



MARGARET WOOD HASSAN  
GOVERNOR

**STATE OF NEW HAMPSHIRE**  
**OFFICE OF ENERGY AND PLANNING**  
107 Pleasant Street, Johnson Hall  
Concord, NH 03301-3834  
Telephone: (603) 271-2155  
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August 19, 2014

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

*Sole Source*

**REQUESTED ACTION**

1) Authorize the Office of Energy and Planning (OEP) to enter into a **SOLE SOURCE** contract with Community Action Partnership of Strafford County, (VC #177200), Dover, NH, in the amount of \$3,046,583.00 for the Fuel Assistance Program effective October 1, 2014 through September 30, 2015, upon approval of Governor and Executive Council. 100% Federal Funds.

Funding is available in the following account, with the authority to adjust encumbrances in each of the State fiscal years through the Budget Office, if needed and justified:

	<u>FY 2015</u>	<u>FY 2016</u>
<u>Office of Energy &amp; Planning, Fuel Assistance</u>		
01-02-02-024010-77050000	\$2,969,151.00	\$77,432.00
074-500587 Grants for Pub Assist & Relief		

2) Further request authorization to advance Community Action Partnership of Strafford County \$301,230.00 from the above-referenced contract amount.

**EXPLANATION**

This contract is **SOLE SOURCE** based on the historical performance of the Community Action Agencies (CAA) in the New Hampshire Fuel Assistance Program (FAP), their outreach and client service capabilities, the synergies that benefit the FAP as a result of the five statewide CAAs' implementation of several other federal assistance programs, and the infrastructure that is already in place to deliver FAP services. OEP proposes to continue to subcontract with the five CAAs who have successfully provided FAP services at the local level for more than three decades. The CAAs work closely with the OEP FAP Director in the implementation of the program.

FAP is a statewide program, funded by a Federal Low Income Home Energy Assistance Program (LIHEAP) Block Grant, and works to make home energy more affordable for income-qualified New Hampshire families, including those who are elderly or disabled. Program funds are targeted to low income households with high energy burdens. The current maximum income level is 200% of Federal Poverty Guidelines (FPG), which is \$47,700.00 for a family of four. The average FAP benefit during the last program year was \$658.00.

The LIHEAP program operates on an October 1, 2014 to September 30, 2015 program year, but at this time Congress has not finalized appropriations for the Federal fiscal year 2015. Therefore, the contract amount for each of the Community Action Agencies is based on OEP's best estimate of anticipated Federal funding, including carryover funds from the prior program year. No funds will be obligated under this contract unless federal monies are available to be expended. The proposed advance of funds will enable the CAA to operate the program between monthly reimbursements from the State.

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

Respectfully submitted,



Meredith A. Hatfield  
Director

MH/CML

Enclosure

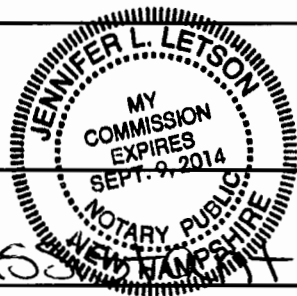
Subject: Community Action Partnership of Strafford County – LIHEAP

**AGREEMENT**

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

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

1.1 State Agency Name Office of Energy and Planning		1.2 State Agency Address 107 Pleasant Street, Johnson Hall Concord, New Hampshire 03301-8501	
1.3 Contractor Name Community Action Partnership of Strafford County		1.4 Contractor Address 642 Central Avenue, PO Box 160, Dover, NH 03820	
1.5 Contractor Phone No. (603) 516-8130	1.6 Account Number 01-02-02-024010-77050000 074-500587 Posting Activity # 02E15A	1.7 Completion Date September 30, 2015	1.8 Price Limitation \$3,046,583
1.9 Contracting Officer for State Agency Celeste Lovett, Fuel Assistance Program Manager		1.10 State Agency Telephone Number (603) 271-2155	
1.11 Contractor Signature <i>GA And Par</i>		1.12 Name and Title of Contractor Signatory Betsey Andrews Parker, Executive Director	
1.13 Acknowledgment: State of <u>NH</u> County of <u>Strafford</u> On <u>8/15/2014</u> , before the undersigned officer, personally appeared the person identified in block 1.12., or satisfactorily proven to be the person whose name is signed in block 1.11., and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace <i>Jennifer L. Letson</i> [SEAL]			
1.13.2 Name and Title of Notary Public or Justice of the Peace <u>Jennifer L. Letson, Executive Ass</u>			
1.14 State Agency Signature <i>MATH</i>		1.15 Name and Title of State Agency Signatory Meredith A. Hatfield, Director Office of Energy and Planning	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by Attorney General (Form, Substance and Execution) By: <i>Laurel</i> On: <u>8-25-2014</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.

**EXHIBIT A**  
**SCOPE OF SERVICES**

The Contractor agrees to provide Fuel Assistance Program Services to qualified low income individuals, and agrees to perform all such Services and other work necessary to operate the Program in accordance with the requirements of this contract, the principles and objectives set forth in the Fuel Assistance Program Procedures Manual and other guidance as determined by OEP.

Fuel Assistance Program (FAP) Services will be defined to include the following categories:

1. Outreach, eligibility, determination and certification of FAP applicants.
2. Payments directly to energy vendors:
  - a. Reimbursement for goods and services delivered
  - b. Lines of credit
  - c. Budget plan payments
3. Payments directly to landlords, via vouchers, for renters who pay their energy costs as undefined portions of their rent.
4. Payments directly to clients only when deemed appropriate and necessary as defined in the Procedures Manual.
5. Emergency Assistance in the form of reimbursement for goods or services delivered in accordance with paragraphs 3 and 4 above.

**EXHIBIT B  
CONTRACT PRICE**

In consideration of the satisfactory performance of the services as determined by the State, the State agrees to pay over to the Contractor the sum of \$3,046,583 (which hereinafter is referred to as the "Grant").

Upon the State's receipt of the 2015 Low Income Home Energy Assistance Program grant from the US Department of Health and Human Services, the following funds will be authorized:

\$220,350 for administrative costs, of which \$27,544 will be issued as a cash advance,  
\$2,736,857 for program costs, of which \$273,686 will be issued as a cash advance,  
\$89,376 for Assurance 16.

The dates for this contract are October 1, 2014 through September 30, 2015.

Approval to obligate (Exhibit I) the above awarded funds will be provided in writing by the Office of Energy and Planning to the Contractor as the Federal funds become available. Drawdowns from the balance of funds will be made to the Contractor only after written documentation of cash need is submitted to the State. Disbursement of the Grant shall be in accordance with procedures established by the State as detailed in the Fuel Assistance Program Procedures Manual.

