with the Transportation Services Director, establishes a volunteer driver program component for the Agency's transportation program.
- Recruits, screens, trains, supervises, schedules, and evaluates volunteer drivers
- Identifies and implements resources for training and motivating volunteers
- Maintains a roster of volunteers willing to provide services.
- Maintains accurate records, producing monthly and quarterly reports of volunteer activities as requested.
- Partners with area agencies to coordinate volunteer efforts in the region for optimum efficiency
- Plans and implements an annual volunteer recognition event.
- Coordinates the evaluation of the volunteer program including volunteer satisfaction surveys.
- Handles incoming contacts to the program and makes home visits as appropriate.

- Attends meetings and interfaces with other community groups and agencies as appropriate.
- Participates in the public relations efforts by making presentations to community groups.
- Other related duties as assigned.

July 2007 – April 2012 Twin State Speedway
 282 Thrasher Road
 Claremont, NH 03743
 603-543-3160

Sales, all aspects from dealing with customers, taking payments to selling cars, sales/ticket booths, training, overseeing of all ticket takers, deposits, record keeping of all deposits and weekly intake, dealing with employees and customers, registrations, and creating and maintaining websites.

Aug 2010 – Feb 2012 Fleury's Sales
 880 John Stark Highway
 Newport, NH 03773
 603-863-3694

Sales, all aspects from dealing with customers, taking payments to selling cars, deposits, record keeping of all deposits and weekly intake, dealing with employees and customers, registrations, and creating and maintaining websites

Aug 2007 – Jan 2010 Jiffy Mart
 102 Elm Street
 Claremont, NH 03743

Worked as Assistant Manager, cashier, stocking, daily paperwork, invoices, ordering and receiving of stock. Training of new employees, opening and closing of store. Was responsible for daily deposits. Worked and training in all areas of store, food preparations.

Aug 1988 – Sept 1996 Hodgdon Sales
 101 Mulberry Street
 Claremont, NH 03743

Worked as cashier, stocking, ordering, receiving of stock. Trained new employees, payroll, invoicing, billing, answering phones, dealing with the public. Set up new store fronts. Helped with auctions, scribing and any other duties as needed.

MONTHLY PRODUCTIVITY REPORT

AGENCY:
FISCAL YEAR:

Vehicle Number:

Reports under:

	MONTHS												TOTAL	
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		
MAXIMUM SERVICE DAYS														
VEHICLE HOURS														
PERCENT VEHICLE HOURS														
VEHICLE MILES														
PERCENT VEHICLE MILES														
EXCESS MILES														
COSTS - MONTHLY														
TOTAL COST														
COST PER MILE														
COST PER HOUR														
COST PER PASSENGER														
RIDERSHIP METRICS														
RIDERS PER VEHICLE HOUR														
RIDERS PER VEHICLE MILE														
RIDERS PER SERVICE DAY														
FARES COLLECTED														
FARE BOX TOTAL COST														
FARE PER PASSENGER														
MILES/SERVICE DAY														
MILES/SERVICE DAY														
PERCENT REVENUE HOURS														
PERCENT REVENUE HOURS														
PERCENT REVENUE MILES														
CUMULATIVE SERVICE DAYS														
CUMULATIVE SERVICE DAYS														

NOTE: Estimates shown in Italics

Rural General Public Transit Service form (RU-20)

