



STATE OF NEW HAMPSHIRE
 DEPARTMENT OF HEALTH AND HUMAN SERVICES
 OFFICE OF HUMAN SERVICES
DIVISION FOR CHILDREN, YOUTH & FAMILIES

Nicholas A. Toumpas
 Commissioner

Lorraine Bartlett
 Director

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April 17, 2015

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to enter into an agreement with Southern New Hampshire Services, Inc. (Vendor # 91891) for the provision of statewide Child Care Resource and Referral services in an amount not to exceed \$1,980,000, effective July 1, 2015, or date of Governor and Executive Council approval, whichever is later, through June 30, 2017. 100 % Federal Funds

Funds to support this request are anticipated to be available in the following account in State Fiscal Years 2016 and 2017 upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust encumbrances between State Fiscal Years, if needed and justified, without further approval of the Governor and Executive Council.

05-95-42-421110-29780000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, CHILD DEVELOPMENT, CHILD CARE DVLP-QUALITY ASSURE

Fiscal year	Class/Object	Class Title	Activity Number	Amount
2016	102-500731	Contracts for Program Services	42117709	\$990,000
2017	102-500731	Contracts for Program Services	42117709	\$990,000
			Total	\$1,980,000

EXPLANATION

The purpose of this request is for the provision of a statewide Child Care Resource and Referral program that will: assist families in securing high quality child care for their children; refer families to community supports, as needed; and assist child care programs to improve program quality by providing a centralized network of services for families in need of child care and community services, and for child care service providers.

The Division for Children, Youth and Families Child Development Bureau administers funds available through the Federal Office of Child Care Child Care and Development Fund. These funds support eligible low-income families by providing child care financial assistance and by supporting a variety of activities that assist them in securing high quality child care. These federal funds also support continuous quality improvement of early childhood and child care programs through the provision of training and targeted technical assistance to program staff, which results in positive outcomes for children.

The Contractor will ensure that high quality, culturally competent Child Care Resource and Referral services are known and accessible to the widest possible number of families, providers, businesses and community members statewide. The Contractor will ensure consistency in data collection and reporting of services in the National Association of Child Care Resource and Referral Agencies (now known as Child Care Aware® of America) Data Suite. This statewide database, gives families the opportunity to be supported by Child Care Resource and Referral staff immediately upon contact, via telephone, in-person, or online.

The Contractor will coordinate, market, and provide training opportunities for child care program staff, set up of training sites and coordinate participant registration, trainee data and training materials, and the credentialing of participants.

The Contractor will provide technical assistance to child care providers to improve quality and increase access of high quality child care to families. Technical assistance activities include but are not limited to: assisting with credentialing of the child care workforce through the NH Early Childhood Professional Development System; providing training and technical assistance in business management practices for child care programs; and providing technical assistance to child care programs to support them to implement the Strengthening Families approach.

The Contractor will also assist child care programs with completing a written emergency preparedness plan based on the Incident Command System and with creating individual professional development plans designed to increase teacher competency, especially in the realm of the NH Early Learning Standards.

The ability to consistently collect, utilize and report accurate data is necessary to meet the requirements of the Federal Office of Child Care and the recently reauthorized Child Care Development Block Grant. This is accomplished through this contract by use of the Child Care Aware® of America database.

This contract was competitively bid. The Department published a Request for Proposals on December 1, 2014 to solicit proposals from vendors for the provision of statewide Child Care Resource and Referral services under one contract. The Request for Proposals was published on the Department's website with a closing date of January 16, 2015. The Department received three (3) proposals, which were evaluated by managers and program specialists. Southern New Hampshire Services was selected. The bid summary sheet is attached.

The attached contract includes the option for the Department to renew the contract for up to three (3) periods of two (2) years each, subject to the continued availability of funds, satisfactory performance of services and approval by the Governor and Executive Council.

The selected Contractor will provide statewide Child Care Resource and Referral program services across all Division of Client Services District Office catchment areas in order to: reduce administrative program costs; increase funding for training and targeted technical assistance activities that will increase child care program quality; and increase access to high quality child care programs for children of low-income families.

Should the Governor and Executive Council not approve this request Child Care Resource and Referral services will not be available to families and child care programs, which could result in lack of alignment in child care practices and/or services including failure to increase access to high quality child care for low-income families. This would also result in DCYF being out of compliance with the Child Care and Development Fund Federal Plan and the new requirements of the Child Care Development Block Grant Act, signed into law on November 19, 2014.

Source of Funds: 100% Federal Funds from the Catalog of Federal Domestic Assistance (CFDA) # 93.575, Federal Agency Department of Health and Human Services, Administration for Children and Families, Child Care and Development Block Grant

Area Services: Statewide

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

Respectfully submitted,



Mary Ann Cooney
Associate Commissioner

Approved by:



Nicholas A. Toumpas
Commissioner



**New Hampshire Department of Health and Human Services
Office of Business Operations
Contracts & Procurement Unit
Summary Scoring Sheet**

Statewide Child Care Resource and Referral Services

16-DHHS-OHS-DCYF-01

RFP Name

RFP Number

Reviewer Names

1. Dague Clark (Cost) Administrator
III, Thayer

2. Claudette Mallory (Cost) Program
Specialist II, Thayer

3. Dr. Ellen Wheatley (Tech), cost
observer no-vote, Dir Res & Inst

4. Kristin Booth (Tech) Program
Specialist IV Thayer

5. Jessica Sugrue (Tech) Program
Specialist III Thayer

6. Susan Foley (Tech) Program
Specialist IV Thayer

Pass/Fail	Maximum Points	Actual Points
	390	287
	390	238
	390	355

Bidder Name

1. Easter Seals, NH

2. Southeastern Regional Education Service Center,
Inc. (SERESC)

3. Southern NH Services (SNHS)

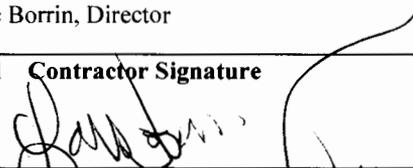
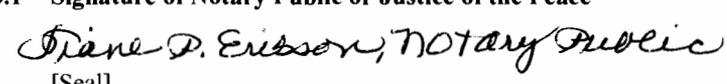
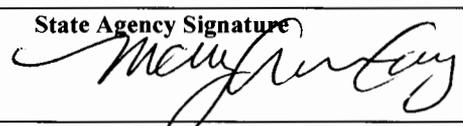
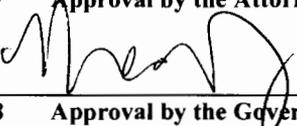
Subject: Child Care Resource and Referral Services

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 Health and Human Services Division for Children, Youth and Families		1.2 State Agency Address 129 Pleasant Street Concord, NH 03301	
1.3 Contractor Name Southern New Hampshire Services, Inc.		1.4 Contractor Address 40 Pine Street Manchester, NH 03103	
1.5 Contractor Phone Number 603-668-8010	1.6 Account Number 05-095-42-421110-29780000	1.7 Completion Date June 30, 2017	1.8 Price Limitation \$1,980,000
1.9 Contracting Officer for State Agency Eric Borrin, Director		1.10 State Agency Telephone Number 603-271-9558	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Gale F. Hennessy, Executive Director	
1.13 Acknowledgement: State of <u>NH</u> , County of <u>Hillsborough</u> On <u>4/15</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]		DIANE P. ERIKSON, Notary Public My Commission Expires May 23, 2019	
1.13.2 Name and Title of Notary or Justice of the Peace DIANE P. ERIKSON, EXECUTIVE ASSISTANT			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory MARY ANN COONEY Associate Counsel	
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:  Megan A. York - Attorney On: 5/1/15			
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.

Contractor Initials: GC
Date: 11-6-11

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

Contractor Initials:
Date:

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.



Scope of Services

1. Provisions Applicable to All Services

- 1.1. The Contractor agrees that, to the extent future legislative action by the New Hampshire General Court or federal or state court orders may have an impact on the Services described herein, the State Agency has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.
- 1.2. The Contractor shall pursue any and all appropriate public sources of funds that are applicable to the funding of the Services, operations prevention, acquisition, or rehabilitation. Appropriate records shall be maintained by the Contractor to document actual funds received or denials of funding from such public sources of funds.

2. Services to Be Provided...

- 2.1. The Contractor will promote and market high quality, culturally competent, Child Care Resource & Referral (CCR&R) services statewide to families, providers, businesses and community members. The Contractor will:
 - 2.1.1. Annually update marketing materials using Child Care Aware® of America's (formerly NACCRRRA) best practices. Marketing materials will include but not be limited to:
 - 2.1.1.1. Brochures,
 - 2.1.1.2. Flyers,
 - 2.1.1.3. Display posters,
 - 2.1.1.4. Pens,
 - 2.1.1.5. Magnets, and
 - 2.1.1.6. Other marketing tools.
 - 2.1.1.7. Materials will be updated in both English and Spanish and at minimum, will contain:
 - 2.1.1.8. Program name;
 - 2.1.1.9. Toll free phone number; and
 - 2.1.1.10. Website.
 - 2.1.1.11. The update will occur in May of each year.
 - 2.1.2. Create a brand/logo for CCR&R that reflects a statewide approach to CCR&R services and programming.





Exhibit A

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- 2.1.2.1. The existing brand, Child Care Aware® of New Hampshire, will be utilized if permission is granted from the current organization, to minimize cost associated with creating and marketing a new brand/logo.
 - 2.1.2.2. Brand/Logo should be completed by September 2015.
 - 2.1.3. The Contractor will create a comprehensive website that is easily assessable, up-to-date and user-friendly.
 - 2.1.3.1. This site will have tabs or “buttons” specifically for families, providers and the community. Under each tab, a list of informative and related resources and links will be provided. A tab for businesses will also be added to promote program services to local and state businesses. Tabs specific to Families and Providers will be created as outlined below:
 - 2.1.3.1.1. Families: This tab will be on the main page of the website and will give Families the option of selecting a Child Care Search Online, Child Care Licensing Information, Quality Matters (to include what quality is, questions to consider when selecting a program, quality indicators and designations of quality), Financial Assistance (how to apply for child care scholarship, including link to NH Easy, an online application link for assistance), Complaint Policies, Family Resources, and Child Care Chat Feature.
 - 2.1.3.1.2. Providers: This tab will be on the main page of the website and will give Providers the option of searching for Training, Technical Assistance, Child Care Training Academy (an online customizable training component), NH Professional Registry, Provider Resources (to include current DHHS Contractors and Stakeholders, etc.) and Child Care Chat Feature and/or interactive group chat with log-in.
 - 2.1.3.2. This site will be reflective of New Hampshire and will have:
 - 2.1.3.2.1. Photos and videos specifically to provide a visual of CCR&R services throughout the state.
 - 2.1.3.2.2. There will be photos of CCR&R Staff under an “About Us” tab to give the site a friendly and usable feel for a statewide audience of CCR&R Program users.
 - 2.1.3.2.3. The NH Professional Registry,(with the CDB consent), will be housed on this site for quick access as will the Online Referral Module for Families seeking child care referrals.
 - 2.1.3.2.4. A link to Eventbrite trainings and Facebook.



Exhibit A

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- 2.2.1. Maintain regular business hours from 8:30 a.m. – 4:30 p.m., Monday through Friday in the main office (Southern/Manchester Regional/Main Office) and in each of the four regional offices (Concord/Laconia Regional Outreach Office, Berlin/Conway/Littleton Regional Outreach Office, Claremont/Keene Outreach Regional Office, Rochester/Seacoast Regional Outreach Office).
 - 2.2.2. Offer appointments for services outside of the regular business hours, specified in section 2.2.1., by request through the program's website.
 - 2.2.3. Conduct referrals via phone, in-person, online or at NHEP orientations.
 - 2.2.4. Maintain a strong working relationship with NHEP and DHHS staff in each District Office.
 - 2.2.4.1. The Contractor will participate in NHEP orientations to inform participants with information about child care, what assistance may be available to meet their needs and information regarding child care licensing and quality indicators to look for when selecting a child care program for their child(ren).
 - 2.3. The Contractor will follow up with clients two to three weeks after an initial referral is taken using a developed evaluation and follow up process using various methods such as:
 - 2.3.1. Phone contact (in English & Spanish),
 - 2.3.2. A paper survey (included in each referral packet),
 - 2.3.3. Through "Survey Monkey" (a web-based survey link), or
 - 2.3.4. Mailing a "Family Satisfaction Survey".
 - 2.4. The Contractor will enter all information concerning follow up attempts and completed surveys into the Child Care Aware® of America NACCRRRA Data Suite database and provide a quarterly report to the Program Specialist monitoring the contract.
 - 2.5. The Contractor will collaborate with DHHS contractors and other stakeholders to maximize the cost benefit of providing statewide services to families and child care programs. The Contractor will:
 - 2.5.1. Provide service in multiple regions within the state in a consistent and streamlined approach;
 - 2.5.2. Place emphasis on proper , reliable and valid data collection and reporting;
 - 2.5.3. Utilize a "Go-to-Meeting" format, conference calling or other technological services as an alternative means to still engage with client personally with minimizing the expenses associated with travel and time providing direct in-person services;

gck

4/15



Exhibit A

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- 2.5.4. Work with CCLU to maintain and update, accurate and complete NACCRRAware database of child care programs;
 - 2.5.5. Collaborate with other State of NH contractors to promote each other's services and to assist in increasing awareness of contracted services; and
 - 2.5.6. CCR&R Outreach Specialists work with CDB Specialists on ensuring that the data in each of their respective databases is accurate in terms of which providers are enrolled in and accepting child care scholarships.
- 2.6. The Contractor will maintain current relationships/collaborations with other agencies and organizations to maximize child care resource services. These include but are not limited to:
- 2.6.1. New Hampshire Employment Program;
 - 2.6.2. Child Development Bureau;
 - 2.6.3. Child Care Licensing Unit;
 - 2.6.4. Child Care Aware of New Hampshire;
 - 2.6.5. Early Head Start and Head Start Programs;
 - 2.6.6. Alliance of Better Childcare (ABC);
 - 2.6.7. Arts Alliance of New Hampshire;
 - 2.6.8. Carroll County Round Table;
 - 2.6.9. City of Derry Public Health Department;
 - 2.6.10. Early Learning New Hampshire (ELNH);
 - 2.6.11. New Hampshire Association for the Education of Young Children (NHAEYC);
 - 2.6.12. New Hampshire Children's Trust;
 - 2.6.13. Seacoast Early Learning Alliance (SELA);
 - 2.6.14. SPARK NH;
 - 2.6.15. Watch Me Grow NH;
 - 2.6.16. Comprehensive Resource for Out-of-School Staff NH;
 - 2.6.17. Early Education and Intervention Network;
 - 2.6.18. Family Resource Centers;
 - 2.6.19. Granite State Collect;
 - 2.6.20. Dr. Michael Kalinowski; and
 - 2.6.21. Southeaster Regional Education Service Center Inc.



Exhibit A

- 2.7. The Contractor will provide web-based services for families and child care providers by using NACCRRAware Suite of Data Services (NDS) to access and maintain the database for the state. NDS consists of the following:
- 2.7.1. NACCRRAware (NW) - generates child care referrals for families and reports. NW will manage client, provider and community data.
 - 2.7.2. Online Referral Module (ORM) - is an online service that allows CCR&R to have the ability and flexibility to configure fields for families to access online referrals. This module includes an option to translate online referrals into other languages, if needed.
 - 2.7.3. Online Provider Services (OPS) - is an online service that will give programs the ability to review and update their program information into NACCRRAware. This application also allows CCR&R to upload files, forms, training information, emergency preparedness guides and other pertinent information for providers to access easily online.
 - 2.7.4. Training Tracking and Technical Assistance Management or TTAM - consists of various components. Training Tracking (TT) will manage, track and report trainings for child care providers. The Training Portal, which is for Trainers/Trainees, provides web based access for Trainer and Trainee records. The Online Training Calendar (OTC) via TTAM, will provide CCR&R with the ability to create local, regional and statewide training calendars and allow training participants to register online for these training opportunities. Technical Assistance Management (TA) is the module used to manage, track and report on technical assistance provided to child care programs. Training Registry (TR) will track the demographics, education, employment background and training history of child care providers and cross sector professionals and will also identify and record their advancement in the field.
 - 2.7.5. Child Care Training Academy is a web-based platform that allows providers to access online training for a fee. The academy offers a variety of training and also gives providers the ability to customize their training. Child Care Aware of America® is currently working on developing a data integration between Child Care Aware Training Academy and the TT Datasets. This would then mean that trainees participating in a Child Care Training Academy would be able to have information regarding their participation in their Registry Record through the NH Professional Registry.
 - 2.7.6. Child Care Online (CCO) - will give providers the ability to create a "virtual" tour of their child care program with pictures and descriptions to help them market their program to families. This feature is not currently used by CCR&R, however, if needed CCR&R will begin utilizing this feature to assist programs in their marketing efforts.
 - 2.7.7. Quality Indicators (QI) - will provide an easy to understand program profile to families that highlights a program's quality indicators or areas of quality. This

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Exhibit A

feature is relatively new to NDS. CCR&R will work with the CDB on utilizing this feature to help the state meet the federal plan requirements and to help promote and market QRIS (Quality Rating Improvement System).

- 2.8. The Contractor will ensure that data collection and reports are accurate and consistent statewide.
- 2.8.1. Actively assist in maintaining the NACCRRRA Data Suite (NDS) database to house statewide data with accurate and current information regarding child care needs and child care program information, including integration with all modules of the data suite as mentioned in 2.6.1 through 2.6.7.
 - 2.8.2. The SNHS program manager will assist in populating the database data fields and updating them regularly and appropriately.
 - 2.8.3. Activity conducted between CCR&R staff and child care programs will be documented in the database.
 - 2.8.4. SNHS CCR&R will conduct a minimum of five updates to the NACCRRRA Data Suite (NDS) on an annual basis which include but are not limited to:
 - 2.8.4.1. Conducting a full and partial update to the provider section of the database;
 - 2.8.4.2. An annual update and review of the community section
 - 2.8.4.3. An annual update and review of client records
 - 2.8.4.4. Deletion of duplicate records; and
 - 2.8.4.5. Updating providers accepting Preventive and Protective Care and changing their licensing status and/or quality designation.
- 2.9. The Contractor will ensure the database is updated with current information on a regular basis and will delete any duplicate or unnecessary data.
- 2.9.1. Protocol for deletion of client, provider and community records follows. The Contractor will delete:
 - 2.9.1.1. Inactive clients with no action log history within the past two years;
 - 2.9.1.2. Duplicate client records, all relevant history will be kept or moved to the saved account;
 - 2.9.1.3. Online Referral Module (ORM) clients with no referral history within the last two years;
 - 2.9.1.4. Child care programs/providers with no activity within a calendar year;
 - 2.9.1.5. Duplicate community records;
 - 2.9.1.6. Community records not actively used by CCR&R staff within a calendar year.
 - 2.9.2. Update current information:

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Exhibit A

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- 2.9.2.1. Client Section:
 - 2.9.2.1.1. Entering client information for referrals will be done within one business day;
 - 2.9.2.1.2. Deleting duplication of records will be done in July/August of each year;
 - 2.9.2.1.3. Administration and configuration of the Client Section data fields will be done as needed with the DHHS Child Development Bureau (CDB).
 - 2.9.2.2. Provider Section:
 - 2.9.2.2.1. Entering new providers in the database when received within five business days of receiving the information;
 - 2.9.2.2.2. Updating provider information in database will done in March and November;
 - 2.9.2.2.3. Inactive records will be deleted in December/January of each year;
 - 2.9.2.2.4. Updating Preventive and Protective Care and new/closed programs within five business days of receiving lists from DHHS Child Development Bureau (CDB) and/or Child Care Licensing Unit (CCLU).
 - 2.9.2.3. Community Section:
 - 2.9.2.3.1. Adding Community Records will be done within five business days of receiving the information;
 - 2.9.2.3.2. Reviewing and updating community section will be done in December and January of each year;
 - 2.9.2.3.3. Deleting community records will be done in December/January of each year.
 - 2.9.2.4. Online Provider Services (OPS):
 - 2.9.2.4.1. Giving providers access will be done as needed upon request;
 - 2.9.2.4.2. Monitoring OPS will be done on a weekly basis.
 - 2.9.2.5. Online Referral Module (ORM):
 - 2.9.2.5.1. Administration and configuration as needed based on Child Development Bureau (CDB) will be done weekly.
 - 2.9.2.6. Child Care Online (CCO):
 - 2.9.2.6.1. Will be available upon request based on Child Development Bureau (DCB) needs.



Exhibit A

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- 2.9.2.7. Training and Technical Assistance management Module (TTAM):
 - 2.9.2.7.1. Training and Tracking (TT):
 - 2.9.2.7.2. Entering training, trainers, host sites (facilities), training competency data will be done on a monthly basis;
 - 2.9.2.7.3. Enrolling trainees and entering information upon completion of training within five business days;
 - 2.9.2.7.4. Merging duplicate registry user accounts will be done as needed;
 - 2.9.2.7.5. Training reporting will be done on a monthly basis;
 - 2.9.2.7.6. Final competency count will be updated weekly or as requested; and
 - 2.9.2.7.7. TT Training for CCR&R staff will be done upon hire, as needed.
 - 2.9.2.7.8. Technical Assistance (TA) Management:
 - 2.9.2.7.8.1. Entering TA initiatives will be done as needed;
 - 2.9.2.7.8.2. Entering TA project, episode will be done upon completion of the project or episode;
 - 2.9.2.7.8.3. Assessing and Reporting on TA will be done on a quarterly basis; and
 - 2.9.2.7.8.4. TA Training for CCR&R staff will be done upon hire, as needed.
 - 2.9.2.8. Quality Indicators (QI):
 - 2.9.2.8.1. Will be available upon request based on Child Development Bureau (DCB) needs.
 - 2.10. The Contractor will provide statewide child care resource, referral, recruitment, and educational training and targeted technical assistance services to licensed center and family based as well as license exempt child care providers. The Contractor will:
 - 2.10.1. Offer training in five regions throughout the state,
 - 2.10.2. Offer a variety of training formats, with evening trainings, conferences, full-day events and institutes,
 - 2.10.3. Expand the use of standard host sites in each region for trainings to ensure participant comfort and to maximize adult learning as well as minimize cost,
 - 2.10.4. Provide a minimum total of 225 training opportunities, 45 of which will be Child Care Basic trainings, 60 will consist of health and safety training opportunities, and 120 will be as recommended by the CDB, Child Care Licensing, or the Spark NH Workforce and Professional Development Committee, and/or as requested by child care providers.

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Exhibit A

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- 2.10.5. Seek opportunities to provide training and targeted TA to 25 programs and providers who are looking to expand or change their programs to meet the needs of families, such as providing infant/toddler care and/or adjusting their hours to accommodate evening and weekend care,
 - 2.10.6. Provide outreach within the community to market CCR&R services and to attract individuals looking to provide child care within their home as a family child care business as part of CCR&R recruitment effort,
 - 2.11. The Contractor will provide targeted technical assistance to providers to fill unmet child care needs throughout the state, including but not limited to:
 - 2.11.1. Infant care,
 - 2.11.2. Special needs care, and
 - 2.11.3. Child care during non-traditional hours.
 - 2.12. The Contractor will provide Child Care Basics Training and other workshops on a statewide level which must include health and safety training.
 - 2.12.1. The Contractor will provide "Caring for Our Children: Health, Safety, Nutrition and Wellness" Conferences. These pre-service training topics will be based on Caring for Our children Health and Safety Standards and will include but not be limited to:
 - 2.12.1.1. Preventing Spread of Infectious Disease,
 - 2.12.1.2. Prevention of Sudden Infant Death Syndrome (SIDS),
 - 2.12.1.3. Medication Administration,
 - 2.12.1.4. Prevention of and Response to Emergencies Due to Food and Allergic Reactions,
 - 2.12.1.5. Building and Physical Premises Safety,
 - 2.12.1.6. Prevention of Shaken Baby Syndrome,
 - 2.12.1.7. Emergency Preparedness,
 - 2.12.1.8. the Handling and Storage of Hazardous Materials,
 - 2.12.1.9. Transportation and Child Passenger Safety, and
 - 2.12.1.10. Child Abuse and Neglect: Including Recognition and Mandatory Reporting.
 - 2.12.2. A training track during this conference will be offered in Spanish when the conference is held in the Southern/Manchester region and/or translation services will be provided, based on need.
 - 2.13. The Contractor will market and facilitate training opportunities to ensure child care program staff, statewide, will have the opportunity to meet Child Care Licensing and Federal Office of Child Care training requirements.