CFDA Title: Low Income Home Energy Assistance Program  
CFDA No: 93.568  
Award Name: Low Income Home Energy Assistance Program  
Federal Agency: Health & Human Services  
Administration for Children and Families  
Office of Community Services



## EXHIBIT C

### SPECIAL PROVISIONS

1. Subparagraph 1.16 of the General Provisions, shall not apply to this agreement.
2. On or before the date set forth in Block 1.7 of the General Provisions the Contractor shall deliver to the state an independent audit of the Contractor's entire agency by a qualified independent auditor in good standing with the state and federal government.
3. This audit shall be conducted in accordance with the audit requirements of Office of Management and Budget (OMB) Circular A-133 Audits of Institutions of Higher Education, and other Non-profit Organizations, and the Fuel Assistance Program shall be considered a "major program" for purposes of this audit.
4. This audit report shall include a schedule of revenues and expenditures by contract or grant number of all expenditures during the Contractor's fiscal year. The Contractor shall utilize a competitive bidding process to choose a qualified financial auditor at least every four years.
5. The audit report shall include a schedule of prior years' questioned costs along with an agency response to the current status of the prior years' questioned costs. Copies of all OMB letters written as a result of audits shall be forwarded to OEP. The audit shall be forwarded to OEP within one month of the time of receipt by the agency accompanied by an action plan for each finding or questioned cost.
6. Delete the following from paragraph 10 of the General Provisions, "To the extent possible, the form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in Exhibit A."
7. The costs charged under this contract shall be determined as allowable under the cost principles detailed in 10 CFR 600.103 and OMB Circular A-122.
8. Program and financial records pertaining to this contract shall be retained by the agency for 3 (three) years from the date of submission of the final expenditure report or until all audit findings have been resolved.
9. In accordance with Public Law 103-333, the "Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act of 1995", the following provisions are applicable to this grant award:
  - a) Section 507: "Purchase of American –Made Equipment and Products-It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available in this Act should be American-made."

- b) Section 508: “ When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all States receiving Federal funds, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.”

10. CLOSE OUT OF CONTRACT. All final required reports and reimbursement requests shall be submitted to the State within sixty (60) days of the completion date (Agreement Block 1.6).

11. INSURANCE AND BOND

14.1 .1

Amend insurance requirements as follows:

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

12. ADVANCES. Advance funds must be used solely for appropriate Fuel Assistance Program expenditures. Advance program funds are to be used only for Fuel Assistance Program vendor payments. All Fuel Assistance Program payments, including Advance program payments, must be transferred from the Community Action Agency’s general operating account into a specific Fuel Assistance Program account within 48 hours after being received electronically from the State. CAAs must submit the bank account number of the designated bank account for the advance funds to OEP prior to the electronic submission of the funds to the CAA. Unspent advance program funds must remain in the FAP dedicated account at all times and cannot be comingled with any other CAA funds. CAAs are required to submit a complete electronic copy of the FAP dedicated account bank statement to OEP on a monthly basis.

**STANDARD EXHIBIT D**

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS  
ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS**

**US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS  
US DEPARTMENT OF EDUCATION - CONTRACTORS  
US DEPARTMENT OF AGRICULTURE - CONTRACTORS  
US DEPARTMENT OF LABOR  
US DEPARTMENT OF ENERGY**

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.). The January 31, 1989 regulations were amended and published as Part II of the May 25, 1990 Federal Register (pages 21681-21691), and require certification by grantees (and by inference, sub-grantees and sub-contractors), prior to award, that they will maintain a drug-free workplace. Section 3017.630(c) of the regulation provides that a grantee (and by inference, sub-grantees and sub-contractors) that is a State may elect to make one certification to the Department in each federal fiscal year in lieu of certificates for each grant during the federal fiscal year covered by the certification. The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment. Contractors using this form should send it to:

Director, New Hampshire Office of Energy and Planning,  
107 Pleasant Street, Johnson Hall, Concord, NH 03301

- (A) The grantee certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing an ongoing drug-free awareness program to inform employees about—
    - (1) The dangers of drug abuse in the workplace;
    - (2) The grantee's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;



STANDARD EXHIBIT E

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Section 319 of Public Law 101-121, Government wide Guidance for New Restrictions on Lobbying, and 31 U.S.C. 1352, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

CERTIFICATION REGARDING LOBBYING

US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS
US DEPARTMENT OF EDUCATION - CONTRACTORS
US DEPARTMENT OF AGRICULTURE - CONTRACTORS
US DEPARTMENT OF LABOR
US DEPARTMENT OF ENERGY

Programs (indicate applicable program covered):
LIHEAP

Contract Period: October 1, 2014 to September 30, 2015

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) 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, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor).
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor), the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying, in accordance with its instructions, attached and identified as Standard Exhibit E-1.
(3) The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, 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 Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Contractor Representative Signature: [Handwritten Signature]
Contractor's Representative Title: Executive Director
Contractor Name: CAPSC
Date: 8/15/14

STANDARD EXHIBIT F

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Executive Office of the President, Executive Order 12549 and 45 CFR Part 76 regarding Debarment, Suspension, and Other Responsibility Matters, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS**

*Instructions for Certification*

- (1) By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.
- (2) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Office of Energy and Planning's (OEP) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
- (3) The certification in this clause is a material representation of fact upon which reliance was placed when OEP determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, OEP may terminate this transaction for cause or default.
- (4) The prospective primary participant shall provide immediate written notice to the OEP agency to whom this proposal (contract) is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (5) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.
- (6) The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by OEP.
- (7) The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by OEP, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (8) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List (of excluded parties).
- (9) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, OEP may terminate this transaction for cause or default.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER  
RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS, cont'd**

***Certification Regarding Debarment, Suspension, and Other  
Responsibility Matters - Primary Covered Transactions***


- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) have not within a three-year period preceding this proposal (contract) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or a contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
  - (d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal (contract).

***Certification Regarding Debarment, Suspension, Ineligibility and  
Voluntary Exclusion - Lower Tier Covered Transactions  
(To Be Supplied to Lower Tier Participants)***

By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (b) where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).

The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

 _____ Contractor Representative Signature	<i>Executive Director</i> _____ Contractor's Representative Title
<i>CAPSC</i> _____ Contractor Name	<i>8/15/14</i> _____ Date

STANDARD EXHIBIT G

CERTIFICATION REGARDING THE  
AMERICANS WITH DISABILITIES ACT COMPLIANCE

The Contractor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

By signing and submitting this proposal (contract) the Contractor agrees to make reasonable efforts to comply with all applicable provisions of the Americans with Disabilities Act of 1990.

*EA Au R*

Contractor Representative Signature

*Executive Director*

Contractor's Representative Title

*CAPSC*

Contractor Name

*8/15/14*

Date



STANDARD EXHIBIT H

CERTIFICATION  
Public Law 103-227, Part C  
ENVIRONMENTAL TOBACCO SMOKE

In accordance with Part C of Public Law 103-227, the "Pro-Children Act of 1994", smoking may not be permitted in any portion of any indoor facility owned or regularly used for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs wither directly or through State or local governments. Federal programs include grants, cooperative agreements, loans and loan guarantees, and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions or facilities and used for inpatient drug or alcohol treatment.

The above language must be included in any sub-awards that contain provisions for children's services and that all sub-grantees shall certify compliance accordingly. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day.