Rural Internet Reporting Agency Name: State or Indian Report: RY 2011		
Home Help Topics Issues Reports Communications Site Admin Help		
Form Name: Rural General Public Transit Service (RU-20)		Add Form No. Close Form
01 Subrecipient Basic Information		
Subrecipient legal name * <input type="text"/> Mailing address line 1 * <input type="text"/> Mailing address line 2 <input type="text"/> City * <input type="text"/> State * <input type="text"/> <input type="button" value="Select"/> Subrecipient acronym <input type="text"/> Is this RU-20 form for an Indian Tribe? <input type="radio"/> Yes <input type="radio"/> No	Subrecipient ID <input type="text"/> (State: 0000-000 or Indian Tribe: 0000-000) Reporting Year End Date * <input type="text"/> (mm/dd/yyyy) Agency type <input type="text"/> <input type="button" value="Select"/> P.O. Box <input type="text"/> County * <input type="text"/> Zip code * <input type="text"/> <input type="text"/> (e.g. 22222-2222) URL (website address) <input type="text"/>	
02 Subrecipient Contact Information		
Subrecipient contact person First name * <input type="text"/> Middle Initial <input type="text"/> Last name * <input type="text"/> Phone ((555) 123-4567) * <input type="text"/> Ext. <input type="text"/>		
03 Service Area <input type="button" value="Select"/> Describe * <input type="text"/>		
04 Modes (check all that apply)		
<input type="checkbox"/> Bus <input type="checkbox"/> Commuter Bus <input type="checkbox"/> Demand Response <input type="checkbox"/> Ferryboat <input type="checkbox"/> Taxi <input type="checkbox"/> Vanpool <input type="checkbox"/> Other Describe * <input type="text"/>		
If bus, is service deviated/fixed route or fixed route only? <input type="button" value="Select"/>		
Financial Information		
	Operating	Capital
05 Total Annual Expenses	<input type="text"/>	05 <input type="text"/>
Sources of Revenue Funds Expended		
06 Fare revenues	<input type="text"/>	
07 Contract revenues	<input type="text"/>	
08 Local funds	<input type="text"/>	08 <input type="text"/>
09 State funds	<input type="text"/>	09 <input type="text"/>
Federal Assistance		
10a FTA Capital Program funds (\$5309)	<input type="text"/>	10a <input type="text"/>
10b FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program funds (\$5310)	<input type="text"/>	10b <input type="text"/>
10c FTA Other than Urbanized Area Formula funds (\$5311)	<input type="text"/>	10c <input type="text"/>
10d FTA Tribal Transit funds (\$5310)	<input type="text"/>	10d <input type="text"/>
10e ARRA Other than Urbanized Area Formula funds (\$5311)	<input type="text"/>	10e <input type="text"/>
10f ARRA Tribal Transit funds (\$5311)	<input type="text"/>	10f <input type="text"/>
10g FTA Job Access and Reverse Commute Formula Program funds (\$5316)	<input type="text"/>	10g <input type="text"/>
10h FTA New Freedom Program funds (\$5317)	<input type="text"/>	10h <input type="text"/>
10i FTA Alternative Transportation in Parks and Public Lands Program funds (\$5320)	<input type="text"/>	10i <input type="text"/>
10j ARRA TIGGER (Greenhouse Gas and Energy Reduction)	<input type="text"/>	10j <input type="text"/>
10k Other FTA funds	<input type="text"/>	10k <input type="text"/> Describe * <input type="text"/>
10l Other Federal funds	<input type="text"/>	10l <input type="text"/> Describe * <input type="text"/>
11 Total Federal Assistance	<input type="text"/>	11 <input type="text"/>
11a Other Funds	<input type="text"/>	11a <input type="text"/> Describe * <input type="text"/>
12 Total Annual Revenues Expended	<input type="text"/>	12 <input type="text"/>

Asset and Resource Information		a	b	c	d	e	f	g	h
Vehicles									
Revenue Vehicle Inventory ID Number									
12	RV#	<input type="text"/>							
13	RV#	<input type="text"/>							
14	RV#	<input type="text"/>							
14	Total	<input type="text"/>							
Facilities									
15	Number of general purpose maintenance facilities	<input type="text"/>							
Other Resources									
16	Number of volunteer drivers	<input type="text"/>							
17	Number of personal vehicles in service	<input type="text"/>							
Service Data									
18a	Bus	<input type="text"/>							
18b	Commuter Bus	<input type="text"/>							
18c	Demand Response	<input type="text"/>							
18d	Ferryboat	<input type="text"/>							
18e	Taxi	<input type="text"/>							
18f	Vanpool	<input type="text"/>							
18g	Other	<input type="text"/>							
18	Total	<input type="text"/>							
Safety Data									
20	Reportable incidents	<input type="text"/>							
21	Fatalities	<input type="text"/>							
22	Injuries	<input type="text"/>							