Exhibit A

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- 2.13.1. Specific marketing methods that will be used to market and promote awareness of CCR&R professional development training for child care programs and providers will include:
 - 2.13.1.1. Email distribution lists;
 - 2.13.1.2. Website/s;
 - 2.13.1.3. Marketing materials;
 - 2.13.1.4. Social media;
 - 2.13.1.5. Eventbrite,
 - 2.13.1.6. New Hampshire Professional Registry,
 - 2.13.1.7. Spark NH PORTAL (Professional Opportunities, Resources, Trainings and Links),
 - 2.13.1.8. Directors and Leadership Collaborations;
 - 2.13.1.9. Dual Language Learners;
 - 2.13.1.10. Child Care Resource and Referral Training and Marketing Specialist;
 - 2.13.1.11. Training Modalities;
 - 2.13.1.11.1. Instructor-led training
 - 2.13.1.11.2. E-learning;
 - 2.13.1.11.3. Webinar capability;
 - 2.13.1.11.4. Links and Resources;
 - 2.13.1.11.5. Training collaborations and partnerships; and
 - 2.13.1.11.6. Host sites.
 - 2.13.2. Initial marketing will be done in September of each year when the annual training calendar is completed and disseminated.
 - 2.13.2.1. This calendar will be mailed to all licensed programs and license exempt programs in the NDS database.
 - 2.13.2.2. Dissemination through Constant Contact will also take place linking programs and individuals to the posting of this calendar on the website.
 - 2.13.2.3. Constant Contact will be used on a monthly basis to remind providers that the monthly training registration is open and what trainings are available to register for.
 - 2.13.2.3.1. This will be done through the "Monthly Minutes",



Exhibit A

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- 2.13.2.3.2. Weekly updates through the "At-A-Glance" editions will also consist of training reminders for trainings coming up and for trainings that are still available for registration,
 - 2.13.2.4. Facebook will also be used as a means to market training opportunities and reminder,
 - 2.13.2.5. The "Monthly Minutes" are mailed out to programs without internet capabilities to promote equal access of training opportunities.
 - 2.13.2.6. The Annual Training Calendar will be housed for view and will be available to download on the CCR&R website and will be referenced in marketing materials and Constant Contact disseminations.
 - 2.13.2.7. Trainings will be listed for registration purposes in the NH Professional Registry. The only exception to this will be for trainings that are still being offered through Eventbrite for payment purposes.
 - 2.13.2.7.1. Eventbrite trainings will be housed in the registry as private and paid attendees will be enrolled by the Professional Development Support Coordinator and the Training and Marketing Specialist.
 - 2.13.2.8. A list of web-based training resources specifically tied to the Federal Office of Child Care training requirements will be available for program and provider use.
 - 2.13.2.8.1. This list will include but not be limited to references and links to :
 - 2.13.2.8.1.1. American Heart Association,
 - 2.13.2.8.1.2. American Red Cross,
 - 2.13.2.8.1.3. Center for Disease Control,
 - 2.13.2.8.1.4. Federal Emergency Management Agency (FEMA),
 - 2.13.2.8.1.5. Healthy Child Care America,
 - 2.13.2.8.1.6. National Resource Center for Health and Safety in Child Care and Early Education, and
 - 2.13.2.8.1.7. Zero to Three.
 - 2.14. The Contractor will provide technical assistance (TA) services to child care providers and programs with a strength-based approach throughout the state of New Hampshire and will place an emphasis on targeted TA.
 - 2.15. The Contractor will provide technical assistance specialists that meet the specific qualifications described in the New Hampshire Early Childhood Professional Development System for Mentor, Program Consultant or Allied Professional at the Master Professional level. The Technical Assistance Specialists' activities will include but not be limited to:



Exhibit A

- 2.15.1. Assisting with credentialing through the NH Early Childhood Professional Development System and the NH Professional Registry.
- 2.15.2. Providing training and technical assistance in business management practices for child care programs.
- 2.15.3. Providing technical assistance to child care programs to support them to implement the Strengthening Families approach.
- 2.15.4. Assisting child care programs with completing a written Emergency preparedness plan based on the Incident Command System.
- 2.15.5. Assisting child care programs to create individual professional development plans designed to increase teacher competency.
- 2.15.6. Training child care program staff how to implement the NH Early Learning Standards.
- 2.15.7. Assisting child care providers to participate in NH QRIS.
- 2.15.8. Assisting child care program staff to create and update annual workforce records in the New Hampshire Professional Registry.
- 2.15.9. Availability to answer questions via telephone, email, at onsite visits, in-person at one of the regional outreach offices and/or at SNHS CCR&R sponsored trainings and events.

3. Cultural Considerations

- 3.1. The Contractor will provide culturally responsive services to families and child care providers from diverse language and cultural backgrounds.
 - 3.1.1. CCR&R staff will receive training in cultural competency,
 - 3.1.2. Translation and Interpretation services will be provided through several venues.
 - 3.1.2.1. Staff may translate written materials or speak with families,
 - 3.1.2.2. Interpretation services will be available through the Language Line,
 - 3.1.2.3. The video remote option will provide access to American Sign Language through computers to ensure the accuracy of visual cues,
 - 3.1.2.4. Written materials will be made available in languages other than English.
 - 3.1.3. The Contractor will examine and build on current knowledge to solidify understanding of the cultural variations across the state and individualize services when necessary to meet the needs of each area.

4. Staffing

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Exhibit A

- 4.1. The Contractor will employ fourteen full time employees to manage and implement the required scope of services listed above. All training and TA Team staff will meet the qualifications of the NH Early Childhood Professional Development System on the Master Professional level and an emphasis will be placed on obtaining and/or being qualified for an Infant/Toddler Endorsement. Staff members shall include:
- 4.1.1. Program Manager (located in the Southern/Manchester/Main Office);
 - 4.1.1.1. Must have a minimum of a Master's Degree in Early Childhood Education or a minimum of a Master's degree including a minimum of twenty-four (24) credits in approved coursework (all credit requirements must include a minim of 3 credits focused on child growth & development);
 - 4.1.1.2. Five (5) years, experience in early childhood education;
 - 4.1.1.3. Planning and implementation of at least 24 hours of group training of adults over a 2 year period, or successful completion of the Trainer Development Program (TDP) and an additional 12 hours of training post TDP; and
 - 4.1.1.4. Experience in supervision and leadership.
 - 4.1.2. Lead Outreach Specialist (located in the Southern/Manchester/Main Office);
 - 4.1.2.1. Must have a minimum of an Associate's Degree in Early Childhood Education or a post-graduate degree with a minimum of twenty-four (24) credit in Early Childhood Education;
 - 4.1.2.2. Strong written and verbal communication skills;
 - 4.1.2.3. Excellent customer service skills;
 - 4.1.2.4. Proficient computer skills in relation to data entry, word processing and spreadsheet management; and
 - 4.1.2.5. Five years, experience working with children and families in a community-based setting.
 - 4.1.3. Four (4) Outreach Specialists (1- Southern/Manchester/Main, 1- Concord/Laconia, 1- Claremont/Keene, 1- Rochester/Seacoast);
 - 4.1.3.1. Must have a minimum of an Associate's Degree in Early Childhood Education or a post-graduate degree with a minimum of twenty-four (24) credit in Early Childhood Education or approved coursework;
 - 4.1.3.2. Proficient computer skills in relation to data entry, word processing and spreadsheet management;
 - 4.1.3.3. Five years, experience working with children and families in a community-based setting; and
 - 4.1.3.4. Has the documentation required Section 4.2.



Exhibit A

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- 4.1.4. Professional Development Support Coordinator (located in the Berlin/Conway/Littleton Office);
 - 4.1.4.1. Must have a minimum of a Baccalaureate Degree in Early Childhood Education or a post-graduate degree with a minimum of 24 credits in ECE or approved coursework;
 - 4.1.4.2. Strong written and verbal communication skills;
 - 4.1.4.3. Excellent customer service skills;
 - 4.1.4.4. High degree of professionalism;
 - 4.1.4.5. Proficient computer skills in relation to data entry, word processing and spreadsheet management; and
 - 4.1.4.6. Five years, experience working with children and families in a community-based setting at least two of which are in a program director supervisory or leadership role.
 - 4.1.5. Training and Marketing Specialist (locate in the Claremont/Keene Office);
 - 4.1.5.1. Must have a minimum of an Associates' Degree in Marketing, Computer Science, Graphic Design or related field,
 - 4.1.5.2. Proven experience in CCR&R services in relation to marketing and outreach activities can be substituted for field of study;
 - 4.1.5.3. Strong written and verbal communication skills;
 - 4.1.5.4. Excellent customer service and marketing skills;
 - 4.1.5.5. Proficient computer experience in relation to data entry, word processing, web design and database management and reporting;
 - 4.1.5.6. Knowledge of the Early Childhood field; and
 - 4.1.5.7. Five years' experience working in a community based setting is preferred.
 - 4.1.6. Bilingual Support Specialist (located in the Southern/Manchester/Main Office);
 - 4.1.6.1. Must be Bilingual;
 - 4.1.6.2. Must have a minimum of an Associate's Degree in Early Childhood Education, Social Work or a post-graduate degree with a minimum of 24 credits in ECE or approved coursework;
 - 4.1.6.3. Strong written and verbal communication skills;
 - 4.1.6.4. Excellent customer service skills;
 - 4.1.6.5. Proficient computer skills in relation to data entry, word processing, and spreadsheet management; and



Exhibit A

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- 4.1.6.6. Five years' experience working with children and families in a community based setting.
 - 4.1.7. Four (4) Training and Technical Assistance Specialists (2 Southern/Manchester/Main Office , 1 Rochester/Seacoast, 1 Berlin/Conway/Littleton) for the provision of TA to child care programs included in but not limited to the above mentioned regions:
 - 4.1.7.1. Must have a minimum of a Baccalaureate Degree in Early Childhood Education or a post-graduate degree with a minimum of 24 credits in ECE or approved coursework;
 - 4.1.7.2. Strong written and verbal communication skills;
 - 4.1.7.3. Excellent customer service skills and a high degree of professionalism;
 - 4.1.7.4. Proficient computer skills in relation to data entry, word processing, and spreadsheet management; and
 - 4.1.7.5. Five years' experience working in an early childhood setting, at least two of which are in a program director supervisory or leadership role.
 - 4.1.8. Infant and Toddler Specialist (located in the Concord/Laconia Office);
 - 4.1.8.1. Must have a minimum of a Baccalaureate Degree in Early Childhood Education or a post-graduate degree with a minimum of 24 credits in ECE or approved coursework of which at least 9 credits are focused on Infant/Toddler content;
 - 4.1.8.2. Strong written and verbal communication skills;
 - 4.1.8.3. Excellent customer service skills and a high degree of professionalism;
 - 4.1.8.4. Proficient computer skills in relation to data entry, word processing, and spreadsheet management; and
 - 4.1.8.5. Five years' experience working in an early childhood setting, at least three of which must be training and/or teaching to adults on I/T content or consulting in I/T programs.
 - 4.2. The Contractor will ensure that all staff, subcontractors, and volunteers working on this contract, have documentation of a criminal background and central registry check that demonstrates no criminal offences.

5. Performance Measures

- 5.1. The Contractor will adhere to all the performance measures in the attached Exhibit "A-1 – Performance Measures and Goals."

Exhibit A-1 – Performance Measures and Goals

RFP Section	Performance Measure	SFY 2016 Goal	SFY 2017 Goal
3.2.2	The number of families receiving Financial Assistance to Needy Families (FANF) for whom child care referrals were provided.	1500	1500
3.2.2	The number of families not receiving FANF for whom child care referrals were provided.	1000	1000
3.2.2	The percentage of families receiving FANF for whom child care referrals were provided who were successful in having child care needs met.	70%	70%
3.2.2	The percentage of families not receiving FANF for whom child care referrals were provided who were successful in having child care needs met.	70%	70%
3.3.1	The number of families whose first language is not English for whom referrals were provided.	50	50
3.2.3	The number of initiatives in which CCR&R collaborates with stakeholders.	20	20
3.2.4.5	The number of updates to the NACCRRRA Data Suite (NDS) database, including deleting duplicate and/or unnecessary data.	6	6
3.2.6	The total number of training opportunities offered to child care program staff directly by CCR&R.	225	225
3.2.6	The number of Child Care Basics training opportunities offered through the New Hampshire Professional Registry (Training Registry module in the NACCRRRA Data Suite (NDS) for child care program staff.	45	45
3.2.6	The number of child care program staff who complete Child Care Basics training.	1000	1000
3.2.8	The number of health and safety training opportunities offered for child care program staff directly by CCR&R, and posted in the New Hampshire Professional Registry.	60	60
3.2.8	The number of child care program staff who complete health and safety training provided directly by CCR&R.	1500	1500
3.2.8	The number of other health and safety training opportunities made accessible through referrals to the Spark NH PORTAL and the NH Professional Registry (Training Registry module in the NACCRRRA Data Suite).	20	20
3.2.6	The number of child care providers for whom targeted technical assistance was provided to change/expand their programs in order to meet unmet child care needs.	25	25
3.2.9.1	The number of early childhood professionals for whom technical assistance was provided who are awarded one or more	70	70

Exhibit A-1 – Performance Measures and Goals

	credentials through the NH Early Childhood Professional Development System.		
3.2.9.2	The number of child care programs for whom technical assistance was provided to improve their business management practices.	50	50
3.2.9.3	The number of child care programs for whom technical assistance was provided who implement the Strengthening Families approach.	12	12
3.2.9.4	The number of child care programs for whom technical assistance was provided who complete a written Emergency Preparedness plan based on the Incident Command System.	15	15
3.2.9.5	The number of child care program staff for whom technical assistance was provided who complete an individual professional development plan designed to increase competency.	100	100
3.2.9.6	The number of child care programs for whom technical assistance was provided to implement the New Hampshire Early Learning Standards.	15	15
3.2.9.7	The number of child care programs for whom technical assistance was provided who participate in the NH Quality Rating Improvement System (QRIS).	25	25
3.2.9.8	The number of child care program staff for whom technical assistance was provided to create and/or update workforce records annually in the New Hampshire Professional Registry.	250	250
3.3.1	The number of child care providers whose first language is not English for whom technical assistance was provided.	20	20



Method and Conditions Precedent to Payment

1. Subject to the availability of Federal funds, and in consideration for the Contractor's compliance with the terms and conditions of this agreement, and for the services provided by the Contractor pursuant to Exhibit A, Scope of Services, and expenses incurred, the Department shall pay the Contractor an amount not to exceed, Form P-37, block 1.8, Price Limitation.
 - 1.1. This contract is funded with funds from the Catalog of Federal Domestic Assistance (CFDA) # 93.575, Federal Agency Department of Health and Human Services, Administration for Children and Families, Child Care and Development Block Grant, for the provision of services pursuant to Exhibit A, Scope of Services.
 - 1.2. The Contractor agrees to provide the services in Exhibit A, Scope of Services in compliance with the funding requirements.
2. Payment for said services shall be made monthly, but not less than quarterly:
 - 2.1 Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this agreement. The invoice, provided by the Department, must be completed, signed, and returned to the Department in order to initiate payment. In lieu of hard copies, invoices may be assigned an electronic signature and emailed. Hard copies shall be mailed to:

Fiscal Administrator
NH Department of Health and Human Services
Division for Children, Youth and Families
129 Pleasant Street
Concord, NH 03301
 - 2.2 Expenditures shall be in accordance with the approved line item budget shown in Exhibit B-1.
3. Payments may be withheld pending receipt of required reports or documentation as identified in Exhibit A.
4. A final payment request shall be submitted no later than sixty (60) days after the Contract ends. Failure to submit the invoice, and accompanying documentation could result in nonpayment.
5. Notwithstanding anything to the contrary herein, the Contractor agrees that funding under this Contract may be withheld, in whole or in part, in the event of noncompliance with any State or Federal law, rule or regulation applicable to the services provided, or if the said services have not been completed in accordance with the terms and conditions of this Agreement.
6. When the contract price limitation is reached, the program shall continue to operate at full capacity at no charge to the State of New Hampshire for the duration of the contract period.

Exhibit B-1

New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD

Bidder/Program Name: Southern New Hampshire Services

Budget Request for: Statewide Child Care Resource and Referral Services

(Name of RFP)

Budget Period: July 1, 2015 - June 30, 2016

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS external share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 526,086.32	\$ -	\$ 526,086.32	\$ 4,443.92	\$ -	\$ 4,443.92	\$ 521,622.40	\$ -	\$ 521,622.40
2. Employee Benefits	\$ 189,176.36	\$ -	\$ 189,176.36	\$ 1,333.18	\$ -	\$ 1,333.18	\$ 187,843.18	\$ -	\$ 187,843.18
3. Consultants	\$ 51,500.00	\$ -	\$ 51,500.00	\$ 11,500.00	\$ -	\$ 11,500.00	\$ 40,000.00	\$ -	\$ 40,000.00
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ 30,000.00	\$ -	\$ 30,000.00	\$ -	\$ -	\$ -	\$ 30,000.00	\$ -	\$ 30,000.00
5. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 21,432.42	\$ -	\$ 21,432.42	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 18,432.42	\$ -	\$ 18,432.42
6. Travel	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	\$ 20,000.00
7. Occupancy	\$ 23,500.00	\$ -	\$ 23,500.00	\$ -	\$ -	\$ -	\$ 23,500.00	\$ -	\$ 23,500.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 12,730.00	\$ -	\$ 12,730.00	\$ -	\$ -	\$ -	\$ 12,730.00	\$ -	\$ 12,730.00
Postage	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	\$ -	\$ 4,000.00
Subscription	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -	\$ -	\$ -	\$ 3,500.00	\$ -	\$ 3,500.00
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 12,000.00	\$ -	\$ 12,000.00	\$ -	\$ -	\$ -	\$ 12,000.00	\$ -	\$ 12,000.00
10. Marketing/Communications	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
11. Staff Education and Training	\$ 39,000.00	\$ -	\$ 39,000.00	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 35,000.00	\$ -	\$ 35,000.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory): Indirect Costs	\$ -	\$ 77,732.00	\$ 77,732.00	\$ -	\$ 1,860.00	\$ 1,860.00	\$ -	\$ 75,872.00	\$ 75,872.00
TOTAL	\$ 938,405.10	\$ 77,732.00	\$ 1,016,137.10	\$ 24,277.10	\$ 1,860.00	\$ 26,137.10	\$ 914,128.00	\$ 75,872.00	\$ 990,000.00

Indirect As A Percent of Direct

8.3%

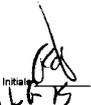
Contractor Initials: 
 Date: 4/2/15

Exhibit B-1

New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD

Bidder/Program Name: **Southern New Hampshire Services**

Budget Request for: **Statewide Child Care Resource and Referral Services**
(Name of RFP)

Budget Period: **July 1, 2016 - June 30, 2017**

Line Item	Total Program Cost			Contractor Share / Month			Funded by DHHS contract share		
	Direct Incremental	Indirect Planned	Total	Direct Incremental	Indirect Planned	Total	Direct Incremental	Indirect Planned	Total
1. Total Salary/Wages	\$ 541,317.40	\$ -	\$ 541,317.40	\$ 4,573.40	\$ -	\$ 4,573.40	\$ 536,744.00	\$ -	\$ 536,744.00
2. Employee Benefits	\$ 199,304.32	\$ -	\$ 199,304.32	\$ 1,372.02	\$ -	\$ 1,372.02	\$ 197,932.30	\$ -	\$ 197,932.30
3. Consultants	\$ 51,500.00	\$ -	\$ 51,500.00	\$ 11,500.00	\$ -	\$ 11,500.00	\$ 40,000.00	\$ -	\$ 40,000.00
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
5. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 23,471.70	\$ -	\$ 23,471.70	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 20,471.70	\$ -	\$ 20,471.70
6. Travel	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	\$ 20,000.00
7. Occupancy	\$ 23,500.00	\$ -	\$ 23,500.00	\$ -	\$ -	\$ -	\$ 23,500.00	\$ -	\$ 23,500.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 12,730.00	\$ -	\$ 12,730.00	\$ -	\$ -	\$ -	\$ 12,730.00	\$ -	\$ 12,730.00
Postage	\$ 3,750.00	\$ -	\$ 3,750.00	\$ -	\$ -	\$ -	\$ 3,750.00	\$ -	\$ 3,750.00
Subscriptions	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -	\$ -	\$ -	\$ 3,500.00	\$ -	\$ 3,500.00
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 12,000.00	\$ -	\$ 12,000.00	\$ -	\$ -	\$ -	\$ 12,000.00	\$ -	\$ 12,000.00
10. Marketing/Communications	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00
11. Staff Education and Training	\$ 36,000.00	\$ -	\$ 36,000.00	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 32,000.00	\$ -	\$ 36,000.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory) Indirect Costs	\$ -	\$ 77,745.00	\$ 77,745.00	\$ -	\$ 1,873.00	\$ 1,873.00	\$ -	\$ 75,872.00	\$ 75,872.00
TOTAL	\$ 838,673.42	\$ 77,745.00	\$ 1,016,318.42	\$ 24,446.42	\$ 1,873.00	\$ 26,318.42	\$ 914,128.00	\$ 75,872.00	\$ 989,000.00

Indirect As A Percent of Direct

8.3%



SPECIAL PROVISIONS

Contractors Obligations: The Contractor covenants and agrees that all funds received by the Contractor under the Contract shall be used only as payment to the Contractor for services provided to eligible individuals and, in the furtherance of the aforesaid covenants, the Contractor hereby covenants and agrees as follows:

1. **Compliance with Federal and State Laws:** If the Contractor is permitted to determine the eligibility of individuals such eligibility determination shall be made in accordance with applicable federal and state laws, regulations, orders, guidelines, policies and procedures.
2. **Time and Manner of Determination:** Eligibility determinations shall be made on forms provided by the Department for that purpose and shall be made and remade at such times as are prescribed by the Department.
3. **Documentation:** In addition to the determination forms required by the Department, the Contractor shall maintain a data file on each recipient of services hereunder, which file shall include all information necessary to support an eligibility determination and such other information as the Department requests. The Contractor shall furnish the Department with all forms and documentation regarding eligibility determinations that the Department may request or require.
4. **Fair Hearings:** The Contractor understands that all applicants for services hereunder, as well as individuals declared ineligible have a right to a fair hearing regarding that determination. The Contractor hereby covenants and agrees that all applicants for services shall be permitted to fill out an application form and that each applicant or re-applicant shall be informed of his/her right to a fair hearing in accordance with Department regulations.
5. **Gratuities or Kickbacks:** The Contractor agrees that it is a breach of this Contract to accept or make a payment, gratuity or offer of employment on behalf of the Contractor, any Sub-Contractor or the State in order to influence the performance of the Scope of Work detailed in Exhibit A of this Contract. The State may terminate this Contract and any sub-contract or sub-agreement if it is determined that payments, gratuities or offers of employment of any kind were offered or received by any officials, officers, employees or agents of the Contractor or Sub-Contractor.
6. **Retroactive Payments:** Notwithstanding anything to the contrary contained in the Contract or in any other document, contract or understanding, it is expressly understood and agreed by the parties hereto, that no payments will be made hereunder to reimburse the Contractor for costs incurred for any purpose or for any services provided to any individual prior to the Effective Date of the Contract and no payments shall be made for expenses incurred by the Contractor for any services provided prior to the date on which the individual applies for services or (except as otherwise provided by the federal regulations) prior to a determination that the individual is eligible for such services.
7. **Conditions of Purchase:** Notwithstanding anything to the contrary contained in the Contract, nothing herein contained shall be deemed to obligate or require the Department to purchase services hereunder at a rate which reimburses the Contractor in excess of the Contractors costs, at a rate which exceeds the amounts reasonable and necessary to assure the quality of such service, or at a rate which exceeds the rate charged by the Contractor to ineligible individuals or other third party funders for such service. If at any time during the term of this Contract or after receipt of the Final Expenditure Report hereunder, the Department shall determine that the Contractor has used payments hereunder to reimburse items of expense other than such costs, or has received payment in excess of such costs or in excess of such rates charged by the Contractor to ineligible individuals or other third party funders, the Department may elect to:
 - 7.1. Renegotiate the rates for payment hereunder, in which event new rates shall be established;
 - 7.2. Deduct from any future payment to the Contractor the amount of any prior reimbursement in excess of costs;



- 7.3. Demand repayment of the excess payment by the Contractor in which event failure to make such repayment shall constitute an Event of Default hereunder. When the Contractor is permitted to determine the eligibility of individuals for services, the Contractor agrees to reimburse the Department for all funds paid by the Department to the Contractor for services provided to any individual who is found by the Department to be ineligible for such services at any time during the period of retention of records established herein.

RECORDS: MAINTENANCE, RETENTION, AUDIT, DISCLOSURE AND CONFIDENTIALITY:

8. **Maintenance of Records:** In addition to the eligibility records specified above, the Contractor covenants and agrees to maintain the following records during the Contract Period:
- 8.1. **Fiscal Records:** books, records, documents and other data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor during the Contract Period, said records to be maintained in accordance with accounting procedures and practices which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
- 8.2. **Statistical Records:** Statistical, enrollment, attendance or visit records for each recipient of services during the Contract Period, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
- 8.3. **Medical Records:** Where appropriate and as prescribed by the Department regulations, the Contractor shall retain medical records on each patient/recipient of services.
9. **Audit:** Contractor shall submit an annual audit to the Department within 60 days after the close of the agency fiscal year. It is recommended that the report be prepared in accordance with the provision of Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Non Profit Organizations" and the provisions of Standards for Audit of Governmental Organizations, Programs, Activities and Functions, issued by the US General Accounting Office (GAO standards) as they pertain to financial compliance audits.
- 9.1. **Audit and Review:** During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts.
- 9.2. **Audit Liabilities:** In addition to and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department, all payments made under the Contract to which exception has been taken or which have been disallowed because of such an exception.
10. **Confidentiality of Records:** All information, reports, and records maintained hereunder or collected in connection with the performance of the services and the Contract shall be confidential and shall not be disclosed by the Contractor, provided however, that pursuant to state laws and the regulations of the Department regarding the use and disclosure of such information, disclosure may be made to public officials requiring such information in connection with their official duties and for purposes directly connected to the administration of the services and the Contract; and provided further, that the use or disclosure by any party of any information concerning a recipient for any purpose not directly connected with the administration of the Department or the Contractor's responsibilities with respect to purchased services hereunder is prohibited except on written consent of the recipient, his attorney or guardian.



Notwithstanding anything to the contrary contained herein the covenants and conditions contained in the Paragraph shall survive the termination of the Contract for any reason whatsoever.