  
Contractor Representative Signature

Executive Director  
Contractor's Representative Title

CAPSC  
Contractor Name

8/15/14  
Date

**FAP Approval to Obligate**  
Date

**Example Only**

**Exhibit I**

	ADMIN.	FA PROGRAM	ELDERLY	HHS-WAP	TOTAL
<b>CONTRACTED BUDGET</b>	<b>553,035.00</b>	<b>9,576,150.00</b>	<b>5,250.00</b>	<b>500,001.00</b>	<b>10,634,436.00</b>
EXPECTED BUDGET	553,035.00	7,422,150.00	5,250.00	500,001.00	8,480,436.00
PREVIOUSLY OBLIGATED	0.00	0.00	0.00	0.00	0.00
<b>THIS APPROVAL TO OBLIGATE</b>	<b>553,035.00</b>	<b>7,422,150.00</b>	<b>5,250.00</b>	<b>500,001.00</b>	<b>8,480,436.00</b>
TOTAL AVAILABLE TO OBLIGATE	553,035.00	7,422,150.00	5,250.00	500,001.00	8,480,436.00
<b>NOT AUTHORIZED TO OBLIGATE</b>	<b>0.00</b>	<b>2,154,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,154,000.00</b>

**BMCA**

Date

	ADMIN.	FA PROGRAM	ELDERLY	HHS-WAP	TOTAL
<b>CONTRACTED BUDGET</b>	<b>81,401.00</b>	<b>1,412,466.00</b>	<b>1,000.00</b>	<b>75,618.00</b>	<b>1,570,485.00</b>
EXPECTED BUDGET	81,401.00	1,092,466.00	1,000.00	75,618.00	1,250,485.00
PREVIOUSLY OBLIGATED	0.00	0.00	0.00	0.00	0.00
<b>THIS APPROVAL TO OBLIGATE</b>	<b>81,401.00</b>	<b>1,092,466.00</b>	<b>1,000.00</b>	<b>75,618.00</b>	<b>1,250,485.00</b>
TOTAL AVAILABLE TO OBLIGATE	81,401.00	1,092,466.00	1,000.00	75,618.00	1,250,485.00
<b>NOT AUTHORIZED TO OBLIGATE</b>	<b>0.00</b>	<b>320,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>320,000.00</b>

**RCCA**

Date

	ADMIN.	FA PROGRAM	ELDERLY	HHS-WAP	TOTAL
<b>CONTRACTED BUDGET</b>	<b>79,023.00</b>	<b>1,402,551.00</b>	<b>750.00</b>	<b>76,444.00</b>	<b>1,558,768.00</b>
EXPECTED BUDGET	79,023.00	1,060,551.00	750.00	76,444.00	1,216,768.00
PREVIOUSLY OBLIGATED	0.00	0.00	0.00	0.00	0.00
<b>THIS APPROVAL TO OBLIGATE</b>	<b>79,023.00</b>	<b>1,060,551.00</b>	<b>750.00</b>	<b>76,444.00</b>	<b>1,216,768.00</b>
TOTAL AVAILABLE TO OBLIGATE	79,023.00	1,060,551.00	750.00	76,444.00	1,216,768.00
<b>NOT AUTHORIZED TO OBLIGATE</b>	<b>0.00</b>	<b>342,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>342,000.00</b>

**SNHS**

Date

	ADMIN.	FA PROGRAM	ELDERLY	HHS-WAP	TOTAL
<b>CONTRACTED BUDGET</b>	<b>135,549.00</b>	<b>2,179,169.00</b>	<b>1,000.00</b>	<b>122,070.00</b>	<b>2,437,788.00</b>
EXPECTED BUDGET	135,549.00	1,819,169.00	1,000.00	122,070.00	2,077,788.00
PREVIOUSLY OBLIGATED	0.00	0.00	0.00	0.00	0.00
<b>THIS APPROVAL TO OBLIGATE</b>	<b>135,549.00</b>	<b>1,819,169.00</b>	<b>1,000.00</b>	<b>122,070.00</b>	<b>2,077,788.00</b>
TOTAL AVAILABLE TO OBLIGATE	135,549.00	1,819,169.00	1,000.00	122,070.00	2,077,788.00
<b>NOT AUTHORIZED TO OBLIGATE</b>	<b>0.00</b>	<b>360,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>360,000.00</b>

**SWCS**

Date

	ADMIN.	FA PROGRAM	ELDERLY	HHS-WAP	TOTAL
<b>CONTRACTED BUDGET</b>	<b>70,689.00</b>	<b>1,248,699.00</b>	<b>750.00</b>	<b>63,621.00</b>	<b>1,383,759.00</b>
EXPECTED BUDGET	70,689.00	948,699.00	750.00	63,621.00	1,083,759.00
PREVIOUSLY OBLIGATED	0.00	0.00	0.00	0.00	0.00
<b>THIS APPROVAL TO OBLIGATE</b>	<b>70,689.00</b>	<b>948,699.00</b>	<b>750.00</b>	<b>63,621.00</b>	<b>1,083,759.00</b>
TOTAL AVAILABLE TO OBLIGATE	70,689.00	948,699.00	750.00	63,621.00	1,083,759.00
<b>NOT AUTHORIZED TO OBLIGATE</b>	<b>0.00</b>	<b>300,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>300,000.00</b>

**SCCA**

Date

	ADMIN.	FA PROGRAM	ELDERLY	HHS-WAP	TOTAL
<b>CONTRACTED BUDGET</b>	<b>55,182.00</b>	<b>1,085,582.00</b>	<b>750.00</b>	<b>48,635.00</b>	<b>1,190,149.00</b>
EXPECTED BUDGET	55,182.00	740,582.00	750.00	48,635.00	845,149.00
PREVIOUSLY OBLIGATED	0.00	0.00	0.00	0.00	0.00
<b>THIS APPROVAL TO OBLIGATE</b>	<b>55,182.00</b>	<b>740,582.00</b>	<b>750.00</b>	<b>48,635.00</b>	<b>845,149.00</b>
TOTAL AVAILABLE TO OBLIGATE	55,182.00	740,582.00	750.00	48,635.00	845,149.00
<b>NOT AUTHORIZED TO OBLIGATE</b>	<b>0.00</b>	<b>345,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>345,000.00</b>

**TCCA**

Date

	ADMIN.	FA PROGRAM	ELDERLY	HHS-WAP	TOTAL
<b>CONTRACTED BUDGET</b>	<b>131,191.00</b>	<b>2,247,683.00</b>	<b>1,000.00</b>	<b>113,613.00</b>	<b>2,493,487.00</b>
EXPECTED BUDGET	131,191.00	1,760,683.00	1,000.00	113,613.00	2,006,487.00
PREVIOUSLY OBLIGATED	0.00	0.00	0.00	0.00	0.00
<b>THIS APPROVAL TO OBLIGATE</b>	<b>131,191.00</b>	<b>1,760,683.00</b>	<b>1,000.00</b>	<b>113,613.00</b>	<b>2,006,487.00</b>
TOTAL AVAILABLE TO OBLIGATE	131,191.00	1,760,683.00	1,000.00	113,613.00	2,006,487.00
<b>NOT AUTHORIZED TO OBLIGATE</b>	<b>0.00</b>	<b>487,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>487,000.00</b>

P37 Exhibit I  
Contractor Initials **CAF**  
Date **8/15/14**

New Hampshire Office of Energy and Planning

STANDARD EXHIBIT J

CERTIFICATION REGARDING THE FEDERAL FUNDING ACCOUNTABILITY AND  
TRANSPARENCY ACT (FFATA) COMPLIANCE

The Federal Funding Accountability and Transparency Act (FFATA) requires prime awardees of individual Federal grants equal to or greater than \$25,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$25,000 or more. If the initial award is below \$25,000 but subsequent grant modifications result in a total award equal to or over \$25,000, the award is subject to the FFATA reporting requirements, as of the date of the award.