10k Other FTA Fund Describe* 10k Describe*

10l Other Federal Describe* 10l Describe*

11 Total Federal Assistance Describe* 11 Describe*

11a Other Funds Describe* 11a Describe*

12 Total Annual Revenues Expended 12

Asset / Infrastructure Information

	a	b	c	d	e	f	g	h
	Number of Vehicles in Total Fleet	Vehicle Type	Vehicle Length (in feet)	Seating Capacity	Year of Manufacture	Largest Source of Funding for Purchase / Lease of Vehicles	Number of ADA Accessible Vehicles in Fleet	Ownership Code
13a RV/#	<input type="text"/>	Select <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select <input type="text"/>	<input type="text"/>	Select <input type="text"/>
13b RV/#	<input type="text"/>	Select <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select <input type="text"/>	<input type="text"/>	Select <input type="text"/>
13c RV/#	<input type="text"/>	Select <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select <input type="text"/>	<input type="text"/>	Select <input type="text"/>
14 Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

15 Number of general purpose maintenance facilities

16 Number of volunteer drivers

17 Number of personal vehicles in service

18 Total annual taxicab unlinked trips

Other Resources

19a Bus

19b Demand Response

19c Vanpool

19d Other

20 Total

Service Data

	a	b	c	d	e	f	g
	Annual Vehicle Revenue Miles	Annual Vehicle Revenue Hours	Regular Unlinked Passenger Trips	Sponsored Unlinked Passenger Trips	Annual Vehicle Revenue Miles	Annual Vehicle Revenue Hours	Total Trips
19a Bus	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19b Demand Response	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19c Vanpool	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19d Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
20 Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Safety Data

21 Reportable Incidents

22 Fatalities

23 Injuries

Community Alliance Transportation Services Riders Code of Conduct

Riders:

Community Alliance Transportation Services (CATS) is open to the public. Services are provided without regard to race, creed, age, or sexual orientation. All riders must abide by this Code of Conduct. Although specific prohibited acts are listed, the bus driver has the final authority to refuse service to anyone deemed a potential safety threat.

Fares:

\$1.50 one-way Within 1 town/city
\$2.50 one-way From town to town
Rates subject to change.

Passes:

\$10.00 8 punch pass (1 punch=\$1.25)
\$25.00 In Town Monthly Pass
\$35.00 Unlimited Pass

All riders must pay a fare or use a valid pass. Children age 5 and under ride free but must be accompanied by an adult to access service.

Carry-on Items:

Passengers may take as many parcels as can be carried on the bus in one boarding. Items must be secured under the seat or held on the lap.

Pets:

Pets are permitted on any CATS bus as long as the pet is restrained, secured, and completely under control at all times.

Violations:

Individuals who violate this code of conduct will be asked to refrain from the behavior immediately. If the behavior continues, they will be removed from the vehicle immediately. Repeated violations may cause permanent service denial.

Prohibited Acts

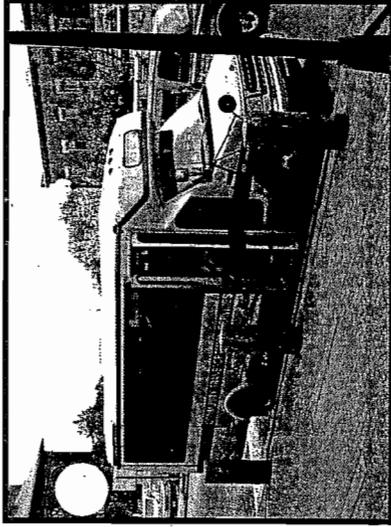
The following acts are prohibited on any CATS owned vehicle:

- ◆ Smoking or carrying any lighted tobacco product or expelling the residue of any tobacco product including chewing tobacco.
- ◆ Consuming alcoholic beverages or possessing an open container of any alcoholic beverage.
- ◆ Engaging in disruptive verbal or physical behavior, including loud conversation, profanity or insults, sexual advances, or operating any electronic device used for soul without earphones.
- ◆ Taking any unrestrained or uncrated pets.
- ◆ Possessing or transporting any flammable liquids, combustible material or other dangerous substances such as gasoline, kerosene or propane.
- ◆ Littering.
- ◆ Vandalizing the vehicle by writing, marking, scribbling, defacing, or causing destruction to the vehicle in any manner.
- ◆ Begging or soliciting by forcing yourself upon another person.
- ◆ Excreting any bodily fluid upon or at another person on the vehicle.
- ◆ Possessing, using, or selling any controlled substance.
- ◆ Eating, or drinking any beverage other than water.