11. **Reports:** Fiscal and Statistical: The Contractor agrees to submit the following reports at the following times if requested by the Department.
 - 11.1. Interim Financial Reports: Written interim financial reports containing a detailed description of all costs and non-allowable expenses incurred by the Contractor to the date of the report and containing such other information as shall be deemed satisfactory by the Department to justify the rate of payment hereunder. Such Financial Reports shall be submitted on the form designated by the Department or deemed satisfactory by the Department.
 - 11.2. Final Report: A final report shall be submitted within thirty (30) days after the end of the term of this Contract. The Final Report shall be in a form satisfactory to the Department and shall contain a summary statement of progress toward goals and objectives stated in the Proposal and other information required by the Department.
12. **Completion of Services:** Disallowance of Costs: Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.
13. **Credits:** All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement:
 - 13.1. The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services.
14. **Prior Approval and Copyright Ownership:** All materials (written, video, audio) produced or purchased under the contract shall have prior approval from DHHS before printing, production, distribution or use. The DHHS will retain copyright ownership for any and all original materials produced, including, but not limited to, brochures, resource directories, protocols or guidelines, posters, or reports. Contractor shall not reproduce any materials produced under the contract without prior written approval from DHHS.
15. **Operation of Facilities: Compliance with Laws and Regulations:** In the operation of any facilities for providing services, the Contractor shall comply with all laws, orders and regulations of federal, state, county and municipal authorities and with any direction of any Public Officer or officers pursuant to laws which shall impose an order or duty upon the contractor with respect to the operation of the facility or the provision of the services at such facility. If any governmental license or permit shall be required for the operation of the said facility or the performance of the said services, the Contractor will procure said license or permit, and will at all times comply with the terms and conditions of each such license or permit. In connection with the foregoing requirements, the Contractor hereby covenants and agrees that, during the term of this Contract the facilities shall comply with all rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and shall be in conformance with local building and zoning codes, by-laws and regulations.
16. **Equal Employment Opportunity Plan (EEOP):** The Contractor will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs (OCR), if it has received a single award of \$500,000 or more. If the recipient receives \$25,000 or more and has 50 or



more employees, it will maintain a current EEOP on file and submit an EEOP Certification Form to the OCR, certifying that its EEOP is on file. For recipients receiving less than \$25,000, or public grantees with fewer than 50 employees, regardless of the amount of the award, the recipient will provide an EEOP Certification Form to the OCR certifying it is not required to submit or maintain an EEOP. Non-profit organizations, Indian Tribes, and medical and educational institutions are exempt from the EEOP requirement, but are required to submit a certification form to the OCR to claim the exemption. EEOP Certification Forms are available at: <http://www.ojp.usdoj/about/ocr/pdfs/cert.pdf>.

17. **Limited English Proficiency (LEP):** As clarified by Executive Order 13166, Improving Access to Services for persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, Contractors must take reasonable steps to ensure that LEP persons have meaningful access to its programs.
18. **Pilot Program for Enhancement of Contractor Employee Whistleblower Protections:** The following shall apply to all contracts that exceed the Simplified Acquisition Threshold as defined in 48 CFR 2.101 (currently, \$150,000)

CONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS AND REQUIREMENT TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS (SEP 2013)

- (a) This contract and employees working on this contract will be subject to the whistleblower rights and remedies in the pilot program on Contractor employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239) and FAR 3.908.
- (b) The Contractor shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in section 3.908 of the Federal Acquisition Regulation.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in all subcontracts over the simplified acquisition threshold.

19. **Subcontractors:** DHHS recognizes that the Contractor may choose to use subcontractors with greater expertise to perform certain health care services or functions for efficiency or convenience, but the Contractor shall retain the responsibility and accountability for the function(s). Prior to subcontracting, the Contractor shall evaluate the subcontractor's ability to perform the delegated function(s). This is accomplished through a written agreement that specifies activities and reporting responsibilities of the subcontractor and provides for revoking the delegation or imposing sanctions if the subcontractor's performance is not adequate. Subcontractors are subject to the same contractual conditions as the Contractor and the Contractor is responsible to ensure subcontractor compliance with those conditions.

When the Contractor delegates a function to a subcontractor, the Contractor shall do the following:

- 19.1. Evaluate the prospective subcontractor's ability to perform the activities, before delegating the function
- 19.2. Have a written agreement with the subcontractor that specifies activities and reporting responsibilities and how sanctions/revocation will be managed if the subcontractor's performance is not adequate
- 19.3. Monitor the subcontractor's performance on an ongoing basis



- 19.4. Provide to DHHS an annual schedule identifying all subcontractors, delegated functions and responsibilities, and when the subcontractor's performance will be reviewed
- 19.5. DHHS shall, at its discretion, review and approve all subcontracts.

If the Contractor identifies deficiencies or areas for improvement are identified, the Contractor shall take corrective action.

DEFINITIONS

As used in the Contract, the following terms shall have the following meanings:

COSTS: Shall mean those direct and indirect items of expense determined by the Department to be allowable and reimbursable in accordance with cost and accounting principles established in accordance with state and federal laws, regulations, rules and orders.

DEPARTMENT: NH Department of Health and Human Services.

FINANCIAL MANAGEMENT GUIDELINES: Shall mean that section of the Contractor Manual which is entitled "Financial Management Guidelines" and which contains the regulations governing the financial activities of contractor agencies which have contracted with the State of NH to receive funds.

PROPOSAL: If applicable, shall mean the document submitted by the Contractor on a form or forms required by the Department and containing a description of the Services to be provided to eligible individuals by the Contractor in accordance with the terms and conditions of the Contract and setting forth the total cost and sources of revenue for each service to be provided under the Contract.

UNIT: For each service that the Contractor is to provide to eligible individuals hereunder, shall mean that period of time or that specified activity determined by the Department and specified in Exhibit B of the Contract.

FEDERAL/STATE LAW: Wherever federal or state laws, regulations, rules, orders, and policies, etc. are referred to in the Contract, the said reference shall be deemed to mean all such laws, regulations, etc. as they may be amended or revised from the time to time.

CONTRACTOR MANUAL: Shall mean that document prepared by the NH Department of Administrative Services containing a compilation of all regulations promulgated pursuant to the New Hampshire Administrative Procedures Act. NH RSA Ch 541-A, for the purpose of implementing State of NH and federal regulations promulgated thereunder.

SUPPLANTING OTHER FEDERAL FUNDS: The Contractor guarantees that funds provided under this Contract will not supplant any existing federal funds available for these services.



REVISIONS TO GENERAL PROVISIONS

1. Subparagraph 4 of the General Provisions of this contract, Conditional Nature of Agreement, is replaced as follows:
 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, in whole or in part, under this Agreement are contingent upon continued appropriation or availability of funds, including any subsequent changes to the appropriation or availability of funds affected by any state or federal legislative or executive action that reduces, eliminates, or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope of Services provided in Exhibit A, Scope of Services, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of appropriated or available funds. In the event of a reduction, termination or modification of appropriated or available funds, the State shall have the right to withhold payment until such funds become available, if ever. The State shall have the right to reduce, terminate or modify services under this Agreement immediately upon giving the Contractor notice of such reduction, termination or modification. The State shall not be required to transfer funds from any other source or account into the Account(s) identified in block 1.6 of the General Provisions, Account Number, or any other account, in the event funds are reduced or unavailable.
2. Subparagraph 10 of the General Provisions of this contract, Termination, is amended by adding the following language;
 - 10.1 The State may terminate the Agreement at any time for any reason, at the sole discretion of the State, 30 days after giving the Contractor written notice that the State is exercising its option to terminate the Agreement.
 - 10.2 In the event of early termination, the Contractor shall, within 15 days of notice of early termination, develop and submit to the State a Transition Plan for services under the Agreement, including but not limited to, identifying the present and future needs of clients receiving services under the Agreement and establishes a process to meet those needs.
 - 10.3 The Contractor shall fully cooperate with the State and shall promptly provide detailed information to support the Transition Plan including, but not limited to, any information or data requested by the State related to the termination of the Agreement and Transition Plan and shall provide ongoing communication and revisions of the Transition Plan to the State as requested.
 - 10.4 In the event that services under the Agreement, including but not limited to clients receiving services under the Agreement are transitioned to having services delivered by another entity including contracted providers or the State, the Contractor shall provide a process for uninterrupted delivery of services in the Transition Plan.
 - 10.5 The Contractor shall establish a method of notifying clients and other affected individuals about the transition. The Contractor shall include the proposed communications in its Transition Plan submitted to the State as described above.
3. Subparagraph 14.1.1 of the General Provisions of this contract, is deleted and the following subparagraph is added:
 - 14.1.1 comprehensive general liability against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$1,000,000 per occurrence with additional general liability umbrella coverage of not less than \$5,000,000; and
4. The Division reserves the right to renew the Contract for up to three (3) additional periods of two (2) years each, subject to the continued availability of funds, satisfactory performance of services and approval by the Governor and Executive Council.



CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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:

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**

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:

Commissioner
NH Department of Health and Human Services
129 Pleasant Street,
Concord, NH 03301-6505

1. The grantee certifies that it will or will continue to provide a drug-free workplace by:
 - 1.1. 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;
 - 1.2. Establishing an ongoing drug-free awareness program to inform employees about
 - 1.2.1. The dangers of drug abuse in the workplace;
 - 1.2.2. The grantee's policy of maintaining a drug-free workplace;
 - 1.2.3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 1.2.4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - 1.3. 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);
 - 1.4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - 1.4.1. Abide by the terms of the statement; and
 - 1.4.2. 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;
 - 1.5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 1.4.2 from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency

New Hampshire Department of Health and Human Services
Exhibit D



has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

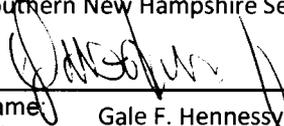
- 1.6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 1.4.2, with respect to any employee who is so convicted
 - 1.6.1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 1.6.2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- 1.7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6.

2. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code) (list each location)

Check if there are workplaces on file that are not identified here.

4-6-15
Date

Contractor Name:
Southern New Hampshire Services, Inc.

Name: Gale F. Hennessy
Title: Executive Director

Contractor Initials G.F.H.
Date 4-6-15



CERTIFICATION REGARDING LOBBYING

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:

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

Programs (indicate applicable program covered):

- *Temporary Assistance to Needy Families under Title IV-A
- *Child Support Enforcement Program under Title IV-D
- *Social Services Block Grant Program under Title XX
- *Medicaid Program under Title XIX
- *Community Services Block Grant under Title VI
- *Child Care Development Block Grant under Title IV

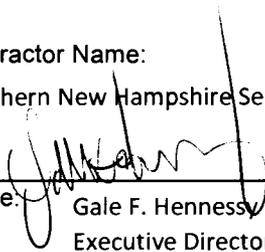
The undersigned certifies, to the best of his or her knowledge and belief, that:

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-I.)
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 Name:
Southern New Hampshire Services, Inc.

4-15
Date


Name: Gale F. Hennessy
Title: Executive Director



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION
AND OTHER RESPONSIBILITY MATTERS**

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:

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 Department of Health and Human Services' (DHHS) 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 DHHS 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, DHHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DHHS 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 DHHS.
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 DHHS, 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 Nonprocurement 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.

10. 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, DHHS may terminate this transaction for cause or default.

PRIMARY COVERED TRANSACTIONS

11. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - 11.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - 11.2. 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;
 - 11.3. 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 (l)(b) of this certification; and
 - 11.4. 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.
12. 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).

LOWER TIER COVERED TRANSACTIONS

13. 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:
 - 13.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
 - 13.2. 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).
14. 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 Name:
Southern New Hampshire Services, Inc.

4-6-15
Date

G. F. Hennessy
Name: Gale F. Hennessy
Title: Executive Director



**CERTIFICATION OF COMPLIANCE WITH REQUIREMENTS PERTAINING TO
FEDERAL NONDISCRIMINATION, EQUAL TREATMENT OF FAITH-BASED ORGANIZATIONS AND
WHISTLEBLOWER PROTECTIONS**

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:

Contractor will comply, and will require any subgrantees or subcontractors to comply, with any applicable federal nondiscrimination requirements, which may include:

- the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. Section 3789d) which prohibits recipients of federal funding under this statute from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act requires certain recipients to produce an Equal Employment Opportunity Plan;
- the Juvenile Justice Delinquency Prevention Act of 2002 (42 U.S.C. Section 5672(b)) which adopts by reference, the civil rights obligations of the Safe Streets Act. Recipients of federal funding under this statute are prohibited from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act includes Equal Employment Opportunity Plan requirements;
- the Civil Rights Act of 1964 (42 U.S.C. Section 2000d, which prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in any program or activity);
- the Rehabilitation Act of 1973 (29 U.S.C. Section 794), which prohibits recipients of Federal financial assistance from discriminating on the basis of disability, in regard to employment and the delivery of services or benefits, in any program or activity;
- the Americans with Disabilities Act of 1990 (42 U.S.C. Sections 12131-34), which prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation;
- the Education Amendments of 1972 (20 U.S.C. Sections 1681, 1683, 1685-86), which prohibits discrimination on the basis of sex in federally assisted education programs;
- the Age Discrimination Act of 1975 (42 U.S.C. Sections 6106-07), which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance. It does not include employment discrimination;
- 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Executive Order No. 13279 (equal protection of the laws for faith-based and community organizations); Executive Order No. 13559, which provide fundamental principles and policy-making criteria for partnerships with faith-based and neighborhood organizations;
- 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations); and Whistleblower protections 41 U.S.C. §4712 and The National Defense Authorization Act (NDAA) for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013) the Pilot Program for Enhancement of Contract Employee Whistleblower Protections, which protects employees against reprisal for certain whistle blowing activities in connection with federal grants and contracts.

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.

Exhibit G

Contractor Initials

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

Date

4-6-15

**New Hampshire Department of Health and Human Services
Exhibit G**



In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, to the applicable contracting agency or division within the Department of Health and Human Services, and to the Department of Health and Human Services Office of the Ombudsman.

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:

1. By signing and submitting this proposal (contract) the Contractor agrees to comply with the provisions indicated above.

4/6/15
Date

Contractor Name:
Southern New Hampshire Services, Inc.

[Signature]
Name: Gale F. Hennessy
Title: Executive Director

Exhibit G

Contractor Initials [Signature]

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

Date 4/6/15



CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly 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 either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

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

1. By signing and submitting this contract, the Contractor agrees to make reasonable efforts to comply with all applicable provisions of Public Law 103-227, Part C, known as the Pro-Children Act of 1994.

4-7-15
Date

Contractor Name:
Southern New Hampshire Services, Inc.

Gale F. Hennessy
Name: Gale F. Hennessy
Title: Executive Director



Exhibit I

HEALTH INSURANCE PORTABILITY ACT
BUSINESS ASSOCIATE AGREEMENT

The Contractor identified in Section 1.3 of the General Provisions of the Agreement agrees to comply with the Health Insurance Portability and Accountability Act, Public Law 104-191 and with the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160 and 164 applicable to business associates. As defined herein, "Business Associate" shall mean the Contractor and subcontractors and agents of the Contractor that receive, use or have access to protected health information under this Agreement and "Covered Entity" shall mean the State of New Hampshire, Department of Health and Human Services.

(1) **Definitions.**

- a. "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
- b. "Business Associate" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- c. "Covered Entity" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. "Designated Record Set" shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- e. "Data Aggregation" shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- f. "Health Care Operations" shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- g. "HITECH Act" means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164 and amendments thereto.
- i. "Individual" shall have the same meaning as the term "individual" in 45 CFR Section 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
- k. "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR Section 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.



Exhibit I

- l. “Required by Law” shall have the same meaning as the term “required by law” in 45 CFR Section 164.103.
- m. “Secretary” shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- n. “Security Rule” shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C, and amendments thereto.
- o. “Unsecured Protected Health Information” means protected health information that is not secured by a technology standard that renders protected health information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.
- p. Other Definitions - All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH Act.

(2) **Business Associate Use and Disclosure of Protected Health Information.**

- a. Business Associate shall not use, disclose, maintain or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under Exhibit A of the Agreement. Further, Business Associate, including but not limited to all its directors, officers, employees and agents, shall not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
- b. Business Associate may use or disclose PHI:
 - I. For the proper management and administration of the Business Associate;
 - II. As required by law, pursuant to the terms set forth in paragraph d. below; or
 - III. For data aggregation purposes for the health care operations of Covered Entity.
- c. To the extent Business Associate is permitted under the Agreement to disclose PHI to a third party, Business Associate must obtain, prior to making any such disclosure, (i) reasonable assurances from the third party that such PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party; and (ii) an agreement from such third party to notify Business Associate, in accordance with the HIPAA Privacy, Security, and Breach Notification Rules of any breaches of the confidentiality of the PHI, to the extent it has obtained knowledge of such breach.
- d. The Business Associate shall not, unless such disclosure is reasonably necessary to provide services under Exhibit A of the Agreement, disclose any PHI in response to a request for disclosure on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity has an opportunity to object to the disclosure and to seek appropriate relief. If Covered Entity objects to such disclosure, the Business

GAJ

4-6-15



Exhibit I

Associate shall refrain from disclosing the PHI until Covered Entity has exhausted all remedies.

- e. If the Covered Entity notifies the Business Associate that Covered Entity has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Business Associate shall be bound by such additional restrictions and shall not disclose PHI in violation of such additional restrictions and shall abide by any additional security safeguards.

(3) Obligations and Activities of Business Associate.

- a. The Business Associate shall notify the Covered Entity's Privacy Officer immediately after the Business Associate becomes aware of any use or disclosure of protected health information not provided for by the Agreement including breaches of unsecured protected health information and/or any security incident that may have an impact on the protected health information of the Covered Entity.
- b. The Business Associate shall immediately perform a risk assessment when it becomes aware of any of the above situations. The risk assessment shall include, but not be limited to:
 - o The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
 - o The unauthorized person used the protected health information or to whom the disclosure was made;
 - o Whether the protected health information was actually acquired or viewed
 - o The extent to which the risk to the protected health information has been mitigated.

The Business Associate shall complete the risk assessment within 48 hours of the breach and immediately report the findings of the risk assessment in writing to the Covered Entity.

- c. The Business Associate shall comply with all sections of the Privacy, Security, and Breach Notification Rule.
- d. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.
- e. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section 3 (I). The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI



Exhibit I

- pursuant to this Agreement, with rights of enforcement and indemnification from such business associates who shall be governed by standard Paragraph #13 of the standard contract provisions (P-37) of this Agreement for the purpose of use and disclosure of protected health information.
- f. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.
 - g. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
 - h. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.
 - i. Business Associate shall document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528.
 - j. Within ten (10) business days of receiving a written request from Covered Entity for a request for an accounting of disclosures of PHI, Business Associate shall make available to Covered Entity such information as Covered Entity may require to fulfill its obligations to provide an accounting of disclosures with respect to PHI in accordance with 45 CFR Section 164.528.
 - k. In the event any individual requests access to, amendment of, or accounting of PHI directly from the Business Associate, the Business Associate shall within two (2) business days forward such request to Covered Entity. Covered Entity shall have the responsibility of responding to forwarded requests. However, if forwarding the individual's request to Covered Entity would cause Covered Entity or the Business Associate to violate HIPAA and the Privacy and Security Rule, the Business Associate shall instead respond to the individual's request as required by such law and notify Covered Entity of such response as soon as practicable.
 - l. Within ten (10) business days of termination of the Agreement, for any reason, the Business Associate shall return or destroy, as specified by Covered Entity, all PHI received from, or created or received by the Business Associate in connection with the Agreement, and shall not retain any copies or back-up tapes of such PHI. If return or destruction is not feasible, or the disposition of the PHI has been otherwise agreed to in the Agreement, Business Associate shall continue to extend the protections of the Agreement, to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business



Exhibit I

Associate maintains such PHI. If Covered Entity, in its sole discretion, requires that the Business Associate destroy any or all PHI, the Business Associate shall certify to Covered Entity that the PHI has been destroyed.

(4) Obligations of Covered Entity

- a. Covered Entity shall notify Business Associate of any changes or limitation(s) in its Notice of Privacy Practices provided to individuals in accordance with 45 CFR Section 164.520, to the extent that such change or limitation may affect Business Associate's use or disclosure of PHI.
- b. Covered Entity shall promptly notify Business Associate of any changes in, or revocation of permission provided to Covered Entity by individuals whose PHI may be used or disclosed by Business Associate under this Agreement, pursuant to 45 CFR Section 164.506 or 45 CFR Section 164.508.
- c. Covered entity shall promptly notify Business Associate of any restrictions on the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

(5) Termination for Cause

In addition to Paragraph 10 of the standard terms and conditions (P-37) of this Agreement the Covered Entity may immediately terminate the Agreement upon Covered Entity's knowledge of a breach by Business Associate of the Business Associate Agreement set forth herein as Exhibit I. The Covered Entity may either immediately terminate the Agreement or provide an opportunity for Business Associate to cure the alleged breach within a timeframe specified by Covered Entity. If Covered Entity determines that neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary.

(6) Miscellaneous

- a. Definitions and Regulatory References. All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy and Security Rule, amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and Security Rule means the Section as in effect or as amended.
- b. Amendment. Covered Entity and Business Associate agree to take such action as is necessary to amend the Agreement, from time to time as is necessary for Covered Entity to comply with the changes in the requirements of HIPAA, the Privacy and Security Rule, and applicable federal and state law.
- c. Data Ownership. The Business Associate acknowledges that it has no ownership rights with respect to the PHI provided by or created on behalf of Covered Entity.
- d. Interpretation. The parties agree that any ambiguity in the Agreement shall be resolved to permit Covered Entity to comply with HIPAA, the Privacy and Security Rule.



Exhibit I

- e. Segregation. If any term or condition of this Exhibit I or the application thereof to any person(s) or circumstance is held invalid, such invalidity shall not affect other terms or conditions which can be given effect without the invalid term or condition; to this end the terms and conditions of this Exhibit I are declared severable.
- f. Survival. Provisions in this Exhibit I regarding the use and disclosure of PHI, return or destruction of PHI, extensions of the protections of the Agreement in section (3) I, the defense and indemnification provisions of section (3) e and Paragraph 13 of the standard terms and conditions (P-37), shall survive the termination of the Agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed this Exhibit I.

NH DHHS
The State

Mary Ann Cooney
Signature of Authorized Representative

Mary Ann Cooney
Name of Authorized Representative

Associate Commissioner
Title of Authorized Representative

4/24/15
Date

Southern New Hampshire Services, Inc.
Name of the Contractor

Gale F. Hennessy
Signature of Authorized Representative

Gale F. Hennessy
Name of Authorized Representative

Executive Director
Title of Authorized Representative

4-0-15
Date



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 Department of Health and Human Services (DHHS) must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

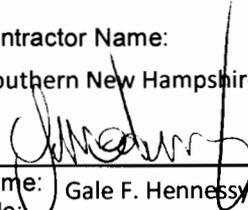
1. Name of entity
2. Amount of award
3. Funding agency
4. NAICS code for contracts / CFDA program number for grants
5. Program source
6. Award title descriptive of the purpose of the funding action
7. Location of the entity
8. Principle place of performance
9. Unique identifier of the entity (DUNS #)
10. Total compensation and names of the top five executives if:
 - 10.1. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
 - 10.2. 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 Department of Health and Human Services and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.

Contractor Name:
Southern New Hampshire Services, Inc.


Name: Gale F. Hennessy
Title: Executive Director

4-6-13
Date

Contractor Initials 
Date 4-6-13



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: 088584065
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 X 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 X YES

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

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

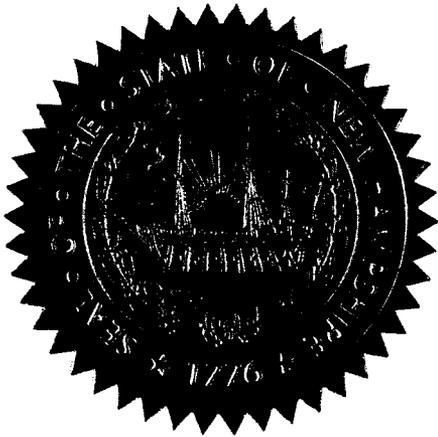
4. The names and compensation of the five most highly compensated officers in your business or organization are as follows:

Name: _____	Amount: _____

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 SOUTHERN NEW HAMPSHIRE SERVICES INC. is a New Hampshire nonprofit corporation formed May 28, 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 3rd day of April, A.D. 2015

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

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

I, Jill Jamro, do hereby certify that:
(Name of the elected Officer of the Agency; cannot be contract signatory)

1. I am a duly elected Officer of Southern New Hampshire Services, Inc.
(Agency Name)

2. The following is a true copy of a resolution duly adopted at a meeting of the Board of Directors of
the Agency duly held on : September 22, 2014
(Date)

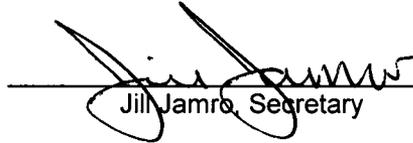
RESOLVED: That the Executive Director
(Title of Contract Signatory)

is hereby authorized on behalf of this Agency to enter into the said contract with the State and to
execute any and all documents, agreements and other instruments, and any amendments, revisions,
or modifications thereto, as he/she may deem necessary, desirable or appropriate.

3. The forgoing resolutions have not been amended or revoked, and remain in full force and effect as of
the 6th day of April, 2015.
(Date Contract Signed)

4. Gale F. Hennessy is the duly elected Executive Director
(Name of Contract Signatory) (Title of Contract Signatory)

of the Agency.



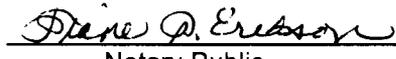
Jill Jamro, Secretary

STATE OF NEW HAMPSHIRE

County of Hillsborough

The forgoing instrument was acknowledged before me this 6th day of April, 2015.