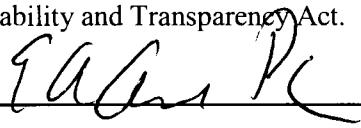
In accordance with 2 CFR Part 170 (*Reporting Subaward and Executive Compensation Information*), the Office of Energy and Planning (OEP) must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

- 1) Name of entity
- 2) Amount of award
- 3) Funding agency
- 4) NAICS code for contracts / CFDA program number for grants
- 5) Program source
- 6) Award title descriptive of the purpose of the funding action
- 7) Location of the entity
- 8) Principle place of performance
- 9) Unique identifier of the entity (DUNS #)
- 10) Total compensation and names of the top five executives if:
  - a. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
  - b. Compensation information is not already available through reporting to the SEC.

Prime grant recipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of The Federal Funding Accountability and Transparency Act, Public Law 109-282 and Public Law 110-252, and 2 CFR Part 170 (*Reporting Subaward and Executive Compensation Information*), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

The below named Contractor agrees to provide needed information as outlined above to the NH Office of Energy and Planning and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.

  
(Contractor Representative Signature)

Beisey Andrews Parker, Exec. Director  
(Authorized Contractor Representative Name & Title)

CAPSC  
(Contractor Name)

8/15/14  
(Date)

Contractor initials: EAP  
Date: 8/15/14  
Page 1 of 2

NH Department of Health and Human Services

STANDARD EXHIBIT J

FORM A

As the Contractor identified in Section 1.3 of the General Provisions, I certify that the responses to the below listed questions are true and accurate.

1. The DUNS number for your entity is:

099 356 584

2. In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

NO

YES

**If the answer to #2 above is NO, stop here**

**If the answer to #2 above is YES, please answer the following:**

3. Does the public have access to information about the compensation of the executives in your business or organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

NO

YES

**If the answer to #3 above is YES, stop here**

**If the answer to #3 above is NO, please answer the following:**

4. The names and compensation of the five most highly compensated officers in your business or organization are as follows:

Name: \_\_\_\_\_

Amount: \_\_\_\_\_

Name: \_\_\_\_\_

Amount: \_\_\_\_\_

Name: \_\_\_\_\_

Amount: \_\_\_\_\_

Name: \_\_\_\_\_

Amount: \_\_\_\_\_

Name: \_\_\_\_\_

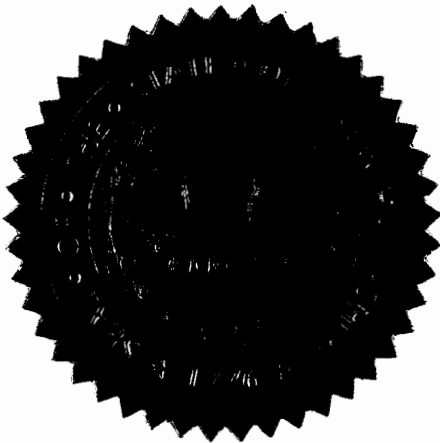
Amount: \_\_\_\_\_

Contractor initials: EAP  
Date: 8/15/14  
Page 2 of 2

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 Action Partnership of Strafford County is a New Hampshire nonprofit corporation formed May 25, 1965. 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 4<sup>th</sup> day of April A.D. 2014

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner  
Secretary of State

CERTIFICATE OF VOTE  
(Corporate Authority)

I, **Colene Arnold**, Secretary of **Community Action Partnership of Strafford County**. (hereinafter the "Corporation"), a New Hampshire corporation, hereby certify that:

- (1) I am that duly elected and acting Clerk/Secretary of the Corporation;
- (2) I maintain and have custody and am familiar with the minute books of the Corporation;
- (3) I am duly authorized to issue certificates with respect to the contents of such books;
- (4) That the Board of Directors of the Corporation have authorized, on **January 15, 2014**, such authority to be in force and effect until September 30, 2015.  
(Contract Termination Date)
- (5) The person(s) holding the below listed position(s) to execute and deliver on behalf of the Corporation any contract or other instrument for sale of products and services:

<u>      Betsey Andrews Parker      </u>	<u>      Executive Director      </u>
<u>      Don Routhier      </u>	<u>      Board Chair      </u>
_____	_____

- (6) The meeting of the Board of Directors was held in accordance with New Hampshire law and the by-laws of the Corporation; and
- (7) Said authorization has not been modified, amended or rescinded and continues in full force and effect as of the date hereof. Excerpt of dated minutes or copy of article or/ section of authorizing by-law must be attached.

IN WITNESS WHEREOF, I have hereunto set my hand as the Clerk/Secretary of the Corporation this 15 day of August, 2014.

Colene Arnold  
Clerk/Secretary

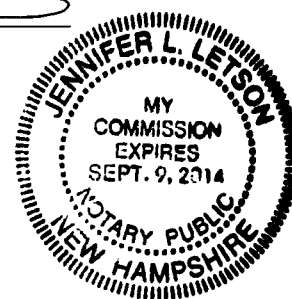
STATE OF NEW HAMPSHIRE  
COUNTY OF **Strafford**

On this the 15 day of August, 2014, before me, Jennifer L. Letson, the undersigned Officer, personally appeared, Colene Arnold, who acknowledged her/himself to be the Secretary of Community Action Partnership of Strafford County, a corporation, and that she/he as such Secretary being authorized to do so, executed the foregoing instrument for the purposed therein contained.

IN WITNESS THEREOF, I hereunto set my hand and official seal.