CATS

Community Alliance Transportation Services

A program of
**Community Alliance
of Human Services, Inc**



Claremont Service

877-418-0118 503-863-0003



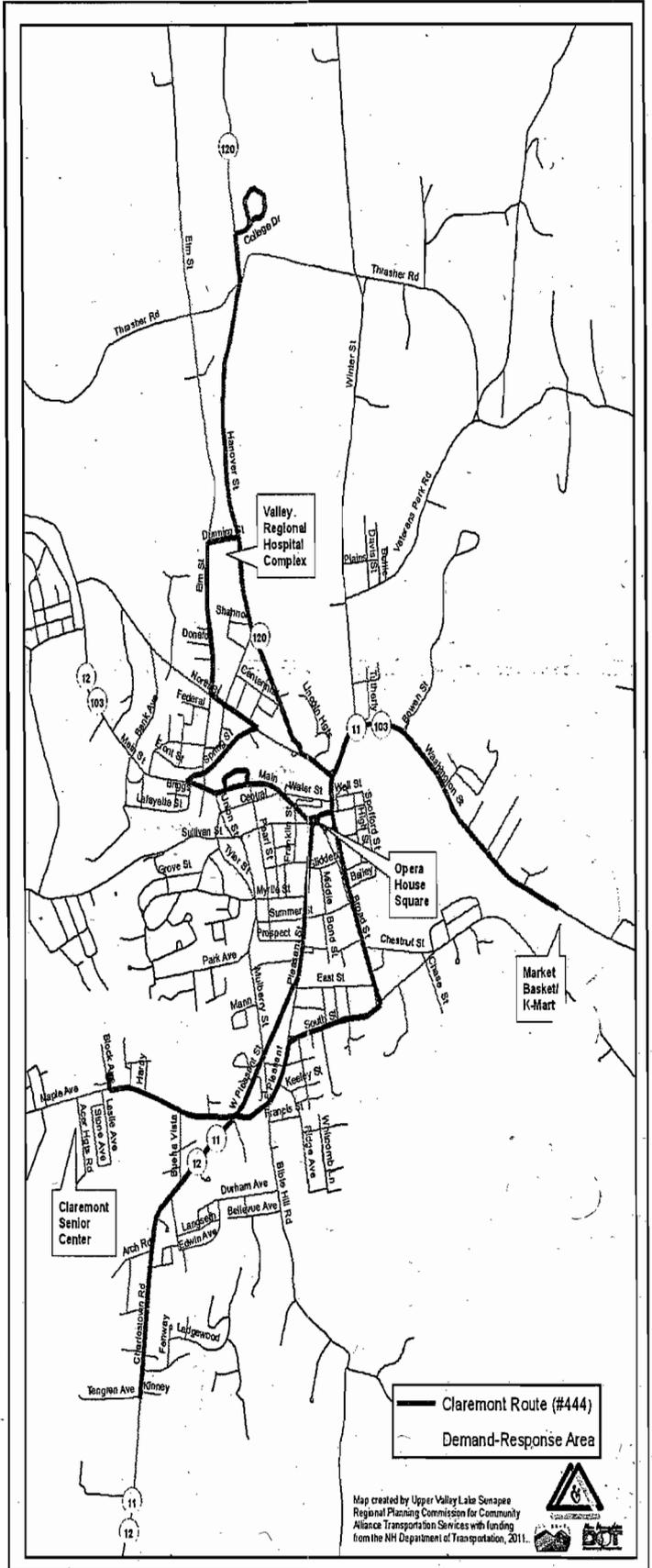
**Community Alliance
Transportation Services**
PO Box 689, Claremont, NH 03742
www.communityalliance.net

All Service is Demand/Response

Riders may board and disembark at any point along the corridor. It is not necessary to call for a ride along the corridor. Riders may call to schedule a ride originating within a 1/4 mile radius of the corridor (shaded area of the map). Please see timetables for scheduled stop times. You may call 1 hour prior to departure or schedule your trips up to 2 weeks in advance. Pick-up and drop-off times will be scheduled to correlate with the corridor. Buses will not express to pick up or drop off locations. When calling to schedule a ride for the first time, please have the following information available: Disability; Number of Attendants; Mobility Device. The following information is required for all trips: Phone Number; and Birth date. If applicable, please provide: Purpose of Trip (Shopping, Medical, Nutrition, Work, etc); Appointment Time (if applicable); Requested Pick-Up Time and Address of Destination. Purpose of Trip (Shopping, Medical, Nutrition, Work, etc). * Please note: trips are scheduled on a first-come-first-served basis, time and space available. We recommend riders call well in advance.