By Jill Jamro
(Name of Elected Officer of the Agency)

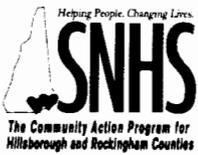


Notary Public

(NOTARY SEAL)

DIANE P. ERIKSON, Notary Public
My Commission Expires May 23, 2019

Commission Expires: _____



SOUTHERN NEW HAMPSHIRE SERVICES, INC.
The Community Action Agency for Hillsborough and Rockingham Counties

Mailing Address: P.O. Box 5040, Manchester, NH 03108
40 Pine Street, Manchester, NH 03103
(603) 668-8010 Fax: (603) 645-6734

RESOLUTIONS
(Approved by Board of Directors 9/22/14)

Resolved: The Board of Directors of Southern New Hampshire Services, Inc. authorizes Gale F. Hennessy, Executive Director/Chief Executive Officer, Michael O'Shea, Fiscal Officer/Chief Financial Officer, Deborah Gosselin, Chief Operating Officer or, in their absence, Denise Vallancourt, Accounting Manager to sign contracts, checks and other documents on behalf of the Agency with the following:

The State of New Hampshire including the Department of Health and Human Services: Division of Family Assistance for TANF, NHEP, Workplace Success, CSBG, and Homeless Services; Division of Public Health Services for WIC/CSFP; Division for Children, Youth & Families for Child Care Resource and Referral Services; Office of Human Services/Bureau of Homeless and Housing Services for Homeless Programs; Office of Minority Health & Refugee Affairs for Refugee Social Services. The New Hampshire Office of Energy and Planning for the Weatherization Assistance Program, Heating, Repair and Replacement Program, Senior Energy Assistance Services, and the Fuel Assistance Program; the New Hampshire Department of Education for the Child & Adult Care Food Program, Summer Food Service Program, English as a Second Language, Portsmouth Adult Basic Education Program, and Adult Education/College Transitions at Portsmouth; the New Hampshire Department of Resources and Economic Development for the WIA Adult & Dislocated Worker Programs, and OJT National Emergency Grants; the New Hampshire Department of Safety for Interpretation Services for Non-English Speakers and the Deaf and Hard of Hearing at Specified Meetings.

The U.S. Department of Health and Human Services, Administration for Children and Families for Head Start; U.S. Department of Labor/ETA for the YouthBuild Program; Office of Community Services sponsored programs; the Corporation for National and Community Services for RSVP; United States Department of Housing and Urban Development for Housing and Homeless Program.

The United Way of Greater Nashua; Heritage United Way; Monadnock United Way; United Way of the Greater Seacoast; NH Charitable Foundation for the Western Hillsborough County Family Services Program; Community Action Program Belknap/Merrimack Counties, Inc. for the Emergency Food Assistance Program, (TEFAP), the HOME Investment Partnership Program, and the Senior Community Service Employment Program; New Hampshire utility companies for Neighbor Helping Neighbor, Electric Assistance Program (EAP), and NH Saves Home Energy Solution and Home Energy Assistance Programs; City of Manchester; City of Nashua; City of Nashua-Brownfield Fund; New Hampshire Housing Finance Authority; Manchester Housing and Redevelopment Authority; Nashua Housing Authority for housing and community development programs; New Hampshire Community Action Association; and any and all other Federal, State, Local, Public and Private Agencies seeking to provide services consistent with the Mission of Southern New Hampshire Services, Inc. through contractual relationships with Southern New Hampshire Services, Inc.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/22/2015

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

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

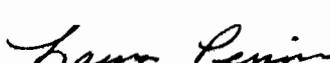
PRODUCER FIAI/Cross Insurance 1100 Elm Street Manchester NH 03101	CONTACT NAME: Karen Shaughnessy PHONE (A/C, No, Ext): (603) 669-3218 FAX (A/C, No): (603) 645-4331 E-MAIL ADDRESS: kshaughnessy@crossagency.com																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Philadelphia Ins Co</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td>MEMIC Indemnity Company</td> <td>11030</td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Philadelphia Ins Co		INSURER B:	MEMIC Indemnity Company	11030	INSURER C:			INSURER D:			INSURER E:			INSURER F:	
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INSURER E:																					
INSURER F:																					
INSURED Southern NH Services P.O. Box 5040 Manchester NH 03108																					

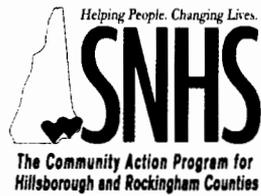
COVERAGES **CERTIFICATE NUMBER:** CL14122326339 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL/SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY		PHPK1273501	12/31/2014	12/31/2015	EACH OCCURRENCE \$ 1,000,000	
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 10,000	
	<input checked="" type="checkbox"/> Employee Benefits					PERSONAL & ADV INJURY \$ 1,000,000	
	<input checked="" type="checkbox"/> Professional Liab					GENERAL AGGREGATE \$ 2,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG \$ 2,000,000	
A	AUTOMOBILE LIABILITY		PHPK1273501	12/31/2014	12/31/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000	
	<input checked="" type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$	
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$	
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident) \$	
						Underinsured motorist \$ 1,000,000	
						EACH OCCURRENCE \$ 5,000,000	
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR		PHUB484756	12/31/2014	12/31/2015	AGGREGATE \$	
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		3102801290	12/31/2014	12/31/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N <input checked="" type="checkbox"/> N				(3a.) ME & NH	E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				All officers included	E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Crime		PHPK1273501	12/31/2014	12/31/2015	Fidelity \$250,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Refer to policy for exclusionary endorsements and special provisions.

CERTIFICATE HOLDER NH Dept of Health & Human Services Division for Children, Youth & Families 129 Pleasant Street Concord, NH 03301-3817	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Laura Perrin/KS5 
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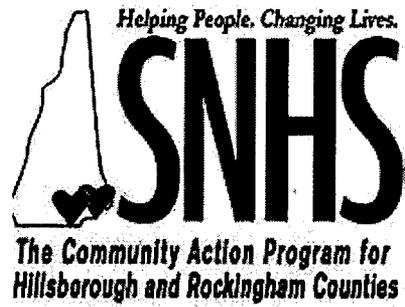
SOUTHERN NEW HAMPSHIRE SERVICES
The Community Action Partnership for Hillsborough and Rockingham Counties
Helping People. Changing Lives.

MISSION STATEMENT

Southern New Hampshire Services, Inc. (SNHS) is a private non-profit corporation chartered in the State of New Hampshire, May 21, 1965 to serve as the Community Action Partnership for Hillsborough County in compliance with the Economic Opportunity Act of 1964. From 1965 through 1969, SNHS was known as the Community Action Agency for Hillsborough County and served the City of Nashua and the twenty-nine towns. In 1969 SNHS became the Community Action Partnership for the City of Manchester as well. In 1974 the agency's name was changed to Southern New Hampshire Services, Inc. In July 2011, Rockingham Community Action (RCA), the Community Action Agency serving Rockingham County, was merged with Southern New Hampshire Services. As a result of this merger, SNHS now provides services to residents of the 66 towns and 2 cities in Hillsborough and Rockingham Counties.

The Economic Opportunity Act of 1964 and subsequent federal legislation establishing the Community Services Block Grant define our basic mission. Under these provisions the fundamental mission of SNHS is:

- A. To provide a range of services and activities having a measurable and potentially major impact on causes of poverty in the community or those areas of the community where poverty is a particularly acute problem.
- B. To provide activities designed to assist low-income participants including homeless individuals and families, migrants, and the elderly poor to:
 - 1. Secure and retain meaningful employment
 - 2. Attain an adequate education
 - 3. Make better use of available income
 - 4. Obtain and maintain adequate housing and a suitable living environment
 - 5. Obtain emergency assistance through loans or grants to meet immediate and urgent individual and family needs, including the need for health services, nutritious food, housing, and employment related assistance
 - 6. Remove obstacles and solve problems which block the achievement of self-sufficiency
 - 7. Achieve greater participation in the affairs of the community, and
 - 8. Make more effective use of other programs related to the purposes of the enabling federal legislation.
- C. To provide on an emergency basis for the provision of such supplies and services, nutritious foodstuffs, and related services, as may be necessary to counteract conditions of starvation and malnutrition among the poor.
- D. To coordinate and establish linkages between governmental and other social service programs to assure the effective delivery of such services to low-income individuals.
- E. To encourage the use of entities in the private sector of the community in efforts to ameliorate poverty in the community.



SOUTHERN NEW HAMPSHIRE SERVICES, INC.

SINGLE AUDIT REPORT

YEAR ENDED JULY 31, 2013

SOUTHERN NEW HAMPSHIRE SERVICES, INC.

SINGLE AUDIT REPORT

YEAR ENDED JULY 31, 2013

TABLE OF CONTENTS

	<i>Page</i>
Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With <i>Government Auditing Standards</i>	1
Independent Auditors' Report on Compliance for Each Major Program and on Internal Control over Compliance and Schedule of Expenditures of Federal Awards Required by OMB Circular A-133	3
Schedule of Expenditures of Federal Awards	6
Notes to Schedule of Expenditures of Federal Awards	8
Schedule of Findings and Questioned Costs	9
Financial Report	

OUELLETTE & ASSOCIATES, P.A.

CERTIFIED PUBLIC ACCOUNTANTS

Keith H. Allen, C.P.A., M.S.T.
Mark R. Carrier, C.P.A., C.V.A.
George A. Roberge, C.P.A.

Gary A. Wigant, C.P.A.
C. Joseph Wolverton, C.P.A., C.V.A.

Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With *Government Auditing Standards*

To the Board of Directors
Southern New Hampshire Services, Inc.
Manchester, New Hampshire

We have audited, in accordance with the 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, the financial statements of Southern New Hampshire Services, Inc. (the Organization), which comprise the statement of financial position as of July 31, 2013, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated April 30, 2014.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the Organization's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Organization's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Southern New Hampshire Services, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Ouellette & Associates, P.A.
Certified Public Accountants

April 30, 2014
Lewiston, Maine

OUELLETTE & ASSOCIATES, P.A.

CERTIFIED PUBLIC ACCOUNTANTS

Keith H. Allen, C.P.A., M.S.T.
Mark R. Carrier, C.P.A., C.V.A.
George A. Roberge, C.P.A.

Gary A. Wigant, C.P.A.
C. Joseph Wolverson, C.P.A., C.V.A.

Independent Auditors' Report on Compliance for Each Major Program and on Internal Control over Compliance and Schedule of Expenditures of Federal Awards Required by OMB Circular A-133

To the Board of Directors
Southern New Hampshire Services, Inc.
Manchester, New Hampshire

Report on Compliance for Each Major Program

We have audited Southern New Hampshire Services, Inc.'s (the Organization) compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of Southern New Hampshire Services, Inc.'s major federal programs for the year ended July 31, 2013. Southern New Hampshire Services, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Southern New Hampshire Services, Inc.'s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Southern New Hampshire Services, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Southern New Hampshire Services, Inc.'s compliance.

Opinion on Each Major Federal Program

In our opinion, Southern New Hampshire Services, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended July 31, 2013.

Report on Internal Control over Compliance

Management of Southern New Hampshire Services, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Southern New Hampshire Services, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Southern New Hampshire Services, Inc.'s internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged by governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by OMB Circular A-133

We have audited the financial statements of Southern New Hampshire Services, Inc. as of and for the year ended July 31, 2013, and have issued our report thereon dated April 30, 2014, which contained an unmodified opinion on those financial statements. 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 is presented for purposes of additional analysis as required by OMB Circular A-133 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 schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

Ouellette & Associates, P.A.
Certified Public Accountants

April 30, 2014
Lewiston, Maine

SOUTHERN NEW HAMPSHIRE SERVICES, INC.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED JULY 31, 2013

<u>Federal Grantor Pass-Through Grantor Program or Cluster Title</u>	<u>Federal CFDA Number</u>	<u>Pass-Through Identifying Number</u>	<u>Federal Expenditures</u>
<u>U.S. Department of Agriculture:</u>			
Pass-Through State of New Hampshire Department of Health and Human Services			
Special Supplemental Nutrition Program for Women, Infants, and Children	10.557	1016781	\$ 1,288,482
	10.557	177198	<u>106,452</u>
			1,394,934
Commodity Supplemental Food Program	10.565	1016781	178,469
	10.565	177198	<u>25,226</u>
			203,696
Pass-Through State of New Hampshire Department of Education			
Child and Adult Care Food Program	10.558		682,283
Summer Food Service Program for Children	10.559	634	91,523
Farmers' Market Promotion Income	10.168	NH-300-11	27,375
Partnership Agreements to Develop Non-Insurance Risk Management Tools for Procedures	10.456	11-IE-53102-085	25,894
Beginning Farmer and Rancher Development Program	10.311	2011-49400-30626	<u>128,077</u>
Total U.S. Department of Agriculture			<u>\$ 2,553,782</u>
<u>U.S. Department of Housing and Urban Development:</u>			
Direct Program			
Section 8 Moderate Rehabilitation Single Room Occupancy	14.249		\$ 292,244
Pass-Through State of New Hampshire Division of Behavioral Health			
Supportive Housing Program	14.235	NH0037B1T02080	34,539
Pass-Through Belknap Merrimack Community Action Program			
Lead-Based Paint Hazard Control in Privately-Owned Housing	14.900		<u>142,976</u>
Total U.S. Department of Housing and Urban Development			<u>\$ 469,759</u>

SOUTHERN NEW HAMPSHIRE SERVICES, INC.

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
(Continued)
YEAR ENDED JULY 31, 2013**

<u>Federal Grantor Pass-Through Grantor Program or Cluster Title</u>	<u>Federal CFDA Number</u>	<u>Pass-Through Identifying Number</u>	<u>Federal Expenditures</u>
<u>U.S. Department of Labor:</u>			
Direct Program			
Youth Build	17.274		243,972
Pass-Through State of New Hampshire Department of Resources and Economic Development			
WIA Cluster			
WIA Adult Program	17.258	1018853	\$ 1,234,623
WIA – Dislocated Workers	17.278	1018853	<u>2,266,889</u>
Total WIA Cluster			3,501,512
WIA – Incentive Grants - WIA Section 503	17.267		120,388
WIA – National Emergency Grants	17.277	1019830	<u>986,348</u>
Total U.S. Department of Labor			<u>\$ 4,852,220</u>
<u>U.S. Department of Energy:</u>			
Pass-Through State of New Hampshire Governor’s Office Of Planning			
Weatherization Assistance for Low-Income Persons	81.042	1020297	\$ 419,542
ARRA - Weatherization Assistance for Low-Income Persons	81.042	CE861478	147,847
Pass-Through State of New Hampshire Community Development Finance Authority			
Energy Efficiency and Conservation Block Grant	81.128		<u>299,867</u>
Total U.S. Department of Energy			<u>\$ 867,256</u>
<u>U.S. Department of Education:</u>			
Pass-Through State of New Hampshire Department of Education			
Adult Basic Education Program	84.002	27019, 37006	<u>\$ 120,416</u>
Total U.S. Department of Education			<u>\$ 120,416</u>

SOUTHERN NEW HAMPSHIRE SERVICES, INC.

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
(Continued)
YEAR ENDED JULY 31, 2013**

<u>Federal Grantor Pass-Through Grantor Program or Cluster Title</u>	<u>Federal CFDA Number</u>	<u>Pass-Through Identifying Number</u>	<u>Federal Expenditures</u>
<u>U.S. Department of Health and Human Services:</u>			
Direct Program			
Headstart	93.600	N/A	\$ 5,602,743
Pass-Through State of New Hampshire Office of Energy And Planning			
Low-Income Home Energy Assistance Program	93.568	1025872	11,154,583
Special Programs for the Aging Title III Part B Grants for Supportive Services and Senior Centers	93.044	1029455	10,791
Pass-Through State of New Hampshire Department of Health and Human Services			
Temporary Assistance for Needy Families	93.558	1024239	2,479,149
Community Services Block Grant	93.569	1026138	1,226,648
Community Services Block Grant – Discretionary Awards	93.570		101,306
CCDF Cluster			
Child Care and Development Block Grant	93.575	1019818, 1019732	342,313
Child Care Mandatory and Matching Funds of the Child Care and Development Fund	93.596		596,465
Total CCDF Cluster			938,778
Refugee and Entrant Assistance– Discretionary Grants	93.576	#90RE0179	21,976
Total U.S. Department of Health and Human Services			<u>\$ 21,535,974</u>
<u>Corporation for National and Community Services:</u>			
Direct Program			
Retired and Senior Volunteer Program	94.002		\$ 113,185
Total Corporation for National and Community Services			<u>\$ 113,185</u>
<u>U.S. Department of Homeland Security:</u>			
Pass-Through Regional United Way Agency -			
Emergency Food and Shelter National Board Program	97.024		\$ 12,000
Total U.S. Department of Homeland Security			<u>\$ 12,000</u>
TOTAL EXPENDITURES OF FEDERAL AWARDS			<u>\$30,524,592</u>

SOUTHERN NEW HAMPSHIRE SERVICES, INC.

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED JULY 31, 2013

NOTE 1: BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards includes the federal grant activity of Southern New Hampshire Services, Inc. and is presented on the accrual basis of accounting. The information in this Schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in OMB Circular A-122, *Cost Principles for Non-profit Organizations*, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
JULY 31, 2013

Section I Summary of Auditors' Results

Financial Statements

Type of auditors' report issued:		Unmodified
Internal control over financial reporting: Material weakness(es) identified?	Yes <input checked="" type="checkbox"/> No	
Significant deficiency(ies) identified?	Yes <input checked="" type="checkbox"/> None reported	
Noncompliance material to financial statements noted?	Yes <input checked="" type="checkbox"/> No	

Federal Awards

Internal control over major programs: Material weakness(es) identified?	Yes <input checked="" type="checkbox"/> No	
Significant deficiency(ies) identified?	Yes <input checked="" type="checkbox"/> None reported	
Type of auditors' report issued on compliance for major programs:		Unmodified
Any audit findings disclosed that are required to be reported in accordance with Section 510(a) of OMB Circular A-133?	Yes <input checked="" type="checkbox"/> No	

Identification of major programs:

<u>Name of Federal Program or Cluster</u>	<u>CFDA Number</u>
<u>WIA – Cluster</u>	
WIA Adult Program	17.258
WIA Dislocated Worker Formula Grants	17.278
WIA – National Emergency Grants	17.277
Community Services Block Grant	93.569
Temporary Assistance for Needy Families	93.558
<u>CCDF - Cluster</u>	
Child Care and Development Block Grant	93.575
Child Care Mandatory and Matching Funds of the Child Care and Development Fund	93.596
Head Start	93.600

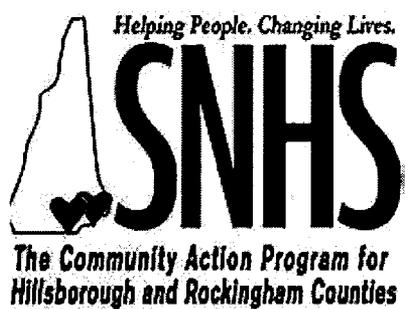
Dollar threshold used to distinguish between Type A and Type B programs:		<u>\$915,738</u>
Auditee qualified as low-risk auditee?	<u> <input checked="" type="checkbox"/> </u> Yes <u> </u> No	

Section II Financial Statement Findings

No matters are reportable.

Section III Federal Award Findings and Questioned Costs

No matters are reportable.



SOUTHERN NEW HAMPSHIRE SERVICES, INC.

**COMBINED FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION**

FOR THE YEARS ENDED JULY 31, 2013 AND 2012

SOUTHERN NEW HAMPSHIRE SERVICES, INC.

FINANCIAL STATEMENTS

JULY 31, 2013 AND 2012

C O N T E N T S

	PAGE
INDEPENDENT AUDITORS' REPORT	<i>1 - 2</i>
FINANCIAL STATEMENTS	
<i>Combined Statements of Financial Position</i>	<i>3</i>
<i>Combined Statements of Activities</i>	<i>4</i>
<i>Combined Statements of Functional Expense</i>	<i>5 - 8</i>
<i>Combined Statements of Cash Flows</i>	<i>9</i>
<i>Notes to Combined Financial Statements</i>	<i>10 - 22</i>
SUPPLEMENTARY INFORMATION	
COMBINING INFORMATION	
<i>Schedule A – Combining Schedule of Financial Position</i>	<i>23 - 30</i>
<i>Schedule B – Combining Schedule of Activities</i>	<i>31 - 38</i>
INDEPENDENT ACCOUNTANTS' COMPILATION REPORT	<i>39</i>
<i>Schedule of Revenues and Expenses – By Contract</i>	<i>40 - 44</i>

OUELLETTE & ASSOCIATES, P.A.

CERTIFIED PUBLIC ACCOUNTANTS

Keith H. Allen, C.P.A., M.S.T.
Mark R. Carrier, C.P.A., C.V.A.
George A. Roberge, C.P.A.

Gary A. Wigant, C.P.A.
C. Joseph Wolverton, C.P.A., C.V.A.

Independent Auditor's Report

To the Board of Directors
Southern New Hampshire Services, Inc.
Manchester, New Hampshire

Report on the Financial Statements

We have audited the accompanying financial statements of Southern New Hampshire Services, Inc. (a nonprofit organization) which comprise the statement of financial position as of July 31, 2013, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

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 of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Organization'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 Organization'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 Southern New Hampshire Services, Inc. as of July 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

Other Information

The financial statements of Southern New Hampshire Services, Inc. as of July 31, 2012, were audited by other auditors and are presented for comparative purposes. Those auditors expressed an unmodified opinion on those financial statements in their report dated April 30, 2013.

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The combining schedule of financial position and the combining schedule of activities are presented for purposes of additional analysis and are 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 a report dated April 30, 2014 on our consideration of Southern New Hampshire Services, Inc.'s internal control over financial reporting and on our tests on its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of this 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 the internal control over financial reporting or on compliance. The report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Southern New Hampshire Services, Inc.'s internal control over financial reporting and compliance.

Ouellette & Associates, P.A.
Certified Public Accountants

April 30, 2014
Lewiston, Maine

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
 COMBINED STATEMENTS OF FINANCIAL POSITION
 FOR THE YEARS ENDED JULY 31, 2013 AND 2012

<i>ASSETS</i>		
	<u>2013</u>	<u>2012</u>
CURRENT ASSETS		
Cash	\$ 5,903,425	\$ 6,278,621
Investments	5,132,222	2,560,800
Contracts receivable (net)	3,267,955	3,544,555
Accounts receivable (net)	171,722	38,961
Prepaid expenses	156,403	286,022
Total current assets	<u>14,631,727</u>	<u>12,708,959</u>
FIXED ASSETS		
Land	6,174,907	6,110,865
Buildings and improvements	74,682,375	64,963,007
Vehicles and equipment	2,266,784	2,054,043
Construction in progress	-	3,130,363
Total fixed assets	<u>83,124,066</u>	<u>76,258,278</u>
Less - accumulated depreciation	<u>(20,615,347)</u>	<u>(18,512,172)</u>
Net fixed assets	<u>62,508,719</u>	<u>57,746,106</u>
OTHER ASSETS		
Restricted cash	3,949,332	3,690,350
Miscellaneous other assets	428,401	438,349
Total other assets	<u>4,377,733</u>	<u>4,128,699</u>
TOTAL ASSETS	<u>\$ 81,518,179</u>	<u>\$ 74,583,764</u>
<i>LIABILITIES AND NET ASSETS</i>		
CURRENT LIABILITIES		
Accounts payable	\$ 357,265	\$ 534,375
Accrued payroll and payroll taxes	725,726	489,653
Accrued compensated absences	623,845	700,421
Accrued other liabilities	588,848	538,991
Deferred revenue	2,036,804	2,955,714
Over applied overhead	115,916	402,758
Tenant security deposits	283,073	272,432
Current portion of long-term debt	288,892	185,875
Total current liabilities	<u>5,020,369</u>	<u>6,080,219</u>
LONG-TERM LIABILITIES		
Long-term debt, less current portion	5,522,103	5,812,225
Capital advances	66,264,647	59,363,943
Total long-term liabilities	<u>71,786,750</u>	<u>65,176,168</u>
TOTAL LIABILITIES	<u>76,807,119</u>	<u>71,256,387</u>
NET ASSETS		
Unrestricted	<u>4,711,059</u>	<u>3,327,377</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 81,518,178</u>	<u>\$ 74,583,764</u>

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
 COMBINED STATEMENTS OF ACTIVITIES
 FOR THE YEARS ENDED JULY 31, 2013 AND 2012

	<i>2013</i>	<i>2012</i>
REVENUES		
Grant and contract support	\$ 35,821,702	\$ 39,204,276
Program service fees	658,277	773,869
Local funding	380,790	261,222
Rental income	6,979,990	6,455,382
Gifts and contributions	387,790	211,906
Interest and dividend income	65,515	5,229
Unrealized gain on investments	506,268	16,620
Transfer from RCA Acquisition	-	(99,592)
Miscellaneous	2,142,561	1,792,784
TOTAL REVENUES	46,942,893	48,621,696
EXPENSES		
Program services:		
Child Development	6,673,078	6,407,361
Community Services	1,244,487	1,401,685
Economic and Workforce Development	7,883,459	10,547,632
Energy	13,577,165	16,080,759
Hispanic-Latino Community Services	657,522	664,332
Housing and Homeless	234,137	229,264
Nutrition and Health	2,245,555	2,527,568
Special Projects	1,745,817	666,624
Volunteer Services	142,073	116,397
SNHS Management Corporation	2,181,224	1,728,474
Housing Corporations	7,424,231	6,586,162
Total program services	44,008,748	46,956,258
Support services:		
Management and general	1,550,463	1,716,731
TOTAL EXPENSES	45,559,211	48,672,989
CHANGE IN NET ASSETS	1,383,682	(51,293)
NET ASSETS - AUGUST 1, AS RESTATED	3,327,377	3,378,670
NET ASSETS - JULY 31	\$ 4,711,059	\$ 3,327,377

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
 COMBINED STATEMENT OF FUNCTIONAL EXPENSES
 FOR THE YEAR ENDED JULY 31, 2013