Jennifer L. Letson  
Notary Public/Justice of the Peace

My Commission expires: 9/9/2014





**COMMUNITY ACTION PARTNERSHIP OF**  
**STRAFFORD COUNTY**

**FOR THE YEAR ENDED DECEMBER 31, 2013**  
**AND**  
**INDEPENDENT AUDITORS' REPORTS**

*Leone,*  
*McDonnell*  
*& Roberts*  
PROFESSIONAL ASSOCIATION

CERTIFIED PUBLIC ACCOUNTANTS



**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY**

**DECEMBER 31, 2013**

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To the Board of Directors of  
Community Action Partnership of Strafford County  
Dover, New Hampshire

## **INDEPENDENT AUDITORS' REPORT**

### **Report on the Financial Statements**

We have audited the accompanying financial statements of Community Action Partnership of Strafford County (a New Hampshire nonprofit organization), which comprise the statement of financial position as of December 31, 2013, and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

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

### **Auditor's Responsibility**

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

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

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

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Community Action Partnership of Strafford County as of December 31, 2013, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Matters**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated June 24, 2014, on our consideration of Community Action Partnership of Strafford County's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Community Action Partnership of Strafford County's internal control over financial reporting and compliance.

June 24, 2014  
Wolfeboro, New Hampshire

*Leone, McDonnell & Roberts*  
*Professional Association*

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY**

**STATEMENT OF FINANCIAL POSITION  
DECEMBER 31, 2013**

**ASSETS**

**CURRENT ASSETS**

Cash and cash equivalents	\$ 614,293
Accounts receivable	656,934
Inventory	15,307
Prepaid expenses	<u>79,283</u>
Total current assets	<u>1,365,817</u>

**NONCURRENT ASSETS**

Security deposits	19,261
Property, net of accumulated depreciation	667,667
Other noncurrent assets	<u>10,000</u>
Total noncurrent assets	<u>696,928</u>

**TOTAL ASSETS**

**\$ 2,062,745**

**LIABILITIES AND NET ASSETS**

**CURRENT LIABILITIES**

Demand note payable	\$ 87,178
Accounts payable	67,785
Accrued payroll and related taxes	92,674
Accrued compensated absences	80,592
Refundable advances	542,894
Other current liabilities	<u>55,918</u>
Total liabilities	<u>927,041</u>

**NET ASSETS**

Unrestricted	
Undesignated	1,065,270
Board designated	<u>7,328</u>
Total unrestricted	1,072,598
Temporarily restricted	<u>63,106</u>
Total net assets	<u>1,135,704</u>

**TOTAL LIABILITIES AND NET ASSETS**

**\$ 2,062,745**

**See Notes to Financial Statements**

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY**

**STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2013**

	<b><u>Unrestricted</u></b>	<b><u>Temporarily Restricted</u></b>	<b><u>Total</u></b>
<b>CHANGE IN NET ASSETS</b>			
<b>REVENUES AND OTHER SUPPORT</b>			
Grant revenue	\$ 7,364,989	-	\$ 7,364,989
Fees for service	382,531	-	382,531
Rent revenue	26,715	-	26,715
Public support	249,593	\$ 63,106	312,699
In-kind donations	486,220	-	486,220
Interest	108	-	108
Fundraising	19,866	-	19,866
Other revenue	5,192	-	5,192
	<u>8,535,214</u>	<u>63,106</u>	<u>8,598,320</u>
Total revenues and support			
<b>EXPENSES</b>			
<b>Program services</b>			
Child services	2,421,621	-	2,421,621
Community Services	1,599,936	-	1,599,936
Energy assistance	2,851,652	-	2,851,652
Housing	220,626	-	220,626
Weatherization	460,621	-	460,621
Workforce development	235,839	-	235,839
	<u>7,790,295</u>	<u>-</u>	<u>7,790,295</u>
Total program services			
<b>Supporting activities</b>			
Management and general	803,269	-	803,269
Fundraising	8,070	-	8,070
	<u>8,601,634</u>	<u>-</u>	<u>8,601,634</u>
Total expenses			
<b>CHANGE IN NET ASSETS</b>	(66,420)	63,106	(3,314)
<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>1,139,018</u>	<u>-</u>	<u>1,139,018</u>
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 1,072,598</u>	<u>\$ 63,106</u>	<u>\$ 1,135,704</u>

See Notes to Financial Statements

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

**CASH FLOWS FROM OPERATING ACTIVITIES**

Change in net assets	\$ (3,314)
Adjustment to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	78,719
In-kind donation of vehicle	(48,501)
(Increase) decrease in assets:	
Accounts receivable	16,218
Inventory	98,291
Prepaid expenses	(38,022)
Other noncurrent assets	(10,000)
Increase (decrease) in liabilities:	
Accounts payable	34,208
Accrued payroll and related taxes	5,152
Accrued compensated absences	11,971
Refundable advances	59,174
Other current liabilities	<u>5,449</u>

**NET CASH PROVIDED BY OPERATING ACTIVITIES**

209,345

**CASH FLOWS FROM INVESTING ACTIVITIES**

Purchases of property and equipment	<u>(807)</u>
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**NET CASH USED IN INVESTING ACTIVITIES**

(807)

**CASH FLOWS FROM FINANCING ACTIVITIES**

Repayment of demand note payable	(2,822)
Repayment of long term debt	<u>(34,050)</u>

**NET CASH USED IN FINANCING ACTIVITIES**

(36,872)

**NET INCREASE IN CASH AND CASH EQUIVALENTS**

171,666

**CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR**

442,627

**CASH AND CASH EQUIVALENTS, END OF YEAR**

\$ 614,293

**SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION**

Cash paid during the year for interest	<u>\$ 4,211</u>
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See Notes to Financial Statements

<u>Child ervices</u>	<u>Community Services</u>	<u>Energy Assistance</u>	<u>Housing</u>	<u>Weatherization</u>	<u>Workforce Development</u>	<u>Total Program Services</u>	<u>Management And General</u>
1,311,950	\$ 720,650	\$ 237,746	\$ 51,410	\$ 70,387	\$ 145,865	\$ 2,538,008	\$ 511,063
142,823	74,518	23,414	6,207	15,044	13,664	275,670	43,655
147,025	78,587	24,189	4,983	17,789	19,028	291,601	22,025
86,035	143,033	2,512,124	109,173	252,434	3,707	3,106,506	166
169,871	299,366	-	-	16,983	-	486,220	-
95,586	42,091	3,223	6,752	38,772	8,980	195,404	23,305
48,734	41,145	8,160	11,961	8,058	3,140	121,198	2,452
68,606	11,237	15,288	-	-	24,990	120,121	1,070
47,739	30,094	3,047	27,338	1,998	3,062	113,278	6,843
-	-	-	-	-	-	-	113,592
29,696	6,876	6,169	128	3,450	160	46,479	63,006
45,051	35,143	447	176	7,270	3,502	91,589	17,567
57,737	28,709	2,745	26	101	3,527	92,845	4,265
59,496	21,651	265	150	283	150	81,995	5,744
32,551	13,852	-	1,431	26,808	1,827	76,469	2,250
55,997	34,878	2,812	709	50	1,240	95,686	(28,591)
7,205	7,547	10,127	-	309	163	25,351	2,350
12,041	6,433	1,805	161	885	2,834	24,159	5,793
-	-	-	-	-	-	-	4,211
-	-	-	-	-	-	-	927
3,478	4,126	91	21	-	-	7,716	1,576
<u>2,421,621</u>	<u>\$ 1,599,936</u>	<u>\$ 2,851,652</u>	<u>\$ 220,626</u>	<u>\$ 460,621</u>	<u>\$ 235,839</u>	<u>\$ 7,790,295</u>	<u>\$ 803,269</u>