Claremont Service

Effective 9/6/20	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	PM	PM	PM	PM	PM	PM
Opera House Square	8:00	8:30	9:20	10:20	11:20	12:20	1:20	2:20	3:20	4:20						
VRH Complex			9:40	10:35	11:40	12:34	1:40	2:40	3:40							
Market Basket/K-Mart		8:42	9:50	10:42	11:50	12:50	1:50	2:50	3:42							
Opera House Square—Arrive		8:51	9:53	10:51	12:00	1:00	1:55	2:55	3:51							
Claremont Senior Center			10:10	11:10	12:15	2:10										



Community Alliance Transportation Services Riders Code of Conduct

Riders:

Community Alliance Transportation Services (CATS) is open to the public. Services are provided without regard to race, creed, age, or sexual orientation. All riders must abide by this Code of Conduct. Although specific prohibited acts are listed, the bus driver has the final authority to refuse service to anyone deemed a potential safety threat.

Fares:

\$1.50 one-way Within 1 town/city
\$2.50 one-way From town to town
Rates subject to change.

Passes:

\$10.00 8 punch pass (1 punch=\$1.25)
\$25.00 In Town Monthly Pass
\$35.00 Unlimited Pass

All riders must pay a fare or use a valid pass. Children age 5 and under ride free but must be accompanied by an adult to access service.

Carry-on Items:

Passengers may take as many parcels as can be carried on the bus in one boarding. Items must be secured under the seat or held on the lap.

Pets:

Pets are permitted on any CATS bus as long as the pet is restrained, secured, and completely under control at all times.

Violations:

Individuals who violate this code of conduct will be asked to refrain from the behavior immediately. If the behavior continues, they will be removed from the vehicle immediately. Repeated violations may cause permanent service denial.

Prohibited Acts

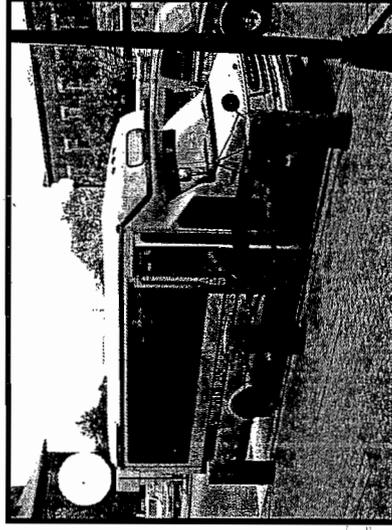
The following acts are prohibited on any CATS owned vehicle:

- ◆ Smoking or carrying any lighted tobacco product or expelling the residue of any tobacco product including chewing tobacco.
- ◆ Consuming alcoholic beverages or possessing an open container of any alcoholic beverage.
- ◆ Engaging in disruptive verbal or physical behavior, including loud conversation, profanity or insults, sexual advances, or operating any electronic device used for sound without earphones.
- ◆ Taking any unrestrained or uncrated pets.
- ◆ Possessing or transporting any flammable liquids, combustible material or other dangerous substances such as gasoline, kerosene or propane.
- ◆ Littering.
- ◆ Vandalizing the vehicle by writing, marking, scribbling, defacing, or causing destruction to the vehicle in any manner.
- ◆ Begging or soliciting by forcing yourself upon another person.
- ◆ Excreting any bodily fluid upon or at another person on the vehicle.
- ◆ Possessing, using, or selling any controlled substance.
- ◆ Eating, or drinking any beverage other than water.