	Program Services						
	Child Development	Community Services	Economic Workforce Development	Energy	Hispanic-Lat. Community Services	Housing and Homeless	Nutrition and Health
Payroll	\$ 3,959,212	\$ 745,436	\$ 2,428,233	\$ 1,454,628	\$ 374,012	\$ 103,890	\$ 985,597
Payroll taxes	409,538	66,982	233,804	148,681	41,032	10,520	96,576
Fringe benefits	929,261	84,874	354,882	284,221	37,199	11,809	165,184
Workers comp. insurance	29,186	3,579	6,678	7,088	2,433	1,232	12,529
Retirement benefits	207,343	55,452	116,693	71,561	7,150	4,306	53,826
Consultant and contractual	32,008	9,131	1,293,726	1,332,302	41,041	25,847	15,658
Travel and transportation	73,072	22,397	68,873	47,847	16,937	6,337	56,221
Conferences and meetings	596	15,498	4,700	6,102	4,106	150	690
Occupancy	471,197	27,029	839,883	109,710	49,206	-	113,483
Advertising	1,791	-	6,932	344	-	-	5,489
Supplies	200,700	56,561	52,798	62,897	5,989	43	63,751
Equip. rentals and maintenance	10,853	5,861	185,691	19,483	12,643	-	19,503
Insurance	12,655	30,155	4,322	11,262	1,485	-	5,314
Telephone	57,564	29,411	40,062	45,013	8,102	766	35,554
Postage	4,667	423	2,529	35,357	212	-	7,118
Printing and publications	7,554	3,319	479	1,258	1,156	-	8
Subscriptions	35	1,839	109	54	-	-	-
Program support	-	33,080	8,558	-	4,475	4,050	-
Interest	15,521	-	-	-	-	-	-
Depreciation	58,851	2,708	6,533	13,116	5,643	-	14,631
Assistance to clients	12,535	4,952	1,688,804	9,923,493	8,342	64,900	279,547
Other direct expense	124,642	32,107	538,091	1,906	-	280	312,319
Miscellaneous	53,561	13,693	1,079	842	36,359	7	2,557
In-kind	1,477,987	-	-	-	-	-	-
Loss on disposal of assets	736	-	-	-	-	-	-
SUBTOTAL	\$ 8,151,065	\$ 1,244,487	\$ 7,883,459	\$ 13,577,165	\$ 657,522	\$ 234,137	\$ 2,245,555
Over applied indirect costs	(1,477,987)	-	-	-	-	-	-
Eliminations	\$ 6,673,078	\$ 1,244,487	\$ 7,883,459	\$ 13,577,165	\$ 657,522	\$ 234,137	\$ 2,245,555
TOTAL							

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
 COMBINED STATEMENT OF FUNCTIONAL EXPENSES
 FOR THE YEAR ENDED JULY 31, 2013

	Program Services						Total Program Services	Support Services	
	Special Projects	Volunteer Services	SNHS		Housing Corporations	Management Corporation		Management and General	Total Expenses
Payroll	\$ 90,034	\$ 88,776	\$ 358,451	\$ 1,414,854	\$ 12,003,123	\$ 1,184,977	\$ 13,188,100		
Payroll taxes	8,512	8,490	40,498	140,825	1,205,458	100,143	1,305,601		
Fringe benefits	11,949	11,655	75,199	253,502	2,219,735	149,888	2,369,623		
Workers comp. insurance	1,121	187	35,530	41,374	140,937	7,348	148,285		
Retirement benefits	6,649	4,203	23,391	94,275	644,849	100,709	745,558		
Consultant and contractual	1,539,448	239	285,309	634,971	5,209,680	170,886	5,380,566		
Travel and transportation	3,614	935	109,805	17,981	424,019	14,729	438,748		
Conferences and meetings	8,369	1,630	45,009	2,097	88,947	2,450	91,397		
Occupancy	7,235	-	148,955	2,493,111	4,259,809	64,516	4,324,325		
Advertising	-	-	-	2,676	17,232	-	17,232		
Supplies	488	13,248	8,361	49,437	514,273	38,454	552,727		
Equip. rentals and maintenance	789	152	11,607	3,886	270,468	912	271,380		
Insurance	101	977	17,162	356,154	439,587	6,102	445,689		
Telephone	2,011	1,738	8,011	70,962	299,194	16,273	315,467		
Postage	1	1,172	3,853	6,807	62,139	23,270	85,409		
Printing and publications	4,950	1,343	1,064	-	21,131	7	21,138		
Subscriptions	-	-	24	-	2,061	27	2,088		
Program support	-	-	609,817	-	659,980	-	659,980		
Interest	-	-	47,574	180,614	243,709	-	243,709		
Depreciation	6,000	-	248,100	1,962,663	2,318,245	3	2,318,248		
Assistance to clients	51,389	1,032	51,616	-	12,086,610	-	12,086,610		
Other direct expense	2,761	689	300	11,454	1,024,549	684	1,025,233		
Miscellaneous	396	5,607	15,749	9,155	139,005	1,027	140,032		
In-kind	-	-	-	-	1,477,987	-	1,477,987		
Loss on disposal of assets	-	-	12,920	134,657	148,313	-	148,313		
SUBTOTAL	\$ 1,745,817	\$ 142,073	\$ 2,158,305	\$ 7,881,455	\$ 45,921,040	\$ 1,882,405	\$ 47,803,445		
Over applied indirect costs	-	-	22,919	-	22,919	(331,942)	(309,023)		
Eliminations	-	-	-	(457,224)	(1,935,211)	-	(1,935,211)		
TOTAL	\$ 1,745,817	\$ 142,073	\$ 2,181,224	\$ 7,424,231	\$ 44,008,748	\$ 1,550,463	\$ 45,559,211		

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
 COMBINED STATEMENT OF FUNCTIONAL EXPENSES
 FOR THE YEAR ENDED JULY 31, 2012

	Program Services						Nutrition and Health
	Child Development	Community Services	Economic Workforce Development	Energy	Hispanic-Lat. Community Services	Housing and Homeless	
Payroll	\$ 3,825,074	\$ 787,269	\$ 2,143,949	\$ 1,546,141	\$ 421,040	\$ 91,718	\$ 1,159,479
Payroll taxes	398,437	70,054	203,063	158,256	48,567	9,885	120,138
Fringe benefits	890,191	109,347	320,183	325,680	40,891	13,275	183,241
Workers comp. insurance	31,080	3,260	4,504	8,675	2,496	934	14,818
Retirement benefits	191,077	62,962	107,908	82,722	8,433	833	51,764
Consultant and contractual	75,795	56,713	4,100,891	3,369,661	39,896	27,638	50,755
Travel and transportation	70,247	12,042	70,790	74,137	24,722	5,330	73,996
Conferences and meetings	2,329	16,569	3,999	15,544	3,217	-	939
Occupancy	444,161	34,853	876,462	97,122	21,829	4,518	131,349
Advertising	1,559	-	2,400	310	259	-	4,250
Supplies	169,401	10,460	30,241	46,386	9,687	-	79,612
Equip. rentals and maintenance	32,047	14,387	208,001	19,127	(219)	1	11,207
Insurance	20,692	52,303	3,770	27,856	113	-	10,285
Telephone	57,683	32,917	49,721	43,737	7,144	1,074	44,620
Postage	5,838	1,175	5,807	41,881	447	423	5,883
Printing and publications	8,958	585	1,039	43	2,149	-	-
Subscriptions	-	2,318	-	-	-	-	-
Program support	-	44,710	4,755	-	4,250	39,227	-
Interest	15,706	-	-	-	-	-	-
Depreciation	26,746	2,708	5,857	20,338	2,608	-	14,444
Amortization	-	-	-	-	-	-	-
Assistance to clients	5,770	-	2,103,841	10,164,607	200	29,543	247,078
Other direct expense	98,570	33,741	299,220	37,491	-	-	319,809
Miscellaneous	36,000	53,312	1,231	1,045	26,603	4,865	3,901
In-kind	1,151,924	-	-	-	-	-	-
Loss on disposal of assets	-	-	-	-	-	-	-
SUBTOTAL	\$ 7,559,285	\$ 1,401,685	\$ 10,547,632	\$ 16,080,759	\$ 664,332	\$ 229,264	\$ 2,527,568
Over applied indirect costs	-	-	-	-	-	-	-
Eliminations	(1,151,924)	-	-	-	-	-	-
TOTAL	\$ 6,407,361	\$ 1,401,685	\$ 10,547,632	\$ 16,080,759	\$ 664,332	\$ 229,264	\$ 2,527,568

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
 COMBINED STATEMENT OF FUNCTIONAL EXPENSES
 FOR THE YEAR ENDED JULY 31, 2012

	Program Services						Management and General	Total Expenses
	Special Projects	Volunteer Services	SNHS			Total Program Services		
			Management Corporation	Housing Corporations				
Payroll	\$ 94,033	\$ 82,042	\$ 371,332	\$ 1,341,642	\$ 11,863,719	\$ 1,081,576	\$ 12,945,295	
Payroll taxes	8,789	7,658	37,975	133,346	1,196,168	90,219	1,286,387	
Fringe benefits	5,875	14,437	80,227	277,691	2,261,038	145,437	2,406,475	
Workers comp. insurance	912	172	5,812	38,192	110,855	6,401	117,256	
Retirement benefits	8,035	4,290	27,788	89,313	635,125	92,451	727,576	
Consultant and contractual	463,876	237	230,704	604,923	9,021,089	114,264	9,135,353	
Travel and transportation	4,188	706	111,389	20,336	467,883	18,969	486,852	
Conferences and meetings	15,102	-	49,899	3,975	111,573	4,889	116,462	
Occupancy	7,736	-	303,213	2,312,369	4,233,612	70,232	4,303,844	
Advertising	-	-	-	1,782	10,560	-	10,560	
Supplies	1,027	1,978	8,877	35,200	392,869	33,998	426,867	
Equip. rentals and maintenance	765	128	(20,715)	2,049	266,778	1,359	268,137	
Insurance	-	936	30,877	382,291	529,123	9,705	538,828	
Telephone	1,950	2,110	11,571	64,062	316,589	14,375	330,964	
Postage	28	971	1,333	6,420	70,206	19,258	89,464	
Printing and publications	4,880	350	685	-	18,689	-	18,689	
Subscriptions	-	-	295	-	2,613	-	2,613	
Program support	-	-	105,285	-	198,227	-	198,227	
Interest	-	-	48,355	205,972	270,033	-	270,033	
Depreciation	6,000	-	230,651	1,411,375	1,720,727	626	1,721,353	
Amortization	-	-	-	6,808	6,808	-	6,808	
Assistance to clients	42,309	106	44,948	-	12,638,402	-	12,638,402	
Other direct expense	-	152	349	15,841	805,173	1,381	806,554	
Miscellaneous	1,119	124	13,735	5,336	147,271	22,639	169,910	
In-kind	-	-	-	-	1,151,924	-	1,151,924	
Loss on disposal of assets	-	-	33,889	56,501	90,390	-	90,390	
SUBTOTAL	\$ 666,624	\$ 116,397	\$ 1,728,474	\$ 7,015,424	\$ 48,537,444	\$ 1,727,779	\$ 50,265,223	
Over applied indirect costs	-	-	-	(429,262)	(1,581,186)	(11,048)	(11,048)	
Eliminations	-	-	-	\$ 6,586,162	\$ 46,956,258	\$ 1,716,731	(1,581,186)	
TOTAL	\$ 666,624	\$ 116,397	\$ 1,728,474	\$ 6,586,162	\$ 46,956,258	\$ 1,716,731	\$ 48,672,989	

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
 COMBINED STATEMENTS OF CASH FLOWS
 FOR THE YEARS ENDED JULY 31, 2013 AND 2012

	<i>2013</i>	<i>2012</i>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 1,383,682	\$ (51,293)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	2,318,248	1,721,353
Amortization	-	6,808
Loss on disposal of assets	148,313	90,390
Unrealized gain on investments	(506,268)	(16,620)
(Increase) decrease operating assets:		
Contracts receivable	276,600	1,660,191
Accounts receivable	(132,761)	293,924
Prepaid expenses	129,619	37,031
Increase (decrease) in operating liabilities:		
Accounts payable	(177,107)	(108,207)
Accrued payroll and payroll taxes	236,075	(30,413)
Accrued comp. absences	(76,575)	(57,606)
Accrued other liabilities	49,858	266,479
Deferred revenue	(918,912)	(441,061)
Over applied overhead	(286,842)	14,159
Tenant security deposits	10,642	7,096
Total adjustments	1,070,890	3,443,524
NET CASH FLOWS FROM OPERATING ACTIVITIES	2,454,572	3,392,231
 CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of fixed assets	(7,229,171)	(8,082,032)
Purchase of investments	(2,065,154)	(345,888)
Deposit to restricted cash accounts	(258,995)	(627,723)
Other financing activities	9,947	(146,310)
NET CASH FLOWS FROM INVESTING ACTIVITIES	(9,543,368)	(9,201,953)
 CASH FLOWS FROM FINANCING ACTIVITIES		
Proceeds from long-term debt	-	7,787,152
Payments on long-term debt	(187,105)	(1,126,123)
Net proceeds from capital advances	6,900,704	-
NET CASH FLOWS FROM FINANCING ACTIVITIES	6,713,599	6,661,029
 CHANGE IN CASH AND CASH EQUIVALENTS	(375,197)	851,307
 CASH AND CASH EQUIVALENTS - AUGUST 1	6,278,621	5,427,314
 CASH AND CASH EQUIVALENTS - JULY 31	\$ 5,903,424	\$ 6,278,621
 SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION		
Cash paid during the year for:		
Interest	\$ 243,709	\$ 270,033

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
NOTES TO COMBINED FINANCIAL STATEMENTS

JULY 31, 2013 AND 2012

NOTE 1: ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of the Organization

Southern New Hampshire Services, Inc. is an umbrella corporation that offers an array of services to the elderly, disabled, and low-income households in New Hampshire's Hillsborough County and Rockingham County. The Organization's programs provide assistance in the areas of education, child development, employment, energy and its conservation, housing and homelessness prevention. The organization is committed to providing respectful support service and assisting individuals and families in achieving self-sufficiency by helping them overcome the causes of poverty. The primary source of revenues is derived from governmental contracts. Services are provided through:

Southern New Hampshire Services, Inc.
SNHS Management Corporation
SNHS Elderly Housing, Inc.
SNHS Elderly Housing II, Inc.
SNHS Elderly Housing III, Inc.
SNHS Elderly Housing IV, Inc.
SNHS Elderly Housing V, Inc.
SNHS Elderly Housing VI, Inc.
SNHS Elderly Housing VII, Inc.
SNHS Elderly Housing VIII, Inc.
SNHS Elderly Housing IX, Inc.
SNHS Elderly Housing X, Inc.

SNHS Elderly Housing XI, Inc.
Rural Housing for the Elderly, Inc.
Rural Housing for the Elderly II, Inc.
Sundial Elderly Housing, Inc.
SNHS Ashland Elderly Housing, Inc.
SNHS Farmington Elderly Housing, Inc.
SNHS Greenfield Elderly Housing, Inc.
SNHS North Berwick Elderly Housing, Inc.
SNHS Northwood Elderly Housing, Inc.
SNHS Pittsburg Elderly Housing, Inc.
SNHS Raymond Elderly Housing, Inc.

Basis of Presentation

The Organization prepares its combined financial statements in accordance with accounting principles generally accepted in the United States of America, which involves the application of accrual accounting; consequently, revenues and gains are recognized when earned, and expenses and losses are recognized when incurred. Net assets, revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Organization and changes therein are classified and reported as follows:

Unrestricted net assets – Unrestricted net assets of the Organization are net assets that are neither permanently restricted nor temporarily restricted by donor-imposed restrictions.

Temporarily restricted net assets – Temporarily restricted net assets are net assets resulting from contributions and other inflows of assets whose use by the Organization is limited by donor-imposed stipulations that either expire by passage of time or can be fulfilled and removed by actions of the Organization pursuant to those stipulations.

Permanently restricted net assets – Permanently restricted net assets are net assets resulting from contributions and other inflows of assets whose use by the Organization is limited by donor-imposed stipulations that neither expire by passage of time nor can be fulfilled or otherwise removed by actions of the Organization.

The Organization has no temporarily restricted or permanently restricted net assets at July 31, 2013 and 2012.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
NOTES TO COMBINED FINANCIAL STATEMENTS

JULY 31, 2013 AND 2012

NOTE 1: ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Combined Financial Statements

All significant intercompany items and transactions have been eliminated from the basic combined financial statements. The combined financial statements include the accounts of the following corporations because Southern New Hampshire Services, Inc. controls more than 50% of the voting power.

Southern New Hampshire Services, Inc.
SNHS Management Corporation
SNHS Elderly Housing, Inc.
SNHS Elderly Housing II, Inc.
SNHS Elderly Housing III, Inc.
SNHS Elderly Housing IV, Inc.
SNHS Elderly Housing V, Inc.
SNHS Elderly Housing VI, Inc.
SNHS Elderly Housing VII, Inc.
SNHS Elderly Housing VIII, Inc.
SNHS Elderly Housing IX, Inc.
SNHS Elderly Housing X, Inc.

SNHS Elderly Housing XI, Inc.
Rural Housing for the Elderly, Inc.
Rural Housing for the Elderly II, Inc.
Sundial Elderly Housing, Inc.
SNHS Ashland Elderly Housing, Inc.
SNHS Farmington Elderly Housing, Inc.
SNHS Greenfield Elderly Housing, Inc.
SNHS North Berwick Elderly Housing, Inc.
SNHS Northwood Elderly Housing, Inc.
SNHS Pittsburg Elderly Housing, Inc.
SNHS Raymond Elderly Housing, Inc.

Use of Estimates

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

Cash and Cash Equivalents

For the purpose of the combined statements of cash flows, the Organization considers all unrestricted highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.

Revenue Recognition

The Organization's revenue is recognized primarily from federal and state grants and contracts generally structured as reimbursed contracts for services and therefore revenue is recognized based on when their individual allowable budgeted expenditures occur. Federal and state grant revenue comprised 73% and 79% of total revenue in the fiscal years ended July 31, 2013 and 2012, respectively.

Accounts and Contracts Receivable

All accounts and contracts receivable are stated at the amount management expect to collect from balances outstanding at year-end. Receivables are recorded on the accrual basis of accounting primarily based on reimbursable contracts, grants and agreements. Balances outstanding after management has used reasonable collection efforts are written off through a charge to bad debt expense and a credit to the applicable accounts receivable. Management does not believe an allowance for uncollectible accounts receivable is necessary at July 31, 2013 and 2012.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
NOTES TO COMBINED FINANCIAL STATEMENTS
(Continued)

JULY 31, 2013 AND 2012

NOTE 1: ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Contributions and In-Kind Donations

Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires, (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the combined statements of activities as net assets released from restrictions. In-kind revenues and expenses represent fair market value of volunteer services and non-paid goods which were donated to the Organization during the current fiscal year. All in-kind revenues in the fiscal year 2013 and 2012 were generated through the Head Start programs.

Investments

The Organization carries investments in marketable securities with readily determinable fair values and all investments in debt securities at their fair values in the combined statements of financial position. Unrealized gains and losses are included in the change in net assets in the accompanying combined statements of activities.

Fixed Assets

Fixed assets acquired by the Organization are capitalized at cost if purchased or fair value if donated. It is the Organization's policy to capitalize expenditures for these items in excess of \$5,000. Major additions and renewals are capitalized, while repairs and maintenance are expensed as incurred. Depreciation is calculated using the straight-line basis over the estimated useful lives of the assets, which range from three to forty years. Depreciation expense for July 31, 2013 and 2012 was \$2,318,248 and \$1,721,353, respectively.

Fixed assets purchased with grant funds are owned by the Organization while used in the program for which they were purchased or in other future authorized programs. However, the various funding sources have a reversionary interest in the fixed assets purchased with grant funds. The disposition of fixed assets, as well as the ownership of any proceeds is subject to funding source regulations.

Inventory

Inventory is stated at lower of cost or market. Cost is determined generally on the first-in, first-out basis.

Current Vulnerabilities Due to Certain Concentrations

The Organization maintains its cash balances at several financial institutions located in New Hampshire and Maine. The balances are insured by the Federal Deposit Insurance Organization (FDIC) up to \$250,000 per financial institution. In addition, on October 2, 2008, the Organization entered into an agreement with its principal banking partner to collateralize deposits in excess of the FDIC insurance limitation on some accounts. As of July 31, 2013 and 2012, uninsured cash balances amounted to \$120,538 and \$0, respectively. It is the opinion of management that the solvency of the referenced financial institutions is not of particular concern at this time.

Advertising

The Organization uses advertising to promote programs among the people it serves. The production costs of advertising are expensed as incurred.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
NOTES TO COMBINED FINANCIAL STATEMENTS
(Continued)

JULY 31, 2013 AND 2012

NOTE 1: ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Functional Allocation of Expenses

The costs associated with providing program services and management and general support services are presented by natural classification on the combined statement of functional expenses and have been summarized on a functional basis on the combined statements of activities.

Income Taxes

The Organization qualifies as an organization exempt from income tax under Section 501 (c) (3) of the Internal Revenue Code.

Management has evaluated the Organization's tax positions and concluded that as of July 31, 2013 and 2012, the Organization does not believe that it has taken any tax positions that would require the recording of any additional tax benefits or liabilities within the next twelve months. Since tax matters are subject to some degree of uncertainty, there can be no assurance that the Organization's tax returns will not be challenged by the taxing authorities and that the Organization will not be subject to additional tax, penalties and interest as a result of such challenge. Generally, the Organization's tax returns remain subject to examination for three years after they were filed.

Subsequent Events

Management has made an evaluation of subsequent events through April 30, 2014, which represents the date on which the combined financial statements were available to be issued and determined that any subsequent events that would require recognition or disclosure have been considered in the preparation of these combined financial statements.

Reclassifications

Certain reclassifications have been made to the 2012 combined financial statement presentation to correspond to the current year's format. Net assets and changes in net assets are unchanged due to these reclassifications.

NOTE 2: RESTRICTED CASH

The housing projects are required to set aside amounts for the replacement of property and other expenditures. These amounts are set aside in separate accounts and generally are not available for operating purposes.

The housing projects are also required to put any surplus cash into a separate account. These accounts are also not available for operating purposes.

NOTE 3: FAIR VALUE MEASUREMENTS

FASB ASC 820, *Fair Value Measurements and Disclosures* establish a framework to measuring fair value within generally accepted accounting principles (GAAP). That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurement) and the lowest priority to unobservable inputs (level 3 measurements).

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
NOTES TO COMBINED FINANCIAL STATEMENTS
(Continued)

JULY 31, 2013 AND 2012

NOTE 3: FAIR VALUE MEASUREMENTS (Continued)

The three levels of the fair value hierarchy under FASB ASC 820 are described as follows:

Level 1: Quoted prices in active markets for identical assets or liabilities.

Level 2: Observable inputs other than Level 1 prices such as quoted prices for similar assets or liabilities; quoted prices in markets that are not active; or other inputs that are observable or can be corroborated by observable market data for substantially the full term of the assets or liabilities. If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3: Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets or liabilities.

The following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at July 31, 2013 and 2012.

Mutual Funds and Money Markets: Valued at the closing price reported on the active market on which the individual securities are traded.

The fair value by level of the Organization's investments consisted of the following as of July 31:

		<u>2013</u>			
		Fair Value at reporting date			
<u>Description</u>	<u>Cost</u>	<u>Fair Value</u>	Quoted prices in active markets for identical assets <u>(Level 1)</u>	Significant other observable inputs <u>(Level 2)</u>	Significant un-observable inputs <u>(Level 3)</u>
Money Market	\$2,000,000	\$2,000,000	\$2,000,000		
Mutual Funds	<u>2,148,867</u>	<u>3,132,222</u>	<u>3,132,222</u>	\$ _____ -	\$ _____ -
Total	<u>\$4,148,867</u>	<u>\$5,132,222</u>	<u>\$5,132,222</u>	<u>\$ _____ -</u>	<u>\$ _____ -</u>

		<u>2012</u>			
		Fair Value at reporting date			
<u>Description</u>	<u>Cost</u>	<u>Fair Value</u>	Quoted prices in active markets for identical assets <u>(Level 1)</u>	Significant other observable inputs <u>(Level 2)</u>	Significant un-observable inputs <u>(Level 3)</u>
Mutual Funds	\$2,087,825	\$2,560,800	\$2,560,800	\$ _____ -	\$ _____ -
Total	<u>\$2,087,825</u>	<u>\$2,560,800</u>	<u>\$2,560,800</u>	<u>\$ _____ -</u>	<u>\$ _____ -</u>

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
 NOTES TO COMBINED FINANCIAL STATEMENTS
 (Continued)

JULY 31, 2013 AND 2012

NOTE 4: INVESTMENTS

The following is a summary of investments as of July 31:

	<i>2013</i>			<i>2012</i>		
	Cost	Fair Market Value	Unrealized Gains	Cost	Fair Market Value	Unrealized Gains
Money Market	\$2,000,000	\$2,000,000	\$ -	\$ -	\$ -	\$ -
Mutual Funds	<u>2,148,867</u>	<u>3,132,222</u>	<u>983,355</u>	<u>2,087,825</u>	<u>2,560,800</u>	<u>472,975</u>
Total	<u>\$4,148,867</u>	<u>\$5,132,222</u>	<u>\$ 983,355</u>	<u>\$2,087,825</u>	<u>\$2,560,800</u>	<u>\$ 472,975</u>

The activities of the Organization's investment account are summarized as follows:

	<u>2013</u>	<u>2012</u>
Fair Value – August 1	\$2,560,800	\$2,198,292
Additions	2,065,154	345,888
Distributions	-	-
Realized gains	-	-
Unrealized gains	<u>506,268</u>	<u>16,620</u>
Fair Value – July 31	<u>\$5,132,222</u>	<u>\$2,560,800</u>

NOTE 5: CONTINGENT LIEN J. BROWN HOMESTEAD PROPERTY

In 1999, the town of Raymond, New Hampshire, conveyed land and buildings to Rockingham Community Acton (RCA) for \$1 and a mortgage lien of \$604,418. The buildings contain four apartments limited to low-income seniors, office space for the Outreach operations, space for the Food Pantry operation, and a common meeting room for use by Town of Raymond organizations. The Town of Raymond included a requirement that the property be used for a social service center for a period of 20 years, called the benefit period, after which this requirement terminates.