## ATTACHMENT

### 2014 Board of Directors

**Don Routhier, Chair**  
**Jeni Mosca, Treasurer**  
**David Terlemezian**  
**Becky Sherburne**  
**Lauren Berman**  
**Andy Crone**  
**Nicole Jordan**  
**Jeannie Wilson**

**Jason Shute, Vice Chair**  
**Colene Arnold, Secretary**  
**Joe Bailey**  
**Arianna Adams**  
**Sunmayyab (Maya) Wylder**  
**Carrie DiGeorge**  
**Jean Miccolo**

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**Community Action Partnership of Strafford County**  
**Administrative & Weatherization Office, 642 Central Avenue, Dover, NH 603-516-8130**  
**Mailing address: P.O. Box 160, Dover, NH 03821-0160**

**Outreach Offices:**

61 Locust Street, Dover 603-516-8126  
527 Main Street, Farmington 603-516-8191

**Head Start Centers:**

62A Whittier Street, Dover 603-516-2300  
120 Main Street, Farmington 603-755-2883  
55 Industrial Drive, Milton 603-652-0990  
150 Wakefield Street, Rochester 603-516-2330  
184 Maple St. Ext., Somersworth 603-817-5458





List of Key Administrative Personnel

Name	Job Title	Salary
Betsey Andrews Parker	Executive Director	\$106,000.00
Susan Geier	Outreach Director	\$62,940.00
Doug Surina	Fiscal Director	\$65,312.00
Brandi Bobusia	Outreach Manager	\$38,688.00

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**Community Action Partnership of Strafford County**  
**Administrative & Weatherization Office, 642 Central Ave., Dover, NH 603-516-8130**  
**Mailing address: P.O. Box 160, Dover, NH 03821-0160**

**Outreach Offices:**

61 Locust Street, Dover 603-516-8126  
527 Main Street, Farmington 603-516-8191

**Head Start Centers:**

62A Whittier Street, Dover 603-742-1732  
120 Main Street, Farmington 603-755-2883  
55 Industrial Drive, Milton 603-652-0990  
150 Wakefield Street, Rochester 603-335-3611  
184 Maple Street Ext., Somersworth 603-817-5458

# Community Action Partnership of Strafford County

## Betsey Andrews Parker, MPH

### Relevant Experience:

- Developed and awarded over \$2 million in state, private and federal grants for municipal emergency planning, drug free community initiatives, public health prevention and after school programs for Strafford County during tenure at Northern Strafford County Health and Safety Council.
- Grew American Red Cross Great Bay Chapter revenue and staff by 50% in two years; raised over \$100,000 a year in special events and major gifts; increased service delivery by 15%; and re-organized fiscal and operations of two failing chapters in the Red Cross system.
- Secured over \$170,000 in new business contracts for URS Corporation and promoted to manager after first year with company.
- Over ten years' experience as a nonprofit professional.

### Work Experience:

*Executive Director, Strafford County Community Action Committee, Dover, New Hampshire, 2010-present.*

- Managed daily operations of a nonprofit organization including: finance, board and staff meetings, public relations, grant writing, staff supervision and program development.
- Responsibilities included: development and management of 9.7 million annual budget, coordination of 133 staff and ten offices, program delivery, development and special events, public relations, and donor management.

*Homeland Security Public Health Practice Lead, URS Federal Services Inc., 2008 – 2010.*

- Provide project support to develop, execute, and evaluate a series of Senior Action Officer Preparedness Exercises for the U.S. Department of Health and Human Services focusing on international pandemic influenza containment and response effort, anthrax, presidential transition, medical surge and other public health emergencies.
- Provide recommendations to higher-level Health and Human Services officials regarding proposals, actions, and reports relative to emergency preparedness.
- Revised International Pandemic Influenza Playbook, decision and briefing papers based on Pandemic Influenza Exercise series and H1N1 lessons learned.
- Work with complete spectrum of Government agencies and departments associated with Health and Human Services public health response activities.
- Developed Homeland Security compliant Do-It-Yourself training program for U.S. Department of Agriculture focusing on intentional contamination of the national school lunch program.
- Trainer and Public Health Subject Matter Expert, National League of Cities Crisis Management for Elected Officials Training Program.

*Executive Director, Northern Strafford County Health & Safety Council, Rochester, NH, 2003 – 2008.*

- Created a nonprofit organization with municipal and private partners to coordinate public health initiatives in Northern Strafford County. Organization became a best practice model for public health networks in NH.

## Community Action Partnership of Strafford County

- Managed daily operations of a nonprofit organization including: finance, board and staff meetings, public relations, grant writing, staff supervision and program development.
- Grew organization from \$75,000 to over \$425,000 yearly operating budget with five full time staff.
- Awarded and managed Drug Free Communities grant for Rochester Substance Abuse Prevention coalition.
- Awarded and managed 21<sup>st</sup> Century After School program from the NH Department of Education.
- Developed bio-terrorism, volunteer management, risk communication, mass vaccine distribution and all health hazard emergency response plans for the six municipalities in Northern Strafford County.

*Executive Director, American Red Cross Great Bay Chapter, Dover, New Hampshire, 2000-2003.*

- Successfully merged Strafford and Seacoast Chapters integrating financial, program service, donors, and volunteers to create largest Chapter (geographic) and third largest fiscal operation in New Hampshire.
- Responsibilities included: development and management of \$580,000 annual budget, coordination of eight staff and two offices, program delivery for health and safety, emergency services, military outreach, and international services, development and special events, public relations, and donor management.
- Managed staff, volunteers, and operations during September 11th crisis including direct service to clients affected by 9/11, processing large-scale donations (in-kind and financial), and management of media.

*Health Care Organizer, New Hampshire Citizen Alliance, Concord, NH, 1999-2000.*

- Co-facilitator and developer of the Community Health Leaders Project. Responsible for policy analysis, meeting facilitation, preparing and giving testimony before New Hampshire Legislative committees and organizing of New Hampshire consumers to address state policy initiatives.

*Consultant, Community Health Institute, Concord, NH, 1998-1999.*

- Project Assistant for Turning Point: Collaborating for a New Century in Public Health funded by the Robert Wood Johnson and W.K. Kellogg Foundations. Project Assistant for New England Rural Health Roundtable. Data analysis for New Hampshire Kids Count 1998; assistant editor, designer and contributor of In the Public's Health research and application renewal of Primary Care Health Professional Shortage Area Designations and new Dental Health Professional Shortage Area Designations for the state of New Hampshire.

### **Education**

Masters, Public Health, Boston University, 1998

BS, Health Management and Policy, New Hampshire University, 1995

### **Professional Societies/Affiliations**

Endowment for Health Advisory Board

Rotary Club of Dover, Dover, New Hampshire

Elected to serve on the Dover City Council for Ward One from January 2000 to December 2002

# Susan E. Geier

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## Career Summary

Senior level communications professional with 15 years of media experience and 4 years of public health emergency response experience. Strong writing, editing and public information officer skills and extensive knowledge of public health, nonprofit, small business and government. Adept at working on deadline with excellent organization, crisis communication and public speaking skills.