CATS

Community Alliance Transportation Services

A program of
**Community Alliance
of Human Services, Inc**



Newport Service

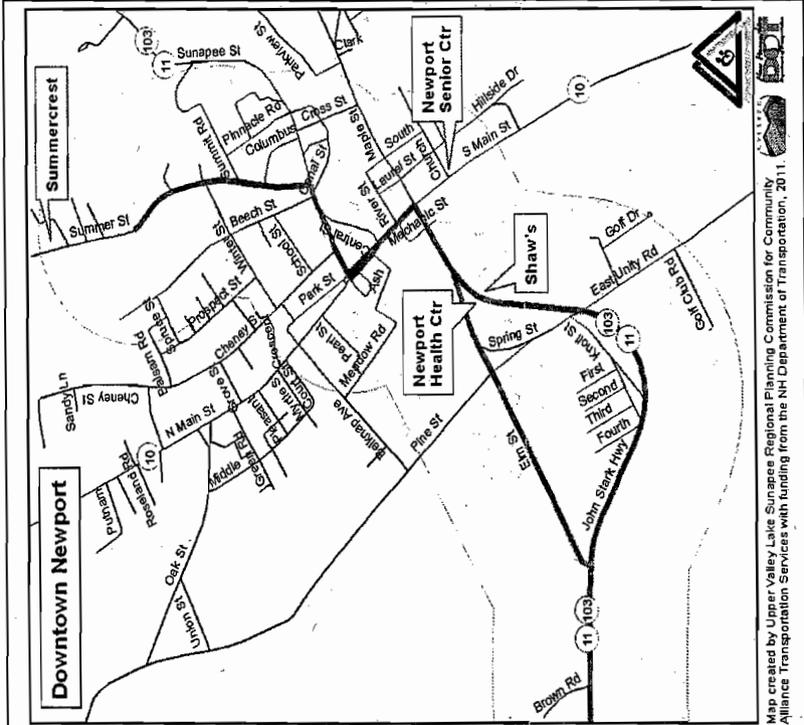
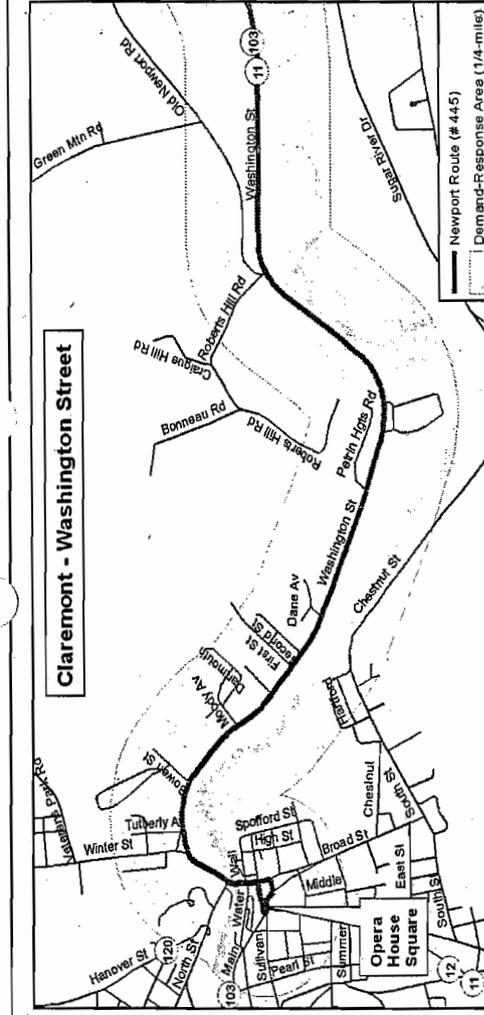
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**Community Alliance
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PO Box 689, Claremont, NH 03743
www.communityalliance.net

Newport Service

	AM	AM	AM	AM	AM	PM	PM	PM	PM
Effective 9/6/2011									
Opera House Square	6:25	7:20	8:45	10:45	12:30	3:00	4:45		
Shaw's		7:40	9:25		11:40				
Newport Senior Center			9:30		11:50				
Summer Crest			10:10		1:47				
Newport Health / CAHS		8:22	10:22		12:02	4:12			
Wal-Mart		8:42	10:42		12:27				



Map created by Upper Valley Lake Sunapee Regional Planning Commission for Community Alliance Transportation Services with funding from the NH Department of Transportation, 2011.

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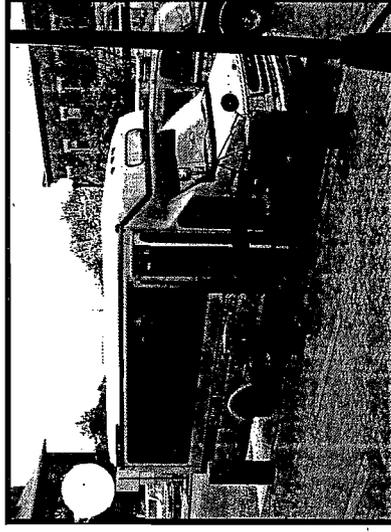
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- ◆ Excreting any bodily fluid upon or at another person on the vehicle.
- ◆ Possessing, using, or selling any controlled substance.
- ◆ Eating, or drinking any beverage other than water.