RCA granted the Town of Raymond a lien on the property, such lien to be paid from the proceeds of any sale in the event that RCA sells or otherwise conveys the property within 20 years from the date of the mortgage (1999), or if not paid at the time of the sale will run with the land to any subsequent purchaser for the remaining benefit period. This mortgage lien has no scheduled principle or interest payments and is forgivable at a rate of 1/20 each year of the benefit period until it is completely forgiven in year 2019. The value of this lien at July 31, 2013 and 2012 is \$211,547 and \$241,768, respectively.

The appraised value of the land and buildings at the time of the donation was \$220,000. RCA has operated its Raymond Community Action Center at the property since the transfer and plans to continue to do so. Therefore, since RCA has no plans to sell or transfer this property the contingent mortgage lien liability has not been included on these financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
NOTES TO COMBINED FINANCIAL STATEMENTS
(Continued)

JULY 31, 2013 AND 2012

NOTE 6: LONG-TERM DEBT

	<u>2013</u>	<u>2012</u>
<u>SNHS, Inc.</u>		
Mortgage payable to City of Manchester, secured by real estate located in Manchester, NH. A balloon payment of \$11,275 was due on June 30, 2010. Interest is at 0.000%.	\$ 11,275	\$ 11,275
Mortgage payable to bank, secured by real estate located on Temple St., Nashua, NH, payable in fixed monthly principal installments of \$1,833 plus interest through 2020. Interest is at 4.000%.	370,669	392,669
<u>SNHS Management Corporation</u>		
Mortgage payable to bank, secured by real estate located on Allds St., Nashua, NH, payable in monthly installments of \$1,789 including interest through 2013. Interest is at 6.480%.	-	17,879
Mortgage payable to bank, secured by real estate located on Pine St., Manchester, NH, payable in monthly installments of \$2,678 including interest through 2013. Interest is at 6.460%.	-	18,320
Mortgage payable to bank, secured by real estate located on West Pearl St., Nashua, NH. Mortgage will be forgiven only if real estate remains low income housing for 40 years. Interest is at 0.000%.	170,000	170,000
Mortgage payable to bank secured by real estate located on Silver St., Manchester, NH, payable in monthly installments of \$2,731 including interest through 2014. Interest is at 6.030%.	154,688	177,246
Mortgage payable to bank, secured by real estate located on Allds St., Nashua, NH, payable in fixed monthly principal installments of \$2,613 plus interest through 2016. Interest is at 2.996%.	245,625	276,981
Mortgage payable to MH Parsons and Sons Lumber, secured by real estate located in Derry, NH, payable in monthly installments of \$3,715 including interest through 2031. Interest is at 5.500%.	<u>512,740</u>	<u>528,637</u>
Subtotal	<u>\$ 1,464,997</u>	<u>\$1,593,007</u>

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
NOTES TO COMBINED FINANCIAL STATEMENTS
(Continued)

JULY 31, 2013 AND 2012

NOTE 6: <u>LONG-TERM DEBT</u> (Continued)	<u>2013</u>	<u>2012</u>
Subtotal Carried Forward	\$ 1,464,997	\$1,593,007
<u>Housing Corporations</u>		
Mortgage payable between Key Bank and SNHS Rural Housing for the Elderly, Inc., secured by real estate located in Greenville, NH, payable in monthly installments of \$14,044 including interest through 2040. Interest is at 5.120%.	2,473,538	2,514,282
Mortgage payable between Oppenheimer and SNHS Elderly Housing, Inc., secured by real estate located in Epping, NH, payable in monthly installments of \$5,932 including interest through 2047. Interest is at 3.950%.	1,327,460	1,345,811
Mortgage payable between the Town of Northwood and SNHS Northwood Elderly Housing, Inc., secured by real estate located in Northwood, NH. Mortgage will be forgiven if real estate remains low income housing for 20 years and the entity does not generate residual receipts. Interest is at 0.000%.	95,000	95,000
Mortgage payable between NHHFA and SNHS Greenfield Elderly Housing, Inc., secured by real estate located in Greenfield, NH. Mortgage payments are based upon surplus cash. Remaining balance due in 2040 or upon sale of the property. Interest is at 0.000%.	<u>450,000</u>	<u>450,000</u>
	\$ 5,810,995	\$ 5,998,100
Less: Current Portion	<u>288,892</u>	<u>185,875</u>
Long-term debt, net of current portion	<u>\$ 5,522,103</u>	<u>\$ 5,812,225</u>

Principal maturities for long-term debt for the subsequent fiscal years from July 31, 2013, are as follows:

2014	\$ 288,892
2015	138,160
2016	293,874
2017	115,331
2018	119,923
Thereafter	<u>4,854,815</u>
Total	<u>\$5,810,995</u>

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
NOTES TO COMBINED FINANCIAL STATEMENTS
(Continued)

JULY 31, 2013 AND 2012

NOTE 7: CAPITAL ADVANCES

	<u>2013</u>	<u>2012</u>
<u>Housing Corporations</u>		
Capital advance between HUD and Rural Housing for the Elderly II, Inc., secured by real estate located in Nashua, NH. Capital advance will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	\$ 3,167,200	\$ 3,167,200
Capital advance between HUD and Sundial Elderly Housing, Inc., secured by real estate located in Nashua, NH. Capital advance will be forgiven if real estate remains low income housing for 40 years. Interest is 0.000%.	4,081,600	4,086,600
Capital advance between HUD and SNHS Northwood Elderly Housing, Inc., secured by real estate located in Northwood, NH. Capital advance will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	3,460,700	3,460,700
Capital advance between HUD and SNHS Farmington Elderly Housing, Inc., secured by real estate located in Manchester, NH. Capital advance will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	2,827,000	2,827,000
Capital advance between HUD and SNHS Elderly Housing V, Inc., secured by real estate located in Manchester, NH. Capital advance will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	2,948,700	2,948,700
Capital advance between HUD and SNHS Elderly Housing II, Inc., secured by real estate located in Rochester, NH. Capital advance will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%	2,485,859	2,485,859
Capital advance between HUD and SNHS Elderly Housing III, Inc., secured by real estate located in Rochester, NH. Capital advance will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	<u>3,522,500</u>	<u>3,522,500</u>
Subtotal	<u>\$ 22,493,559</u>	<u>\$22,498,559</u>

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
NOTES TO COMBINED FINANCIAL STATEMENTS
(Continued)

JULY 31, 2013 AND 2012

NOTE 7: <u>CAPITAL ADVANCES</u> (Continued)	<u>2013</u>	<u>2012</u>
Subtotal Carried Forward	\$ 22,493,559	\$22,498,559
Capital advance between HUD and SNHS Elderly Housing II, Inc., secured by real estate located in Rochester, NH. Capital advance will be forgiven in real estate remains low income housing for 40 years. Interest is at 0.000%.	2,966,900	2,966,900
Capital advance between HUD and Rural Housing for the Elderly II, Inc., secured by real estate located in Nashua, NH. Capital advance will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	2,337,800	2,337,800
Capital advance between HUD and SNHS Elderly Housing IV, Inc., secured by real estate located in Nashua, NH. Capital advance will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	4,412,500	4,412,500
Capital advance between HUD and SNHS Raymond Elderly Housing, Inc., secured by real estate located in Raymond, NH. Capital advance will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	1,773,900	1,773,900
Capital advance between HUD and SNHS Pittsburg Elderly Housing, Inc., secured by real estate located in Pittsburg, NH. Capital advance will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	1,481,082	1,479,700
Capital advance between HUD and SNHS North Berwick Elderly Housing, Inc., secured by real estate located in North Berwick, ME. Capital advance will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	2,016,800	2,016,800
Capital advance between HUD and SNHS Greenfield Elderly Housing, Inc., secured by real estate located in Greenfield, NH. Capital advance will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	<u>1,545,300</u>	<u>1,545,300</u>
Subtotal	<u>\$ 39,027,841</u>	<u>\$39,031,459</u>

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
NOTES TO COMBINED FINANCIAL STATEMENTS
(Continued)

JULY 31, 2013 AND 2012

NOTE 7: <u>CAPITAL ADVANCES</u> (Continued)	<u>2013</u>	<u>2012</u>
Subtotal Carried Forward	\$ 39,027,841	\$39,031,459
Capital advance between HUD and Ashland Elderly Housing, Inc., secured by real estate located in Ashland, NH. Capital advance will be forgiven in real estate remains low income housing for 40 years. Interest is at 0.000%.	3,426,100	3,426,100
Capital advance between HUD and SNHS Elderly Housing VI, Inc., secured by real estate located in Bristol, NH. Capital advance will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	2,711,900	2,711,900
Capital advance between HUD and SNHS Elderly Housing VII, Inc., secured by real estate located in Manchester, NH. Capital advance will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	5,143,400	5,143,400
Capital advance between HUD and SNHS Elderly Housing VII, Inc., secured by real estate located in Manchester, NH. Capital advance will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	3,242,700	3,242,700
Capital advance between HUD and SNHS Elderly Housing VII, Inc., secured by real estate located in Manchester, NH. The advance is expected to be converted into a mortgage once construction has been completed. The Capital advance will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	2,530,404	-
Capital advance between HUD and SNHS Elderly Housing VIII, Inc., secured by real estate located in Campton, NH. Capital advance will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	<u>2,352,500</u>	<u>2,537,080</u>
Subtotal	<u>\$ 58,434,845</u>	<u>\$56,092,639</u>

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
 NOTES TO COMBINED FINANCIAL STATEMENTS
 (Continued)

JULY 31, 2013 AND 2012

NOTE 7: CAPITAL ADVANCES (Continued)

	<u>2013</u>	<u>2012</u>
Subtotal Carried Forward	\$ 58,434,845	\$56,092,639
Capital advance between HUD and SNHS Elderly Housing IX, Inc., secured by real estate located in Plymouth, NH. Capital advance will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	2,341,700	1,911,105
Capital advance between HUD and SNHS Elderly Housing XI, Inc., secured by real estate located in Lancaster, NH. Capital advance will be forgiven in real estate remains low income housing for 40 years. Interest is at 0.000%.	3,136,902	-
Capital advance between HUD and SNHS Elderly Housing X, Inc., secured by real estate located in Woodstock, NH. Capital advance will be forgiven if real estate remains low income housing for 40 years. Interest is at 0.000%.	<u>2,351,200</u>	<u>1,360,199</u>
Total	<u>\$ 66,264,647</u>	<u>\$ 59,363,943</u>

NOTE 8: OPERATING LEASES

The Organization leases various facilities and equipment under several operating leases. Total lease payments for the years ended July 31, 2013 and 2012 equaled \$834,208 and \$942,574, respectively. The leases expire at various times through August 2015. Some of the leases contain renewal options that are contingent upon federal funding and some contain renewal options subject to renegotiation of lease terms.

The following is a schedule of future minimum lease payments for the operating leases as of July 31, 2013:

2014	\$184,383
2015	124,117
2016	<u>20,322</u>
Total	<u>\$328,822</u>

NOTE 9: ACQUISITION

On July 1, 2011, Rockingham Community Action (RCA), a New Hampshire corporation, was acquired by the Organization. The merger is classified as an acquisition by SNHS of RCA for no monetary consideration. The Organization assumed all the assets, rights, powers, properties, debts, liabilities and obligations of RCA. The acquisition was recorded in two phases, phase one was recorded on July 1, 2011, resulting in a gain on acquisition of \$1,582,641. Phase two was recorded on November 1, 2011 and resulted in a loss on acquisition of \$99,592.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.

NOTES TO COMBINED FINANCIAL STATEMENTS
(Continued)

JULY 31, 2013 AND 2012

NOTE 10: RETIREMENT BENEFITS

The Organization has an Employer-Sponsored 403(b) plan offering coverage to all of its employees. Participating employees must contribute at least 5% of their wages, while the Organization contributes 10% of their wages. The pension expense for the years ended July 31, 2013 and 2012 was \$745,558 and \$727,576, respectively.

NOTE 11: RISKS AND UNCERTAINTIES

The Organization is operated in a heavily regulated environment. The operations of the Organization are subject to the administrative directives, rules and regulations of federal, state and local regulatory agencies. Such administrative directives, rules, and regulations are subject to change by an act of Congress or Legislature. Such changes may occur with little notice or inadequate funding to pay for the related cost, including the additional administrative burden, to comply with a change.

NOTE 12: CONTINGENCIES

The Organization receives contract funding from various sources. Under the terms of these agreements, the Organization is required to use the funds within a certain period and for purposes specified by the governing laws and regulations. If expenditures were found not to have been made in compliance with the laws and regulations, the Organization might be required to repay the funds. No provisions have been made for this contingency because specific amounts, if any, have not yet been determined.

NOTE 13: RESTATEMENT OF PRIOR YEAR NET ASSETS

The carrying value of the Capital Advance account, as related to Sundial Elderly Housing, Inc., was reduced to reflect additional information received from HUD subsequent to the issue date of the July 31, 2012 financial statements. The restatement changed the beginning net assets for the year ending July 31, 2012, but did not affect the change in net assets for that year. The restatement is as follows:

Net Assets – July 31, 2011, Previously Reported	\$ 3,187,052
Capital Advance correction	<u>191,618</u>
Net Assets – July 31, 2011, Restated	3,378,670
Change in Net Assets – Reported	<u>(51,293)</u>
Net Assets – July 31, 2012, Restated	<u>\$ 3,327,377</u>

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
COMBINING SCHEDULE OF FINANCIAL POSITION
JULY 31, 2013

Schedule A

	10/14/15/30/40/ 50/80/81/82/81 0/845/1275			
	105		110	
	SNHS Management Corporation	Rural Housing for the Elderly II Landing II	Rural Housing for the Elderly	
	SNHS, Inc.			
ASSETS				
CURRENT ASSETS				
Cash	\$ 324,607	\$ 4,341,831	\$ 57,957	\$ 131,577
Investments	-	5,132,222	-	-
Contracts receivable (net)	3,101,953	160,854	-	5,088
Accounts receivable (net)	-	171,722	-	-
Prepaid expenses	27,129	17,773	13,641	17,539
Inventory	-	-	-	-
Due from other corporations	2,335,165	869,303	-	-
Total current assets	<u>5,788,854</u>	<u>10,693,705</u>	<u>71,598</u>	<u>154,204</u>
FIXED ASSETS				
Land	219,849	1,320,953	2,898	166,890
Buildings and improvements	1,525,302	4,835,349	3,249,909	3,638,598
Vehicles and equipment	820,345	446,227	20,879	280,036
Construction in progress	-	-	-	-
Total fixed assets	<u>2,565,496</u>	<u>6,602,529</u>	<u>3,273,686</u>	<u>4,085,524</u>
Less - accumulated depreciation	<u>(1,168,580)</u>	<u>(2,430,482)</u>	<u>(1,031,352)</u>	<u>(2,363,231)</u>
Net fixed assets	<u>1,396,916</u>	<u>4,172,047</u>	<u>2,242,334</u>	<u>1,722,293</u>
OTHER ASSETS				
Restricted cash	12,372	202,529	175,234	659,015
Miscellaneous other assets	-	137,555	-	145,918
Total other assets	<u>12,372</u>	<u>340,084</u>	<u>175,234</u>	<u>804,933</u>
TOTAL ASSETS	<u>\$ 7,198,142</u>	<u>\$ 15,205,836</u>	<u>\$ 2,489,166</u>	<u>\$ 2,681,430</u>
LIABILITIES AND NET ASSETS				
CURRENT LIABILITIES				
Accounts payable	\$ 303,805	\$ 7,565	\$ 1,884	\$ 7,429
Accrued payroll and payroll taxes	361,235	312,462	3,180	5,984
Accrued compensated absences	-	623,845	-	-
Accrued other liabilities	239,460	1,757	4,200	24,861
Deferred revenue	2,026,194	-	23	1,525
Over applied overhead	115,916	-	-	-
Tenant security deposits	11,908	11,603	17,607	20,737
Due to other corporations	1,647,126	1,247,837	26,930	59,621
Current portion of long-term debt	24,255	202,913	-	42,697
Total current liabilities	<u>4,729,899</u>	<u>2,407,982</u>	<u>53,824</u>	<u>162,854</u>
LONG-TERM LIABILITIES				
Long-term debt, less current portion	357,690	880,139	-	2,430,841
Capital advances	-	-	3,167,200	-
Total long-term liabilities	<u>357,690</u>	<u>880,139</u>	<u>3,167,200</u>	<u>2,430,841</u>
TOTAL LIABILITIES	<u>5,087,589</u>	<u>3,288,121</u>	<u>3,221,024</u>	<u>2,593,695</u>
NET ASSETS				
Unrestricted	2,110,553	11,917,715	(731,858)	87,735
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 7,198,142</u>	<u>\$ 15,205,836</u>	<u>\$ 2,489,166</u>	<u>\$ 2,681,430</u>

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
 COMBINING SCHEDULE OF FINANCIAL POSITION
 JULY 31, 2013

Schedule A (Continued)

	120	130	140	145
	SNHS Elderly Housing	Sundial Elderly Housing	SNHS Northwood Elderly Housing	SNHS Elderly Housing VII
ASSETS				
CURRENT ASSETS				
Cash	\$ 29,642	\$ 73,459	\$ 41,945	\$ 57,935
Investments	-	-	-	-
Contracts receivable (net)	50	10	-	-
Accounts receivable (net)	-	-	-	-
Prepaid expenses	2,541	16,856	4,205	4,482
Inventory	-	-	-	-
Due from other corporations	-	-	-	-
Total current assets	<u>32,233</u>	<u>90,325</u>	<u>46,150</u>	<u>62,417</u>
FIXED ASSETS				
Land	85,542	342,450	75,801	662,211
Buildings and improvements	1,106,277	4,020,210	3,479,774	4,419,703
Vehicles and equipment	30,733	43,109	20,831	35,003
Construction in progress	-	-	-	-
Total fixed assets	<u>1,222,552</u>	<u>4,405,769</u>	<u>3,576,406</u>	<u>5,116,917</u>
Less - accumulated depreciation	(639,024)	(1,689,379)	(661,771)	(373,583)
Net fixed assets	<u>583,528</u>	<u>2,716,390</u>	<u>2,914,635</u>	<u>4,743,334</u>
OTHER ASSETS				
Restricted cash	288,144	259,988	82,684	110,928
Miscellaneous other assets	138,678	-	-	4,028
Total other assets	<u>426,822</u>	<u>259,988</u>	<u>82,684</u>	<u>114,956</u>
TOTAL ASSETS	<u>\$ 1,042,583</u>	<u>\$ 3,066,703</u>	<u>\$ 3,043,469</u>	<u>\$ 4,920,707</u>
LIABILITIES AND NET ASSETS				
CURRENT LIABILITIES				
Accounts payable	\$ 969	\$ 3,391	\$ 1,076	\$ 906
Accrued payroll and payroll taxes	1,849	5,123	1,870	1,628
Accrued compensated absences	-	-	-	-
Accrued other liabilities	6,435	6,435	6,435	13,951
Deferred revenue	640	524	725	1,420
Over applied overhead	-	-	-	-
Tenant security deposits	6,309	26,743	10,356	11,408
Due to other corporations	102,576	39,823	34,300	16,775
Current portion of long-term debt	19,027	-	-	-
Total current liabilities	<u>137,805</u>	<u>82,039</u>	<u>54,762</u>	<u>46,088</u>
LONG-TERM LIABILITIES				
Long-term debt, less current portion	1,308,433	-	95,000	-
Capital advances	-	4,081,600	3,460,700	5,143,400
Total long-term liabilities	<u>1,308,433</u>	<u>4,081,600</u>	<u>3,555,700</u>	<u>5,143,400</u>
TOTAL LIABILITIES	<u>1,446,238</u>	<u>4,163,639</u>	<u>3,610,462</u>	<u>5,189,488</u>
NET ASSETS				
Unrestricted	(403,655)	(1,096,936)	(566,993)	(268,781)
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 1,042,583</u>	<u>\$ 3,066,703</u>	<u>\$ 3,043,469</u>	<u>\$ 4,920,707</u>

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
 COMBINING SCHEDULE OF FINANCIAL POSITION
 JULY 31, 2013

Schedule A (Continued)

	146	147	149	150
	OLPH II		OLPH IIA Construction	SNHS Farrington Elderly Housing
ASSETS				
CURRENT ASSETS				
Cash	\$ 41,999	\$ 5,183	\$ 50	\$ 63,426
Investments	-	-	-	-
Contracts receivable (net)	-	-	-	-
Accounts receivable (net)	-	-	-	-
Prepaid expenses	2,779	-	-	2,174
Inventory	-	-	-	-
Due from other corporations	-	-	447,553	-
Total current assets	44,778	5,183	447,603	65,600
FIXED ASSETS				
Land	570,320	-	-	267,538
Buildings and improvements	2,634,254	16,744	2,105,306	2,716,410
Vehicles and equipment	24,100	-	18,124	28,403
Construction in progress	-	-	-	-
Total fixed assets	3,228,674	16,744	2,123,430	3,012,351
Less - accumulated depreciation	(135,950)	-	-	(1,113,223)
Net fixed assets	3,092,724	16,744	2,123,430	1,899,128
OTHER ASSETS				
Restricted cash	67,442	14,971	-	76,847
Miscellaneous other assets	2,222	-	-	-
Total other assets	69,664	14,971	-	76,847
TOTAL ASSETS	\$ 3,207,166	\$ 36,898	\$ 2,571,033	\$ 2,041,575
LIABILITIES AND NET ASSETS				
CURRENT LIABILITIES				
Accounts payable	\$ 191	\$ 559	\$ 37	\$ 2,117
Accrued payroll and payroll taxes	1,696	-	-	2,318
Accrued compensated absences	-	-	-	-
Accrued other liabilities	10,966	557	40,592	22,104
Deferred revenue	386	-	-	-
Over applied overhead	-	-	-	-
Tenant security deposits	7,169	4,912	-	13,329
Due to other corporations	27,895	27,466	-	18,027
Current portion of long-term debt	-	-	-	-
Total current liabilities	48,303	33,494	40,629	57,895
LONG-TERM LIABILITIES				
Long-term debt, less current portion	-	-	-	-
Capital advances	3,242,700	-	2,530,404	2,827,000
Total long-term liabilities	3,242,700	-	2,530,404	2,827,000
TOTAL LIABILITIES	3,291,003	33,494	2,571,033	2,884,895
NET ASSETS				
Unrestricted	(83,837)	3,404	-	(843,320)
TOTAL LIABILITIES AND NET ASSETS	\$ 3,207,166	\$ 36,898	\$ 2,571,033	\$ 2,041,575

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
 COMBINING SCHEDULE OF FINANCIAL POSITION
 JULY 31, 2013

Schedule A (Continued)

	155	160	170	175
	SNHS Elderly Housing V	SNHS Elderly Housing II - Roberge	SNHS Elderly Housing III	SNHS Elderly Housing II - Chasse
ASSETS				
CURRENT ASSETS				
Cash	\$ 63,536	\$ 57,954	\$ 68,623	\$ 55,620
Investments	-	-	-	-
Contracts receivable (net)	-	-	-	-
Accounts receivable (net)	-	-	-	-
Prepaid expenses	1,950	-	5,885	5,307
Inventory	-	-	-	-
Due from other corporations	-	-	-	-
Total current assets	<u>65,486</u>	<u>57,954</u>	<u>74,508</u>	<u>60,927</u>
FIXED ASSETS				
Land	150,000	126,045	288,401	7,420
Buildings and improvements	2,731,835	2,479,717	3,333,599	2,977,084
Vehicles and equipment	82,274	31,722	21,327	23,377
Construction in progress	-	-	-	-
Total fixed assets	<u>2,964,109</u>	<u>2,637,484</u>	<u>3,643,327</u>	<u>3,007,881</u>
Less - accumulated depreciation	(549,817)	(1,144,542)	(1,252,726)	(755,422)
Net fixed assets	<u>2,414,292</u>	<u>1,492,942</u>	<u>2,390,601</u>	<u>2,252,459</u>
OTHER ASSETS				
Restricted cash	63,820	125,477	301,994	148,549
Miscellaneous other assets	-	-	-	-
Total other assets	<u>63,820</u>	<u>125,477</u>	<u>301,994</u>	<u>148,549</u>
TOTAL ASSETS	<u>\$ 2,543,598</u>	<u>\$ 1,676,373</u>	<u>\$ 2,767,103</u>	<u>\$ 2,461,935</u>
LIABILITIES AND NET ASSETS				
CURRENT LIABILITIES				
Accounts payable	\$ 1,984	\$ 4,812	\$ 2,177	\$ 727
Accrued payroll and payroll taxes	1,918	2,680	3,532	2,662
Accrued compensated absences	-	-	-	-
Accrued other liabilities	29,044	4,874	6,435	4,175
Deferred revenue	380	482	701	692
Over applied overhead	-	-	-	-
Tenant security deposits	9,392	13,266	17,711	11,755
Due to other corporations	14,398	33,412	32,146	22,818
Current portion of long-term debt	-	-	-	-
Total current liabilities	<u>57,116</u>	<u>59,526</u>	<u>62,702</u>	<u>42,829</u>
LONG-TERM LIABILITIES				
Long-term debt, less current portion	-	-	-	-
Capital advances	2,948,700	2,485,859	3,522,500	2,966,900
Total long-term liabilities	<u>2,948,700</u>	<u>2,485,859</u>	<u>3,522,500</u>	<u>2,966,900</u>
TOTAL LIABILITIES	<u>3,005,816</u>	<u>2,545,385</u>	<u>3,585,202</u>	<u>3,009,729</u>
NET ASSETS				
Unrestricted	<u>(462,218)</u>	<u>(869,012)</u>	<u>(818,099)</u>	<u>(547,794)</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 2,543,598</u>	<u>\$ 1,676,373</u>	<u>\$ 2,767,103</u>	<u>\$ 2,461,935</u>