- Public Health Emergency Response
- Strategic and Crisis Communication
- Writing and Editing
- Public and Media Relations
- Organizational Leadership
- Exercise Design and Implementation

## Summary of Accomplishments

- Led effort to establish working partnership with Exeter Hospital during Fall 2009-Spring 2010 outbreak of H1N1 virus and conducted more than 30 vaccination clinics in the Exeter, NH region.
- Served as lead Public Information Officer and hotline coordinator in a countywide Joint Information Center (Columbus, OH) during the Spring 2009 outbreak of H1N1 Influenza Virus.
- Led effort to secure \$35,000 in federal grant funding and facilitated development of a virtual point of distribution site in Second Life for planning, training and exercising critical public health functions.
- Served as spokesperson and public relations specialist for metropolitan health department with a staff of 450 employees and serving a population of more than 760,000.

## Experience

### **Community Services & Outreach Director Community Action Partnership of Strafford County, Dover, NH.** Jan. 2011 to Present

- Oversee 3 outreach offices in Strafford County that provide services to low-wage earners, including fuel and utility assistance, emergency food and referrals. Additionally responsible for overseeing the Homeless Outreach Intervention/Prevention, Senior Transportation and food and nutrition programs.
- Responsible for developing community outreach strategies and internal and external communication materials; develop media policy; creation of annual report and collateral material
- Overseeing revision and rebranding of agency identity and website
- Serve as agency representative on the regional transportation coordination council
- Serve as agency representative on Strafford County's regional public health emergency preparedness coordination council; serving on planning committee for regional public information exercise

### **Greater Exeter Region Public Health Coordinator, Exeter, NH.** September 2009 to January 2011

- Designed and implemented emergency communication exercises and the region's first anthrax tabletop incorporating MACE coordination; developed various public health plans, policies and procedures for region
- Lead regional council of 17 towns and multiple agencies with an emphasis of promoting preparedness, building partnerships and developing memorandums of understanding.
- Provided logistics, coordinated vaccination clinic operations and volunteer/staff management and served as public information officer during H1N1 Influenza Virus outbreak during the fall of 2009 through spring 2010
- Provided public information and resource coordination for the region during hurricane and flooding events
- Secured more than \$400,000 in federal grant money for Public Health Emergency Preparedness program and also H1N1-related activities, including conducting vaccination clinics.
- Established first Medical Reserve Corps unit in the region as well as first regional Community Emergency Response Team under umbrella of Greater Exeter Region Citizen Corps

### **Public Relations Specialist II, Columbus Public Health, Columbus, OH**

March 2007 to July 2009

- Served as spokesperson and answered media inquiries (print, radio, television) for a metropolitan health department serving a diverse population of more than 760,000 residents.
- Wrote talking points, hotline scripts, press releases, media and health alerts and other communication materials for public, media, staff and key partners on wide range of topics, including natural and manmade disasters and disease outbreaks.
- Served as department PIO and in county Joint Information Center in natural and manmade disasters as well as tabletop, functional and full-scale exercises; also assisted in designing public health exercises
- Lead writer on annual report and annual all-staff meeting program as well as primary writer and content developer for variety of department publications, strategic reports and presentations Coordinated and developed communication training and exercise drills for department's internal public information team.
- Created and presented Crisis Communication and Media workshops for staff and regional PIOs
- Served on the board and as department representative on the Central Ohio Public Information Network

**Copy Editor, Assistant Managing Editor, Columbus Business First, Columbus, OH 2002 to 2007**

- Developed and assigned stories as Assistant Managing Editor to staff reporters and freelance writers for weekly business newspaper, special publications and real estate industry magazine
- Edited copy for print and website, wrote headlines, cutlines and some stories and coordinated art and photographs for all stories, while staying on budget; developed and edited two new publications
- Wrote and recorded business updates for broadcast on local news radio station

**Various positions, Newark Advocate, Newark, OH 1993 to 2002**

- Primary duties included selecting, editing, approving and paginating material for opinion page as well as writing editorials for daily newspaper as assistant news editor; paginated page 1A on deadline as well as other pages. Edited copy for Web site and assisted in story and budget planning.
- Supervised a staff of full-time reporters and correspondents as city editor for daily newspaper. Edited stories, planned daily news coverage and special projects.
- Crime and courts reporter; also covered government, nonprofits and social issues

### **Selected Presentations**

Geier, S. *Media Basics for Volunteers*. Presented to Strafford County Citizen Corps volunteer unit, Rochester, NH (November 2011)

Geier, S. and Atkins, B. *Communicating in a Crisis or Emergency*. Presented to Columbus Public Health's Public Information Team and the Central Ohio Public Information Network. Columbus, OH (November 2007 and May 2008)

Geier, S. (2006) *Creating Working Relationships with the Media*. Presentation delivered to Introduction to Public Relations class at Ohio University. Athens, OH.

### **Affiliations & Training**

- Completed IS 100, 120.a, 130, 139, 200, 242, 300, 400, 700, 800, 701, 702; Basic Public Information Officer (G-290) and Advanced Public Information Officer (E388); Homeland Security Exercise Evaluation Program
- Member, Community Action Partnership of Strafford County's Strategic Planning Team (July-December 2011)
- Member, Strafford County Public Health Network Regional Coordinator Council (January 2011-present)
- Member, Alliance for Community Transportation Council (February 2011-present)
- Member, Emergency Management and Medical Surge teams, Exeter Hospital (February 2010-January 2011)
- Vice Chair/Secretary, strategic planning team, Central Ohio Public Information Network (2007-2009)
- Member, Chemical Emergency Preparedness Advisory Council's Public Information Committee (2007-2009)

### **Education**

Capital University, Bexley, Ohio

B.A., English

## DOUGLAS S. SURINA

### **ENTREPRENARIAL and PROFESSIONAL EXPERIENCE**

*Community Action Partnership of Strafford County, Dover, NH, Fiscal Officer, 2002-Present*

Prepares a variety of complex accounting, statistical, and narrative statements or reports requiring extensive analysis and interpretation of data; Establishes and maintains new departmental accounting systems and procedures; makes recommendations on the implementation of departmental accounting system revisions to increase efficiency and effectiveness; establishes and maintains effective accounting controls; Participates in the preparation, evaluation, justification, and maintenance of budgets and budgetary controls; confers and cooperates with Auditor-Controller staff and systems analysts to implement and improve automated fiscal systems; Prepares, reviews, and monitors grants, contracts, claims and other fiscal agreements and proposals; Prepares financial statements, balance sheets, income and expense reports, and cash flow analyses for enterprise funds, internal service funds, or major programs; Recommends rates and fees based on cost accounting analysis;

**HUB Family Support Center 10/2008 – 6/2010**, Business Manager responsible for all financial management functions, annual budget preparation, interim reporting to Grantors and Board of Directors, human resource oversight.