CATS

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Charlestown Service

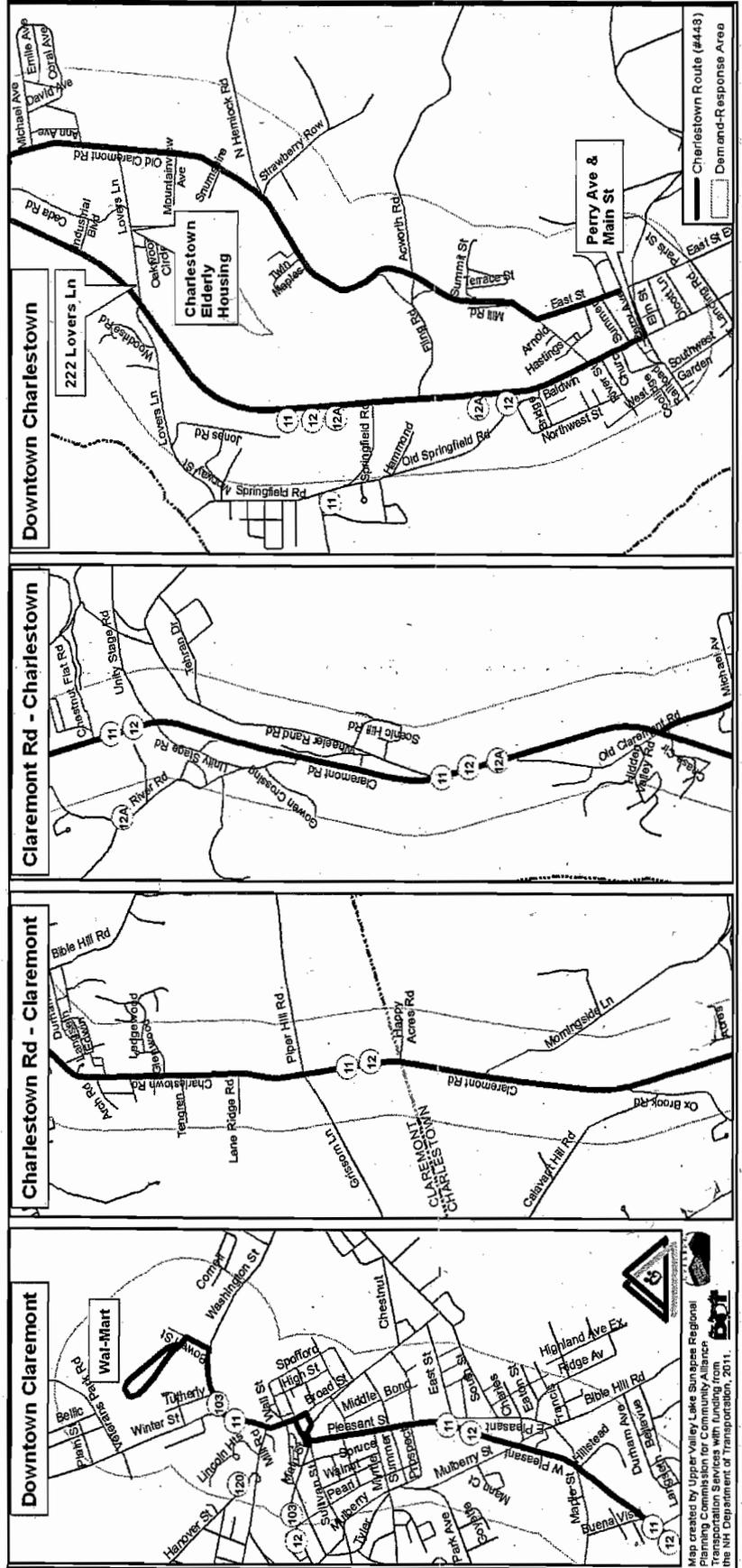
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**Community Alliance
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Charlestown Service

Effective 7/19/2012	AM	MIDDAY	PM
Wal-Mart	7:10	10:35	2:50
Charlestown Elderly Housing	7:38	11:38	3:45
222 Lovers Lane Complex/Tall Pines	7:38	11:38	3:45
Perry Avenue & Main Street (CT River Bank)	7:40	11:25	3:50
Hannafords Stop Off On!	8:30		4:30



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