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
COMBINING SCHEDULE OF FINANCIAL POSITION
JULY 31, 2013

	180	185	190	200
	Rural Housing for the Elderly II - Landing I	SNHS Elderly Housing IV	SNHS Raymond Elderly Housing	SNHS Pittsburg Elderly Housing
ASSETS				
CURRENT ASSETS				
Cash	\$ 47,314	\$ 71,482	\$ 83,848	\$ 15,792
Investments	-	-	-	-
Contracts receivable (net)	-	-	-	-
Accounts receivable (net)	-	-	-	-
Prepaid expenses	10,267	-	-	2,198
Inventory	-	-	-	-
Due from other corporations	-	-	-	-
Total current assets	<u>57,581</u>	<u>71,482</u>	<u>83,848</u>	<u>17,990</u>
FIXED ASSETS				
Land	7,898	163,377	118,481	17,190
Buildings and improvements	2,502,229	4,325,072	1,754,048	1,598,635
Vehicles and equipment	14,382	21,625	29,433	10,472
Construction in progress	-	-	-	-
Total fixed assets	<u>2,524,509</u>	<u>4,510,074</u>	<u>1,901,962</u>	<u>1,626,297</u>
Less - accumulated depreciation	(869,163)	(882,455)	(717,284)	(624,027)
Net fixed assets	<u>1,655,346</u>	<u>3,627,619</u>	<u>1,184,678</u>	<u>1,002,270</u>
OTHER ASSETS				
Restricted cash	140,525	193,295	163,465	69,300
Miscellaneous other assets	-	-	-	-
Total other assets	<u>140,525</u>	<u>193,295</u>	<u>163,465</u>	<u>69,300</u>
TOTAL ASSETS	<u>\$ 1,853,452</u>	<u>\$ 3,892,396</u>	<u>\$ 1,431,991</u>	<u>\$ 1,089,560</u>
LIABILITIES AND NET ASSETS				
CURRENT LIABILITIES				
Accounts payable	\$ 3,619	\$ 1,440	\$ 790	\$ 1,402
Accrued payroll and payroll taxes	3,067	2,790	1,849	1,347
Accrued compensated absences	-	-	-	-
Accrued other liabilities	4,200	25,058	28,610	8,254
Deferred revenue	-	-	-	393
Over applied overhead	-	-	-	-
Tenant security deposits	12,288	15,840	8,397	4,725
Due to other corporations	22,182	20,634	28,517	124,058
Current portion of long-term debt	-	-	-	-
Total current liabilities	<u>45,356</u>	<u>65,762</u>	<u>68,163</u>	<u>140,179</u>
LONG-TERM LIABILITIES				
Long-term debt, less current portion	-	-	-	-
Capital advances	2,337,800	4,412,500	1,773,900	1,481,082
Total long-term liabilities	<u>2,337,800</u>	<u>4,412,500</u>	<u>1,773,900</u>	<u>1,481,082</u>
TOTAL LIABILITIES	<u>2,383,156</u>	<u>4,478,262</u>	<u>1,842,063</u>	<u>1,621,261</u>
NET ASSETS				
Unrestricted	(529,704)	(585,866)	(410,072)	(531,701)
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 1,853,452</u>	<u>\$ 3,892,396</u>	<u>\$ 1,431,991</u>	<u>\$ 1,089,560</u>

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
COMBINING SCHEDULE OF FINANCIAL POSITION
JULY 31, 2013

	210	220	230	235
	SNHS North Berwick Elderly Housing	SNHS Greenfield Elderly Housing	SNHS Ashland Elderly Housing	SNHS Elderly Housing VI
ASSETS				
CURRENT ASSETS				
Cash	\$ 49,947	\$ 38,919	\$ 42,872	\$ 18,047
Investments	-	-	-	-
Contracts receivable (net)	-	-	-	-
Accounts receivable (net)	-	-	-	-
Prepaid expenses	7,314	5,688	3,461	1,412
Inventory	-	-	-	-
Due from other corporations	-	-	-	-
Total current assets	<u>57,261</u>	<u>44,607</u>	<u>46,333</u>	<u>19,459</u>
FIXED ASSETS				
Land	138,744	64,244	295,000	309,800
Buildings and improvements	1,934,264	1,979,799	2,989,901	2,577,277
Vehicles and equipment	32,836	21,466	82,112	20,356
Construction in progress	-	-	-	-
Total fixed assets	<u>2,105,844</u>	<u>2,065,509</u>	<u>3,367,013</u>	<u>2,907,433</u>
Less - accumulated depreciation	<u>(649,780)</u>	<u>(625,940)</u>	<u>(462,566)</u>	<u>(289,812)</u>
Net fixed assets	<u>1,456,064</u>	<u>1,439,569</u>	<u>2,904,447</u>	<u>2,617,621</u>
OTHER ASSETS				
Restricted cash	107,940	178,344	389,911	27,214
Miscellaneous other assets	-	-	-	-
Total other assets	<u>107,940</u>	<u>178,344</u>	<u>389,911</u>	<u>27,214</u>
TOTAL ASSETS	<u>\$ 1,621,265</u>	<u>\$ 1,662,520</u>	<u>\$ 3,340,691</u>	<u>\$ 2,664,294</u>
LIABILITIES AND NET ASSETS				
CURRENT LIABILITIES				
Accounts payable	\$ 1,212	\$ 2,311	\$ 3,079	\$ 555
Accrued payroll and payroll taxes	1,646	1,539	1,542	1,028
Accrued compensated absences	-	-	-	-
Accrued other liabilities	6,435	6,435	25,472	21,529
Deferred revenue	449	-	863	-
Over applied overhead	-	-	-	-
Tenant security deposits	8,608	7,070	9,084	5,762
Due to other corporations	34,565	33,738	15,704	36,543
Current portion of long-term debt	-	-	-	-
Total current liabilities	<u>52,915</u>	<u>51,093</u>	<u>55,744</u>	<u>65,417</u>
LONG-TERM LIABILITIES				
Long-term debt, less current portion	-	450,000	-	-
Capital advances	2,016,800	1,545,300	3,426,100	2,711,900
Total long-term liabilities	<u>2,016,800</u>	<u>1,995,300</u>	<u>3,426,100</u>	<u>2,711,900</u>
TOTAL LIABILITIES	<u>2,069,715</u>	<u>2,046,393</u>	<u>3,481,844</u>	<u>2,777,317</u>
NET ASSETS				
Unrestricted	<u>(448,450)</u>	<u>(383,873)</u>	<u>(141,153)</u>	<u>(113,023)</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 1,621,265</u>	<u>\$ 1,662,520</u>	<u>\$ 3,340,691</u>	<u>\$ 2,664,294</u>

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
COMBINING SCHEDULE OF FINANCIAL POSITION
JULY 31, 2013

	240	245	250	255
	SNHS Elderly Housing VIII	SNHS Elderly Housing IX	SNHS Elderly Housing X	SNHS Elderly Housing XI
ASSETS				
CURRENT ASSETS				
Cash	\$ 33,952	\$ 53,023	\$ 26,764	\$ 6,061
Investments	-	-	-	-
Contracts receivable (net)	-	-	-	-
Accounts receivable (net)	-	-	-	-
Prepaid expenses	936	1,203	1,663	-
Inventory	-	-	-	-
Due from other corporations	-	-	-	-
Total current assets	<u>34,888</u>	<u>54,226</u>	<u>28,427</u>	<u>6,061</u>
FIXED ASSETS				
Land	220,000	152,019	150,000	-
Buildings and improvements	2,281,821	2,349,581	2,347,246	-
Vehicles and equipment	19,078	19,200	23,554	-
Construction in progress	-	-	-	-
Total fixed assets	<u>2,520,899</u>	<u>2,520,800</u>	<u>2,520,800</u>	<u>-</u>
Less - accumulated depreciation	<u>(83,176)</u>	<u>(60,303)</u>	<u>(41,759)</u>	<u>-</u>
Net fixed assets	<u>2,437,723</u>	<u>2,460,497</u>	<u>2,479,041</u>	<u>-</u>
OTHER ASSETS				
Restricted cash	33,015	23,639	19,804	2,883
Miscellaneous other assets	-	-	-	-
Total other assets	<u>33,015</u>	<u>23,639</u>	<u>19,804</u>	<u>2,883</u>
TOTAL ASSETS	<u>\$ 2,505,626</u>	<u>\$ 2,538,362</u>	<u>\$ 2,527,272</u>	<u>\$ 8,944</u>
LIABILITIES AND NET ASSETS				
CURRENT LIABILITIES				
Accounts payable	\$ 264	\$ 1,062	\$ 287	\$ 1,365
Accrued payroll and payroll taxes	662	662	682	775
Accrued compensated absences	-	-	-	-
Accrued other liabilities	16,200	15,340	9,034	-
Deferred revenue	970	-	437	-
Over applied overhead	-	-	-	-
Tenant security deposits	4,696	5,713	3,859	2,827
Due to other corporations	7,374	8,880	16,134	9,584
Current portion of long-term debt	-	-	-	-
Total current liabilities	<u>30,166</u>	<u>31,657</u>	<u>30,433</u>	<u>14,551</u>
LONG-TERM LIABILITIES				
Long-term debt, less current portion	-	-	-	-
Capital advances	<u>2,352,500</u>	<u>2,341,700</u>	<u>2,351,200</u>	<u>-</u>
Total long-term liabilities	<u>2,352,500</u>	<u>2,341,700</u>	<u>2,351,200</u>	<u>-</u>
TOTAL LIABILITIES	<u>2,382,666</u>	<u>2,373,357</u>	<u>2,381,633</u>	<u>14,551</u>
NET ASSETS				
Unrestricted	<u>122,960</u>	<u>165,005</u>	<u>145,639</u>	<u>(5,607)</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 2,505,626</u>	<u>\$ 2,538,362</u>	<u>\$ 2,527,272</u>	<u>\$ 8,944</u>

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
COMBINING SCHEDULE OF FINANCIAL POSITION
JULY 31, 2013

	257			
	SNHS Elderly Housing XI - Construction	Sub-Total	Elimination	Totals
ASSETS				
CURRENT ASSETS				
Cash	\$ 60	\$ 5,903,425	\$ -	\$ 5,903,425
Investments	-	5,132,222	-	5,132,222
Contracts receivable (net)	-	3,267,955	-	3,267,955
Accounts receivable (net)	-	171,722	-	171,722
Prepaid expenses	-	156,403	-	156,403
Inventory	-	-	-	-
Due from other corporations	57,042	3,709,063	(3,709,063)	-
Total current assets	57,102	18,340,790	(3,709,063)	14,631,727
FIXED ASSETS				
Land	251,836	6,174,907	-	6,174,907
Buildings and improvements	2,772,431	74,682,375	-	74,682,375
Vehicles and equipment	45,780	2,266,784	-	2,266,784
Construction in progress	-	-	-	-
Total fixed assets	3,070,047	83,124,066	-	83,124,066
Less - accumulated depreciation	-	(20,615,347)	-	(20,615,347)
Net fixed assets	3,070,047	62,508,719	-	62,508,719
OTHER ASSETS				
Restricted cash	10,003	3,949,332	-	3,949,332
Miscellaneous other assets	-	428,401	-	428,401
Total other assets	10,003	4,377,733	-	4,377,733
TOTAL ASSETS	\$ 3,137,152	85,227,242	\$ (3,709,063)	\$ 81,518,179
LIABILITIES AND NET ASSETS				
CURRENT LIABILITIES				
Accounts payable	\$ 250	\$ 357,265	\$ -	\$ 357,265
Accrued payroll and payroll taxes	-	725,726	-	725,726
Accrued compensated absences	-	623,845	-	623,845
Accrued other liabilities	-	588,848	-	588,848
Deferred revenue	-	2,036,804	-	2,036,804
Over applied overhead	-	115,916	-	115,916
Tenant security deposits	-	283,074	-	283,074
Due to other corporations	-	3,709,063	(3,709,063)	-
Current portion of long-term debt	-	288,892	-	288,892
Total current liabilities	250	8,729,433	(3,709,063)	5,020,370
LONG-TERM LIABILITIES				
Long-term debt, less current portion	-	5,522,103	-	5,522,103
Capital advances	3,136,902	66,264,647	-	66,264,647
Total long-term liabilities	3,136,902	71,786,750	-	71,786,750
TOTAL LIABILITIES	3,137,152	80,516,183	(3,709,063)	76,807,120
NET ASSETS				
Unrestricted	-	4,711,059	-	4,711,059
TOTAL LIABILITIES AND NET ASSETS	\$ 3,137,152	85,227,242	\$ (3,709,063)	\$ 81,518,179

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
COMBINING SCHEDULE OF ACTIVITIES
FOR THE YEAR ENDED JULY 31, 2013

		10/15/30/40/50/ 80/81/82/810/8 45	105	110
	SNHS, Inc.	SNHS Management Corporation	Rural Housing for the Elderly II Landing II	Rural Housing for the Elderly
REVENUES				
Grant/contract support	\$ 35,816,556	\$ 5,146	\$ -	\$ -
Program service fees	183,103	932,398	-	-
Local funding	25,781	355,009	-	-
Rental income	12,150	535,044	318,739	955,690
Gifts and contributions	337,169	50,621	-	-
Special events and activities	-	-	-	-
Memberships	-	-	-	-
Interest Income	203	63,310	52	274
Unrealized gain on investments	-	506,268	-	-
In-kind	1,477,987	-	-	-
Miscellaneous	867,456	512,163	10,938	31,241
TOTAL REVENUES	38,720,405	2,959,959	329,729	987,205
EXPENSES				
Program services:				
Child Development	8,151,065	-	-	-
Community Services	1,244,487	-	-	-
Economic and Workforce Dev.	7,883,459	-	-	-
Energy	13,577,165	-	-	-
Hispanic-Latino Com. Services	657,522	-	-	-
Housing and Homeless	234,137	-	-	-
Nutrition and Health	2,245,555	-	-	-
Special Projects	1,745,817	-	-	-
Volunteer Services	142,073	-	-	-
SNHS Management Corporation	-	2,181,224	-	-
Housing Corporations	-	-	380,463	993,659
Total program services	35,881,280	2,181,224	380,463	993,659
Support services:				
Management and general	1,550,463	-	-	-
TOTAL EXPENSES	37,431,743	2,181,224	380,463	993,659
CHANGE IN NET ASSETS	1,288,662	778,735	(50,734)	(6,454)
NET ASSETS - AUGUST 1	821,891	11,138,980	(681,124)	94,189
NET ASSETS - JULY 31	\$ 2,110,553	\$ 11,917,715	\$ (731,858)	\$ 87,735

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
 COMBINING SCHEDULE OF ACTIVITIES
 FOR THE YEAR ENDED JULY 31, 2013

	120	130	140	145
	SNHS Elderly Housing	Sundial Elderly Housing	SNHS Northwood Elderly Housing	SNHS Elderly Housing, VII
REVENUES				
Grant/contract support	\$ -	\$ -	\$ -	\$ -
Program service fees	-	-	-	-
Local funding	-	-	-	-
Rental income	274,037	506,052	242,811	241,573
Gifts and contributions	-	-	-	-
Special events and activities	-	-	-	-
Memberships	-	-	-	-
Interest Income	719	97	27	37
Unrealized gain on investments	-	-	-	-
In-kind	-	-	-	-
Miscellaneous	2,560	21,325	4,943	8,372
TOTAL REVENUES	277,316	527,474	247,781	249,982
EXPENSES				
Program services:				
Child Development	-	-	-	-
Community Services	-	-	-	-
Economic and Workforce Dev.	-	-	-	-
Energy	-	-	-	-
Hispanic-Latino Com. Services	-	-	-	-
Housing and Homeless	-	-	-	-
Nutrition and Health	-	-	-	-
Special Projects	-	-	-	-
Volunteer Services	-	-	-	-
SNHS Management Corporation	-	-	-	-
Housing Corporations	343,354	569,593	349,862	344,213
Total program services	343,354	569,593	349,862	344,213
Support services:				
Management and general	-	-	-	-
TOTAL EXPENSES	343,354	569,593	349,862	344,213
CHANGE IN NET ASSETS	(66,038)	(42,119)	(102,081)	(94,231)
NET ASSETS - AUGUST 1	(337,617)	(1,054,817)	(464,912)	(174,550)
NET ASSETS - JULY 31	\$ (403,655)	\$ (1,096,936)	\$ (566,993)	\$ (268,781)

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
 COMBINING SCHEDULE OF ACTIVITIES
 FOR THE YEAR ENDED JULY 31, 2013

	146	147	150	155
	SNHS Elderly Housing, VII	SNHS Elderly Housing, VIIA - Construction	SNHS Farmington Elderly Housing	SNHS Elderly Housing V
REVENUES				
Grant/contract support	\$ -	\$ -	\$ -	\$ -
Program service fees	-	-	-	-
Local funding	-	-	-	-
Rental income	190,924	5,178	304,424	225,894
Gifts and contributions	-	-	-	-
Special events and activities	-	-	-	-
Memberships	-	-	-	-
Interest Income	21	3	42	32
Unrealized gain on investments	-	-	-	-
In-kind	-	-	-	-
Miscellaneous	4,572	-	9,479	5,147
TOTAL REVENUES	<u>195,517</u>	<u>5,181</u>	<u>313,945</u>	<u>231,073</u>
EXPENSES				
Program services:				
Child Development	-	-	-	-
Community Services	-	-	-	-
Economic and Workforce Dev.	-	-	-	-
Energy	-	-	-	-
Hispanic-Latino Com. Services	-	-	-	-
Housing and Homeless	-	-	-	-
Nutrition and Health	-	-	-	-
Special Projects	-	-	-	-
Volunteer Services	-	-	-	-
SNHS Management Corporation	-	-	-	-
Housing Corporations	253,119	1,777	356,141	306,437
Total program services	<u>253,119</u>	<u>1,777</u>	<u>356,141</u>	<u>306,437</u>
Support services:				
Management and general	-	-	-	-
TOTAL EXPENSES	<u>253,119</u>	<u>1,777</u>	<u>356,141</u>	<u>306,437</u>
CHANGE IN NET ASSETS	(57,602)	3,404	(42,196)	(75,364)
NET ASSETS - AUGUST 1	<u>(26,235)</u>	<u>-</u>	<u>(801,124)</u>	<u>(386,854)</u>
NET ASSETS - JULY 31	<u>\$ (83,837)</u>	<u>\$ 3,404</u>	<u>\$ (843,320)</u>	<u>\$ (462,218)</u>

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
 COMBINING SCHEDULE OF ACTIVITIES
 FOR THE YEAR ENDED JULY 31, 2013

	160	170	175	180
	SNHS Elderly Housing II - Roberge	SNHS Elderly Housing III	SNHS Elderly Housing II - Chasse	Rural Housing for the Elderly II - Landing I
REVENUES				
Grant/contract support	\$ -	\$ -	\$ -	\$ -
Program service fees	-	-	-	-
Local funding	-	-	-	-
Rental income	333,180	380,697	315,685	279,930
Gifts and contributions	-	-	-	-
Special events and activities	-	-	-	-
Memberships	-	-	-	-
Interest Income	43	98	50	44
Unrealized gain on investments	-	-	-	-
In-kind	-	-	-	-
Miscellaneous	8,552	8,541	8,177	79,761
TOTAL REVENUES	<u>341,775</u>	<u>389,336</u>	<u>323,912</u>	<u>359,735</u>
EXPENSES				
Program services:				
Child Development	-	-	-	-
Community Services	-	-	-	-
Economic and Workforce Dev.	-	-	-	-
Energy	-	-	-	-
Hispanic-Latino Com. Services	-	-	-	-
Housing and Homeless	-	-	-	-
Nutrition and Health	-	-	-	-
Special Projects	-	-	-	-
Volunteer Services	-	-	-	-
SNHS Management Corporatic	-	-	-	-
Housing Corporations	394,036	431,872	398,026	332,634
Total program services	<u>394,036</u>	<u>431,872</u>	<u>398,026</u>	<u>332,634</u>
Support services:				
Management and general	-	-	-	-
TOTAL EXPENSES	<u>394,036</u>	<u>431,872</u>	<u>398,026</u>	<u>332,634</u>
CHANGE IN NET ASSETS	(52,261)	(42,536)	(74,114)	27,101
NET ASSETS - AUGUST 1	<u>(816,751)</u>	<u>(775,563)</u>	<u>(473,680)</u>	<u>(556,805)</u>
NET ASSETS - JULY 31	<u>\$ (869,012)</u>	<u>\$ (818,099)</u>	<u>\$ (547,794)</u>	<u>\$ (529,704)</u>

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
 COMBINING SCHEDULE OF ACTIVITIES
 FOR THE YEAR ENDED JULY 31, 2013

	185	190	200	210
	SNHS Elderly Housing IV	SNHS Raymond Elderly Housing	SNHS Pittsburg Elderly Housing	SNHS North Berwick Elderly Housing
REVENUES				
Grant/contract support	\$ -	\$ -	\$ -	\$ -
Program service fees	-	-	-	-
Local funding	-	-	-	-
Rental income	310,845	212,016	144,900	253,366
Gifts and contributions	-	-	-	-
Special events and activities	-	-	-	-
Memberships	-	-	-	-
Interest Income	59	56	19	35
Unrealized gain on investments	-	-	-	-
In-kind	-	-	-	-
Miscellaneous	10,322	4,595	1,748	6,400
TOTAL REVENUES	<u>321,226</u>	<u>216,667</u>	<u>146,667</u>	<u>259,801</u>
EXPENSES				
Program services:				
Child Development	-	-	-	-
Community Services	-	-	-	-
Economic and Workforce Dev.	-	-	-	-
Energy	-	-	-	-
Hispanic-Latino Com. Services	-	-	-	-
Housing and Homeless	-	-	-	-
Nutrition and Health	-	-	-	-
Special Projects	-	-	-	-
Volunteer Services	-	-	-	-
SNHS Management Corporation	-	-	-	-
Housing Corporations	413,680	269,976	235,644	305,101
Total program services	<u>413,680</u>	<u>269,976</u>	<u>235,644</u>	<u>305,101</u>
Support services:				
Management and general	-	-	-	-
TOTAL EXPENSES	<u>413,680</u>	<u>269,976</u>	<u>235,644</u>	<u>305,101</u>
CHANGE IN NET ASSETS	(92,454)	(53,309)	(88,977)	(45,300)
NET ASSETS - AUGUST 1	<u>(493,412)</u>	<u>(356,763)</u>	<u>(442,724)</u>	<u>(403,150)</u>
NET ASSETS - JULY 31	<u>\$ (585,866)</u>	<u>\$ (410,072)</u>	<u>\$ (531,701)</u>	<u>\$ (448,450)</u>

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
 COMBINING SCHEDULE OF ACTIVITIES
 FOR THE YEAR ENDED JULY 31, 2013

	220	230	235	240
	SNHS			
	Greenfield Elderly Housing	SNHS Ashland Elderly Housing	SNHS Elderly Housing VI	SNHS Elderly Housing VIII
REVENUES				
Grant/contract support	\$ -	\$ -	\$ -	\$ -
Program service fees	-	-	-	-
Local funding	-	-	-	-
Rental income	216,497	202,617	151,804	145,692
Gifts and contributions	-	-	-	-
Special events and activities	-	-	-	-
Memberships	-	-	-	-
Interest Income	52	109	12	14
Unrealized gain on investments	-	-	-	-
In-kind	-	-	-	-
Miscellaneous	3,876	5,052	3,242	172,015
TOTAL REVENUES	<u>220,425</u>	<u>207,778</u>	<u>155,058</u>	<u>317,721</u>
EXPENSES				
Program services:				
Child Development	-	-	-	-
Community Services	-	-	-	-
Economic and Workforce Dev.	-	-	-	-
Energy	-	-	-	-
Hispanic-Latino Com. Services	-	-	-	-
Housing and Homeless	-	-	-	-
Nutrition and Health	-	-	-	-
Special Projects	-	-	-	-
Volunteer Services	-	-	-	-
SNHS Management Corporation	-	-	-	-
Housing Corporations	251,768	271,645	225,198	189,991
Total program services	<u>251,768</u>	<u>271,645</u>	<u>225,198</u>	<u>189,991</u>
Support services:				
Management and general	-	-	-	-
TOTAL EXPENSES	<u>251,768</u>	<u>271,645</u>	<u>225,198</u>	<u>189,991</u>
CHANGE IN NET ASSETS	(31,343)	(63,867)	(70,140)	127,730
NET ASSETS - AUGUST 1	<u>(352,530)</u>	<u>(77,286)</u>	<u>(42,883)</u>	<u>(4,770)</u>
NET ASSETS - JULY 31	<u>\$ (383,873)</u>	<u>\$ (141,153)</u>	<u>\$ (113,023)</u>	<u>\$ 122,960</u>

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
 COMBINING SCHEDULE OF ACTIVITIES
 FOR THE YEAR ENDED JULY 31, 2013

	242	245	250	252
		SNHS Elderly Housing IX	SNHS Elderly Housing X	SNHS Elderly Housing X - Construction
REVENUES				
Grant/contract support	\$ -	\$ -	\$ -	\$ -
Program service fees	-	-	-	-
Local funding	-	-	-	-
Rental income	-	134,452	80,141	-
Gifts and contributions	-	-	-	-
Special events and activities	-	-	-	-
Memberships	-	-	-	-
Interest Income	30	31	32	2
Unrealized gain on investments	-	-	-	-
In-kind	-	-	-	-
Miscellaneous	105	181,303	170,424	-
TOTAL REVENUES	135	315,786	250,597	2
EXPENSES				
Program services:				
Child Development	-	-	-	-
Community Services	-	-	-	-
Economic and Workforce Dev.	-	-	-	-
Energy	-	-	-	-
Hispanic-Latino Com. Services	-	-	-	-
Housing and Homeless	-	-	-	-
Nutrition and Health	-	-	-	-
Special Projects	-	-	-	-
Volunteer Services	-	-	-	-
SNHS Management Corporation	-	-	-	-
Housing Corporations	135	146,717	104,933	2
Total program services	135	146,717	104,933	2
Support services:				
Management and general	-	-	-	-
TOTAL EXPENSES	135	146,717	104,933	2
CHANGE IN NET ASSETS	-	169,069	145,664	-
NET ASSETS - AUGUST 1	-	(4,064)	(25)	-
NET ASSETS - JULY 31	\$ -	\$ 165,005	\$ 145,639	\$ -

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
 COMBINING SCHEDULE OF ACTIVITIES
 FOR THE YEAR ENDED JULY 31, 2013

255

	SNHS Elderly Housing XI	Sub-Total	Elimination	Totals
REVENUES				
Grant/contract support	\$ -	\$ 35,821,702	\$ -	\$ 35,821,702
Program service fees	-	1,115,501	(457,224)	658,277
Local funding	-	380,790	-	380,790
Rental income	5,652	6,979,990	-	6,979,990
Gifts and contributions	-	387,790	-	387,790
Special events and activities	-	-	-	-
Memberships	-	-	-	-
Interest Income	12	65,515	-	65,515
Unrealized gain on investments	-	506,268	-	506,268
In-kind	-	1,477,987	(1,477,987)	-
Miscellaneous	252	2,142,561	-	2,142,561
TOTAL REVENUES	<u>5,916</u>	<u>48,878,104</u>	<u>(1,935,211)</u>	<u>46,942,893</u>
EXPENSES				
Program services:				
Child Development	-	8,151,065	(1,477,987)	6,673,078
Community Services	-	1,244,487	-	1,244,487
Economic and Workforce Dev.	-	7,883,459	-	7,883,459
Energy	-	13,577,165	-	13,577,165
Hispanic-Latino Com. Services	-	657,522	-	657,522
Housing and Homeless	-	234,137	-	234,137
Nutrition and Health	-	2,245,555	-	2,245,555
Special Projects	-	1,745,817	-	1,745,817
Volunteer Services	-	142,073	-	142,073
SNHS Management Corporation	-	2,181,224	-	2,181,224
Housing Corporations	11,479	7,881,455	(457,224)	7,424,231
Total program services	<u>11,479</u>	<u>45,943,959</u>	<u>(1,935,211)</u>	<u>44,008,748</u>
Support services:				
Management and general	-	1,550,463	-	1,550,463
TOTAL EXPENSES	<u>11,479</u>	<u>47,494,422</u>	<u>(1,935,211)</u>	<u>45,559,211</u>
CHANGE IN NET ASSETS	(5,563)	1,383,682	-	1,383,682
NET ASSETS - AUGUST 1	<u>(44)</u>	<u>3,327,377</u>	<u>-</u>	<u>3,327,377</u>
NET ASSETS - JULY 31	<u>\$ (5,607)</u>	<u>\$ 4,711,059</u>	<u>\$ -</u>	<u>\$ 4,711,059</u>

See independent auditor's report and accompanying notes to the financial statements.