**Low Rate Mortgage L.L.C. (LRM) 01/2007 - present**, Independent Mortgage Loan Originator from home.

**Neighborhood Mortgage (NM), Letsown.com 01/2006 - 01/2007**, I began advising and placing keys into the hands of first time home buyers'. This is very gratifying and began my initial experience with New Hampshire Housing Financial Assistance and other homeowner assistance programs.

**Dover Auto World 02/2004 – 09/2004**, Honda, Chevrolet and used car sales at a small local dealership. Runner up for the most cars delivered in September 04. I left for the mortgage industry.

**The National Association for the Self Employed 06/2003 – 01/2004**, worked from home selling health, disability and life Insurance for the self employ.

**JROC Trading, Dover, NH 03820, Owner, 01/2003 – present**, JROC Trading was initially started as a wholesale distributor of general merchandise and later evolved into an Eco-Quest distributorship of air purification equipment.

**My personal residence 06/2002 – 12/2002**, I planned an addition, replacement windows and vinyl siding of my personal residence. I completed my Honey Do list and then began my self education.

**Liberty Mutual Ins. Co. (LM), Boston, MA 1972-2002**

A property and casualty insurance carrier collecting 6 billion in annual premiums.

**(LM), Assistant Treasurer, Manager of Cash Management, 1992-2002**

Managed 4 corporate treasury operations: cash concentrations (6 b), bank account reconciliation (400 accounts), abandon property (12 m), and 1099 reporting (350 K). Cash reporting, analysis, quality checks and reconciliations all required daily cut off times.

Assigned team members by their strengths to projects on short notice often requiring an immediate response. Maintained domestic bank and business group relationships for the company. Department budget of \$8 million contained bank service fees of \$3 million.

- Fully integrated organizations 9 months after purchase while reducing head counts to pre-acquisition levels. Grew from 9 to over 100 legal entities during the 10-year period.

- Created the “Telephone Check”, a positive pay product placed at Shawmut Bank as an out sourced application increasing security over our on site automobile claims payment service.
- Conducted ‘Request for Proposals’ from various vendors and selected Treasury Disbursing Utility, Convey and Tracker; software applications that reduced cost and increased productivity and quality, savings of 1.2 million annually.
- Managed the relocation of our offices into newly constructed facility from down town mill, including publication of business resumption plan for department operations.

**(LM), Manager of Disbursements** (accounts payable and employee expense reimbursement), 1990-1992.

Processed 250,000 invoices and 180,000 employee expense reimbursements annually per guidelines.

- Implemented corporate credit card program with automated employee expense account reimbursement. Reduced corporate headcount by 128 and company petty cash by \$890,000.
- Increased productivity by taking advantage of blanket purchase orders and automation to invoices from vendors offering electronic transactions.

**(LM), Home Office Manager of Field Operations.**

Financial Field Auditing, 1972 – 1990, Business unit field auditor collection of sensitive customer information, interpreting insurance statutes, answering customer questions, analysis of financial accounts, calculating premium and performing branch office compliance audits. The interpretation of Workers Compensation statues concerning contract workers employment status were the most difficulty to discuss as customers were reluctant to offer any information. I held several positions from entry level to 2<sup>nd</sup> in command. Conducted 44 lap top implementation classes over an 18 month period traveling across the entire Continental US.

### **EDUCATION**

Boston College, Chestnuthill, MA

Bachelor of Science in Business Administration, Accounting, 1972

### **PROFESSIONAL AFFILIATIONS**

Notary Public for the State of New Hampshire, commission expires 4/28/2015

### **AWARDS**

Liberty Rise Award – Treasury Disbursing Utility & Liberty Rise Award – Satellite Utility  
Employee Recognition Award –by Business Market SVP and Controller for the Wausua Integration

### **TECHNICAL COMPUTER SKILLS**

Proficient in Quick Books and Microsoft Office: Excel, Word, PowerPoint and Outlook. Self taught: Act contact database, Lotus, DOS, Calyx Point and Byte loan origination software. Familiar with: XRT Treasury Workstation, Microsoft Access, Tracker (Abandon Property), Convey (1099) and TREC (bank account reconciliation). Migrated from Mac to MS.

### **VOLUNTEER EXPERIENCE**

Rotarian, Dover NH Club #6323

Dover NH Crime Line, Chairman and past Secretary 1995 - present

Woodman Institute, museum tour guide 04/2008 – present

Back River Community Club, Treasurer, 09/1988 - present

# Brandice Bobusia

## Objective

To utilize my skills and expertise in the field of social services to contribute to and enhance the work environment in which I serve.

## Experience

5/11-Present CAPSC Dover, NH

### Outreach Services Manager

- Manage all staff in the county outreach offices day to day duties included but not limited to, taking Fuel and Electric applications, food pantry related activities and information and referral.
- Manage LIHEP and EAP programs for the county.
- Track and report applications and data for electric and fuel assistance applications regarding towns in Strafford County
- Create and maintain networks and positive relationship with City and town welfare, and other community based organizations, in order to better serve the low income client population.

5/08-5/11 Rockingham Community Action Raymond, NH

### Site Director

- Serve residents in 12 surrounding towns with resources to achieve self-sufficiency.
- Compile and track all clients that utilize any form of service in the outreach center.
- Track and report all funding, revenue and budgets for the center on a monthly basis.
- Supervise and train staff on new tools, resources and programs run by the outreach center
- Work closely with Town Welfare, landlords, utility companies NH Housing and various other community-involved offices to ensure clients best interest are sought.

5/06-5/08 Rockingham Community Action Portsmouth, NH

### Work Resource Specialist

- Assist former TANF recipients to achieve job advancement and retention.
- Maintain awareness of community resources and referring agencies to better assist clients in need.
- Maintain and update monthly reports using extensive Microsoft Excel spreadsheets.

48/05-3/06 Work Opportunities Unlimited Derry, NH

### Vocational Resource Specialist

- Assisted individuals with various backgrounds and skills set to find and maintain meaningful employment with in the community.
- Maintained relationships with homecare providers, guardians and caseworkers for each client to achieve the highest support level possible in finding employment.
- Prepare daily, weekly and monthly progress notes on each individual in a four-person caseload.

4/03-5/05 Brian's House in the Village Plymouth, NH

### Program Coordinator



- Facilitated and Supervised safe visitation for children and families.
- Collaborated closely with Plymouth District Court, DCYF, Domestic Violence Shelter, and Various Guardian *ad litem*s in the surrounding counties.
- Reviewed court documents in order to comply with visitation.
- Assisted the director in acquiring federal and corporate grants.

#### Education

2000-2004

Plymouth State University

Plymouth, NH

- B.A., Childhood Studies.
- Graduated Outstanding Senior Woman.

#### Achievements

- Class of 2004 Vice President
- Top 20 Outstanding Senior Award
- 2003 Community Service Award
- Americorps Member and scholarship recipient 2003