OUELLETTE & ASSOCIATES, P.A.

CERTIFIED PUBLIC ACCOUNTANTS

Keith H. Allen, C.P.A., M.S.T.
Mark R. Carrier, C.P.A., C.V.A.
George A. Roberge, C.P.A.

Gary A. Wigant, C.P.A.
C. Joseph Wolverton, C.P.A., C.V.A.

INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

To the Board of Directors of
Southern New Hampshire Services, Inc.
Manchester, New Hampshire

We have compiled the accompanying schedules of revenues and expenses – by contract of Southern New Hampshire Services, Inc. as of July 31, 2013. We have not audited or reviewed the accompanying schedules of revenues and expenses – by contract and, accordingly, do not express an opinion or provide any assurance about whether the schedules of revenues and expenses – by contract are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the schedules of revenues and expenses – by contract in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the schedules of revenues and expenses – by contract.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of schedules of revenues and expenses – by contract without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the schedules of revenues and expenses – by contract.

Ouellette & Associates, P.A.
Certified Public Accountants

April 30, 2014
Lewiston, Maine

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
SCHEDULE OF REVENUES AND EXPENSES - BY CONTRACT
FOR THE YEAR ENDED JULY 31, 2013

State of NH Governor's Office of Energy & Community Services
Headstart Program
For the Period
August 1, 2012 to July 31, 2013
Fund # 305

REVENUES

Program funding	\$ 4,318,481
Other revenue	15,195
In-kind	1,208,138
Allocated corporate unrestricted revenue	16,903
Total revenue	<u>5,558,717</u>

EXPENSES

Payroll	2,353,404
Payroll taxes	249,913
Fringe benefits	633,247
Workers comp. insurance	17,708
Retirement benefits	109,467
Consultant and contractual	24,935
Travel and transportation	47,245
Conference and meetings	494
Occupancy	262,272
Advertising	1,458
Supplies	131,595
Equip. rentals and maintenance	5,987
Insurance	10,691
Telephone	34,206
Postage	1,898
Printing and publications	6,710
Subscriptions	35
Interest	-
Depreciation	7,650
Assistance to clients	12,535
Other direct expense	53,077
Miscellaneous	17,006
In-kind	1,208,138
Administrative costs	369,046
Total expenses	<u>5,558,717</u>

Excess of expenses over revenue	<u><u>\$ -</u></u>
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See independent accountant's compilation report.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
SCHEDULE OF REVENUES AND EXPENSES - BY CONTRACT
FOR THE YEAR ENDED JULY 31, 2013

State of NH Governor's Office of Energy & Community Services
LIHEAP Program
For the Period
October 1, 2012 to July 31, 2013
Fund # 630-13

REVENUES

Program funding	\$ 10,495,875
Other revenue	569
In-kind	-
Allocated corporate unrestricted revenue	-
Total revenue	<u>10,496,444</u>

EXPENSES

Payroll	439,100
Payroll taxes	47,818
Fringe benefits	98,175
Workers comp. insurance	923
Retirement benefits	18,686
Consultant and contractual	19,097
Travel and transportation	5,107
Conference and meetings	719
Occupancy	39,211
Advertising	-
Supplies	15,817
Equip. rentals and maintenance	(7,793)
Insurance	791
Telephone	15,587
Postage	19,029
Printing and publications	-
Subscriptions	27
Interest	-
Depreciation	8,678
Assistance to clients	9,779,632
Other direct expense	388
Miscellaneous	316
In-kind	-
Administrative costs	(4,874)
Total expenses	<u>10,496,434</u>

Excess of expenses over revenue	<u>\$ 10</u>
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See independent accountant's compilation report.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
SCHEDULE OF REVENUES AND EXPENSES - BY CONTRACT
FOR THE YEAR ENDED JULY 31, 2013

State of NH Governor's Office of Energy & Community Services
LIHEAP Program
For the Period
August 1, 2012 to September 30, 2012
Fund # 630-12

REVENUES

Program funding	\$ 352,180
Other revenue	3
In-kind	-
Allocated corporate unrestricted revenue	-
Total revenue	<u>352,183</u>

EXPENSES

Payroll	120,301
Payroll taxes	10,786
Fringe benefits	23,194
Workers comp. insurance	253
Retirement benefits	4,370
Consultant and contractual	6,354
Travel and transportation	3,877
Conference and meetings	595
Occupancy	6,740
Advertising	-
Supplies	23,461
Equip. rentals and maintenance	10,820
Insurance	-
Telephone	10,302
Postage	2,662
Printing and publications	1,258
Subscriptions	-
Interest	-
Depreciation	-
Assistance to clients	-
Other direct expense	17
Miscellaneous	125
In-kind	-
Administrative costs	127,068
Total expenses	<u>352,183</u>

Excess of expenses over revenue	<u><u>\$ -</u></u>
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See independent accountant's compilation report.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
SCHEDULE OF REVENUES AND EXPENSES - BY CONTRACT
FOR THE YEAR ENDED JULY 31, 2013

State of NH Governor's Office of Energy & Community Services
Early Headstart Program
For the Period
August 1, 2012 to July 31, 2013
Fund # 300

REVENUES

Program funding	\$ 1,284,262
Other revenue	4,430
In-kind	269,849
Allocated corporate unrestricted revenue	41,386
Total revenue	<u>1,599,927</u>

EXPENSES

Payroll	697,797
Payroll taxes	68,699
Fringe benefits	142,545
Workers comp. insurance	5,219
Retirement benefits	44,602
Consultant and contractual	3,573
Travel and transportation	8,405
Conference and meetings	102
Occupancy	103,555
Advertising	333
Supplies	32,780
Equip. rentals and maintenance	2,842
Insurance	1,486
Telephone	15,585
Postage	138
Printing and publications	844
Subscriptions	-
Interest	15,521
Depreciation	42,825
Assistance to clients	-
Other direct expense	31,255
Miscellaneous	4,351
In-kind	269,849
Administrative costs	107,621
Total expenses	<u>1,599,927</u>

Excess of expenses over revenue	<u><u>\$ -</u></u>
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See independent accountant's compilation report.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
SCHEDULE OF REVENUES AND EXPENSES - BY CONTRACT
FOR THE YEAR ENDED JULY 31, 2013

Electric Energy Assistance

For the Period
August 1, 2012 to July 31, 2013
Fund # 665

REVENUES

Program funding	\$ 117,143
Other revenue	582,023
In-kind	-
Allocated corporate unrestricted revenue	3
Total revenue	<u>699,169</u>

EXPENSES

Payroll	387,669
Payroll taxes	41,380
Fringe benefits	79,138
Workers comp. insurance	813
Retirement benefits	13,898
Consultant and contractual	14,982
Travel and transportation	4,807
Conference and meetings	228
Occupancy	45,763
Advertising	78
Supplies	20,372
Equip. rentals and maintenance	3,027
Insurance	380
Telephone	14,578
Postage	13,088
Printing and publications	-
Subscriptions	27
Interest	-
Depreciation	-
Assistance to clients	-
Other direct expense	323
Miscellaneous	243
In-kind	-
Administrative costs	58,375
Total expenses	<u>699,169</u>

Excess of expenses over revenue	<u><u>\$ -</u></u>
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See independent accountant's compilation report.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.

PO Box 5040, Manchester, NH 03108 - (603)668-8010

The Community Action Agency for Hillsborough and Rockingham Counties

BOARD OF DIRECTORS ~ MARCH 2015

Public Sector	Private Sector	Low-Income Sector	HS Policy Council
<p><u>Representing Manchester</u> Lou D'Allesandro Joseph Lachance</p>	<p><u>Representing Manchester</u> German J. Ortiz <i>Term: 9/12-9/15</i></p> <p>Sarah Jacobs <i>Term: 9/14-9/17</i></p>	<p><u>Representing Manchester</u> James Brown <i>Term: 9/12-9/15</i></p> <p>Vacant</p>	<p>Tori Olszewski <i>Term: 12/14-12/16</i></p>
<p><u>Representing Nashua</u> Constance J. Erickson, <i>Treasurer</i> Timothy Lavoie</p>	<p><u>Representing Nashua</u> Dolores Bellavance, <i>Vice-Chairman</i></p> <p><i>Term: 9/12-9/15</i></p> <p>Wayne R. Johnson <i>Term: 9/12-9/15</i></p>	<p><u>Representing Nashua</u> Bonnie Henault <i>Term: 9/14-9/17</i></p> <p>Shirley Pelletier <i>Term: 9/14-9/17</i></p>	
<p><u>Representing Towns</u> Thomas Mullins Linda T. Foster</p>	<p><u>Representing Towns</u> Richard Delay, <i>St., Chairman</i></p> <p><i>Term: 9/12-9/15</i></p> <p>Mary M. Moriarty <i>Term: 9/12-9/15</i></p>	<p><u>Representing Towns</u> Martha Verville <i>Term: 9/13-9/16</i></p> <p>Deidre O'Malley <i>Term: 9/13-9/16</i></p>	
<p><u>Representing Rockingham County</u> Jill Jamro, <i>Secretary</i></p> <p>Vacant</p>	<p><u>Representing Rockingham County</u> Dan McKenna <i>Term: 9/14-9/17</i></p> <p>Carrie Marshall Gross <i>Term: 12/14-9/17</i></p>	<p><u>Representing Rockingham County</u> Patti Ott <i>Term: 9/13-9/16</i></p> <p>Alicia Salisbury <i>Term: 12/13-9/16</i></p>	

TRACY L. POND

OBJECTIVE:

To work with a collaborative group of professionals to enhance and foster the professional growth of early childhood educators, thus working to ensure that all children and their families have access to quality child care settings in the state of New Hampshire.

EXPERIENCE:

January 2010 - Present **Adjunct Faculty** **-Nashua Community College, Nashua, NH**

✍ **ADJUNCT FACULTY:** Plan and implement syllabus for early childhood course for community college students. Maintain class attendance and responsible for general classroom management. Establish and maintain grading system and update assignment information online via Blackboard. Prepare for weekly classes. Taught "Creativity and the Young Child", a 3-credit course, in January 2010 through May 2010.

October 2008 – Present **CHILD CARE R&R PROGRAM
MANAGER** **-Southern NH Services, Nashua, NH**

✍ **CHILD CARE RESOURCE & REFERRAL PROGRAM MANAGER:** Coordinate and oversee SNHS CCR&R operations as they relate to the delivery of Resource & Referral (R&R) services, recruitment of, and technical assistance to child care programs in Greater Nashua area in relation to NH State licensure, credentialing, accreditation, child care boost, licensed plus, etc. Database management and coordination of training component, including direct provision of training, where appropriate, to providers and families. Compile and analyze services quarterly as they pertain to performance measures.

October 2007 – October 2008 **CHILD CARE R&R & CACFP
COORDINATOR/MANAGER** **-RCA Child Care Services, Salem, NH**

✍ **CHILD CARE RESOURCE & REFERRAL COORDINATOR:** Coordinate and oversee RCA Child Care Services operations as they relate to delivery of Resource & Referral (R&R) services, recruitment of, and technical assistance to child care programs in relation to NH State licensure, credentialing, accreditation, support, etc. Database management and coordination of training component, including direct provision of training, where appropriate, to providers and parents. Compile and analyze services quarterly as they pertain to performance measures.

✍ **CHILD AND ADULT FOOD PROGRAM COORDINATOR/MANAGER:** Coordinate and oversee CACFP operations as they pertain to the Child and Adult Care Food Program. Assess and evaluate completed monthly menus. Support CACFP providers through in-home meal reviews and phone and email consultation.

August 2005 – October 2007 **LICENSING & EVALUATION
COORDINATOR** **-Bureau of Child Care Licensing,
Concord, NH**

✍ **LICENSING & EVALUATION COORDINATOR:** Plan and coordinate professional assessments of a variety of residential and non-residential child care programs. Provides technical assistance and utilizes specialized knowledge and skills in evaluating and analyzing programs or operations. Coordinates complex complaint investigations and conducts independent investigations. Evaluates compliance with applicable state and federal laws and regulations regarding health and safety in child care programs.

August 2002 – August 2006 **CHILD CARE R&R COORDINATOR** **-RCA Child Care Services, Salem, NH**

✍ **CHILD CARE RESOURCE & REFERRAL COORDINATOR:** Coordinate RCA Child Care Services operations as they relate to delivery of Resource & Referral (R&R) services, recruitment of, and technical assistance to residential and nonresidential child care programs in relation to NH State licensure, credentialing, accreditation, support, etc. Database management, and coordination of training component, including direct provision of training, where appropriate, to providers and parents. Compile and analyze services quarterly as they pertain to performance measures.

TRACY L. POND

January 2002 – August 2002 LEAD TEACHER -Kindercare Inc, Londonderry, NH

✍ **LEAD TEACHER:** Lead teacher in Infant Classroom overseeing daily care for up to 9 infants. Duties consisted of planning and implementing monthly themes throughout day, compiling and producing newsletters and daily plans, communicating with parents on daily basis through verbal interaction and daily activity sheets, and attending workshops to further education in field of early childhood.

February 2001 – December 2001 CHILD CARE TEACHER -Kathy Herward Child Care Ctr, Andover, MA

✍ **CHILD CARE PROVIDER/TEACHER:** Co-teacher in Preschool 1 Classroom overseeing daily care for sixteen children. Duties consist of planning and implementing weekly themes throughout day, implementing small group and class project time and activities, collaborating with co-teacher on monthly newsletters, field trips, and daily plans, communicating with parents on daily basis through verbal interaction and daily activity sheets, and attending workshops to further education in field.

August 1999 – November 2000 CHILD CARE PROVIDER -Baby Boot Camp Daycare, Bremerton, WA

✍ **STATE AND NAVY LICENSED IN-HOME CHILD CARE PROVIDER/OWNER:** Supervised and coordinated the care of six children, emphasis in providing children with a loving home-based environment, aiding in children's social, emotional, cognitive, and physical development. Researched and instituted American Sign Language into the home daycare program. Trained and certified in Infant and Adult CPR and First Aid, HIV/AIDS Awareness, Child Abuse and Neglect, and Food Handle Permit.

EDUCATION:

- 2007 **WHELOCK COLLEGE, BOSTON MA:** Masters of Science- Early Care and Education, Emphasis on Leadership
- 2004 **WHELOCK COLLEGE, BOSTON MA:** Completed 2 credits from Infant/Toddler Seminar in Waterville Valley, NH.
- 2004 **COLLEGE FOR LIFELONG LEARNING, MANCHESTER NH:** Completed 4 credits in Child Growth & Development.
- 2001 **GORDON COLLEGE, MA:** Completed 3 credits in American Sign Language
- 2000 **OLYMPIC COLLEGE, BREMERTON WA:** Completed 23 credits in Early Childhood Education.
- 1995 **ELMIRA COLLEGE, ELMIRA NY:** Bachelor of Arts (Individualized Studies: Humanistic Journalism) - Emphasis in Art, English, Psychology, and Minor in Women's Studies. Resident Assistant.
- 1991 **WAVERLY HIGH SCHOOL, WAVERLY NY:** Regents Diploma - President of Student Council, Debate Club and FHA; Citizenship Award Recipient; National Scholastic Photography Portfolio Scholarship Winner; Member of the National Honor Society; Waverly High Art Merit Award.

CREDENTIALS/AWARDS:

NH PROFESSIONAL DEVELOPMENT SYSTEM: Early Childhood Master Professional Workshop Trainer, Faculty, and Program Consultant

MARY STUART GILE AWARD: Awarded in 2008 as part of the New Hampshire Association for the Education of Young Children.

MARY STUART GILE AWARD: Awarded in 2005 as part of New Hampshire Child Care Resource and Referral Network

TRACY L. POND

MEMBERSHIPS/ASSOCIATIONS:

August 2008 – August 2010	NHAEYC (New Hampshire Association for the Education of Young Children): Membership Secretary. Spring Conference Co-Chair
June 2004 – August 2008	NHAEYC: Recording Secretary
October 2008 - Present	Credentialing Revision Team
October 2007 – Present	NHCCR&R Network (New Hampshire Child Care Resource & Referral): Co-Chair as of 2010, Elected President in April 2009-10.
September 2007 – June 2009	CDB Trainer Development Program: Mentored other Early Childhood Educators to become workshop presenters. Mentored 4 Protégés in 2-year time period.
September 2007 - 2009	Derry Village Extended Daycare Program Board: Board Member
November 2006 - 2009	New Hampshire Child Care Program Licensing Rule Task Force
May 2005 - 2009	Alliance for Better Childcare: Board Member
March 2005 – June 2006	Early Learning New Hampshire (ELNH): Conference Task Force Member
April 2004 – Present	ELNH: Parent Member
September 2004 – 2008	DVS PTA (Derry Village School PTA): Member
August 2002 – August 2005	NHCCR&R Network: Member/President (5/05-8/05)/Vice-President (10/04 – 5/05)
June 2004 – August 2005	ELG TF (Early Learning Guidelines Task Force): Member
June 2003 – August 2004	eeECE (educating for excellence through Early Childhood Educators): Secretary
June 2002 - Present	NAEYC (National Association for the Education of Young Children): Member
September 2002 – June 2004	GSFCCA (Greater Salem Family Child Care Association): Honorary Member

SPECIALIZED TRAINING/WORKSHOP SESSIONS:

Baby Signs & Toddler Talk; Incorporating Sign Language Into Your Infant/Toddler Program; The ABC's of Sign; Sign Language 101; Simple Songs in Sign; Write it Down, Read it Loud, Sign it Proud: The Basics of Language Enrichment & Sign Language in Early Childhood Programs; Child Care Basics: What Families Look For In Quality Child Care; Beyond the Basics: Anti-Bias Curriculum; Child Care Basics: 1-2-3 Grow With Me; Credentialing Crunch!; Nature Calls!; Messy Goopy Gobs of Fun Night!; NACCRRAware 101 Training; Becoming an Early Childhood Professional: The Importance of Developing a Portfolio & Obtaining Your Credential, Zero to Three's Preventing Child Abuse and Neglect Curriculum Trainings, Training Policies & Practices, Nature's Art, CCR&R Volunteer Program Orientation, A Saturday in Sign.

COMPUTER EXPERTISE, HOBBIES, AND INTERESTS:

COMPUTER EXPERTISE: Windows, Microsoft Word, Excel, Publisher, NACCRRAware

HOBBIES AND INTERESTS: Art, Creative Writing, Photography, Jewelry Design, Dance, Kayaking, Nature

* Available upon request: List of continued education through attendance at various workshops, seminars, and conferences.

Shannon C. Quinn

Education

- Master of Science in Human Services, Manchester, NH (Expected 2015)
- Licensed Nursing Assistant, July 2011
Red Cross LNA Program, Concord
- Labor Assistant/Birthing Doula Training, May 2002
A.L.A.C.E, Scarborough, ME
- Bachelor of Science in Early Childhood Studies
Plymouth State College, Plymouth, NH, May 2001

Experience

Summer 2013- Southern New Hampshire Services, Inc. *Manchester, NH*

Present Professional Development Support Coordinator

- Provide technical assistance and support to early childhood professionals using strength based coaching model to enhance the quality of child care.
- Facilitates and coordinates professional development opportunities for five regions.
- Facilitate Directors/Leadership collaborative on a monthly basis.
- Seek and maintain collaboration opportunities with area community agencies.
- Recruit and manage Child Care Resource and Referral Volunteer Program.
- Recruit and engage trainers for professional development opportunities throughout each region.
- Collect and document data for reporting and advocacy.

Summer 2010- Huggins Hospital- Cardiac Rehab/long-term care *Wolfeboro, NH*

Winter 2013 Licensed Nursing Assistant

- Perform routine nurse-related direct care services to patients on Cardiac Rehab/Med Surg floors, under the training or supervision of a registered nurse or licensed practical nurse.
- Assist patients with activities of daily living and direct care as directed.

Winter 2006- Moultonborough Academy *Moultonborough, NH*

Spring 2012 Community Education Coordinator/Apprentice Program Coordinator

- Mentor and supervise Apprentice Program students for school year (grades 10-12).
- Coordinate all conferences and special events for faculty and staff.
- Assist Middle School students to integrate into the community via volunteer/job shadow opportunities.
- Coordinate Service Learning opportunities for grades 7-12 with area community partners/businesses.
- Mentor high school (11/12 grade) in acquiring and performing at chosen job in field of interest.

Winter 2006- Lakes Region Community Services Council

Laconia, NH

Fall 2001 Child Care Resource and Referral Manager

- Provide early childhood educators, parents, and community members with educational trainings on varying topics throughout the year.

- Other duties include: operating budget, financial planning, fundraising, conference planning, professional group involvement, advocacy, and large event planning.
- Promote the development of resources within the community to meet the diverse needs of child care.
- Supervise volunteers and early childhood professional trainers.
- Provide assistance and support to child care providers and area programs to offer quality child care throughout Carroll County.

Credentials/Honors/Certifications

- NH Professional Development System: Early Childhood Master Professional with endorsements of Individual Mentor and Program Consultant.
- 2005 Recipient of the DHHS/ DCYF, “*Mary Stuart Gile Award* “ in recognition of commitment to the development of the next generation of early childhood professionals”.
- CPR/First Aid Certification with American Heart Association.

Skills

- Microsoft word, excel, PowerPoint, NACCRRAware, EventBrite, NH Professional Registry system, email, spreadsheets, internet, social media, content management systems, and photo/image editing products

Trainings/Memberships

- Child Care Aware Training Academy: Strengths Based Coaching 11/13
- Technical Assistance Management 12/13
- Effects of Poverty in Early Childhood 1/14
- National Association for the Education of Young Children (NAEYC)

References Available Upon Request

AnneMarie Brewer

EDUCATION

University of Massachusetts, BostonMA 2007

- Completed Bachelor in Arts Degree in Human Services
- Concentration in Early Childhood Education

QuincyCollege, QuincyMA 2002

- Completed Associate in Science Degree in Early Childhood Education
- Graduated Magna Cum Laude
- Member of Phi Theta Kappa National Honor Society

EXPERIENCE

Training and Technical Assistance Specialist 08/14 -

Southern New Hampshire Services

- Provides technical assistance to prospective child care providers to enable them to qualify under federal, state and local regulations; maintains liaison with state and local regulatory agencies in order to facilitate the licensing and startup of child care facilities.
- Provides ongoing technical assistance to providers on the phone or via email and documents assistance given in database appropriately.
- Manages training registration, preparation of training documents, and attendance documentation of professional development opportunities.
- Assists in the maintenance of the Training, Technical Assistance Management Module (TTAM) as assigned by CCR&R Program Manager.

Child Care Resource and Referral Specialist 10/13 - 08/14

Southern New Hampshire Services

- Conduct outreach, advocacy, and networking activities to community organizations, parents, providers and businesses as they relate to child care issues
- Provides a minimum of (3) three referrals to each client and responds to requests for referrals within 24 hours
- Documents the number of NHEP/District Office clients and their success in finding child care
- Assists in overall regional and statewide consistency related to CCR&R programming and services

Referral Coordinator 07/13 - 10/13

WeeksMedicalCenter

- Responsible for the scheduling of appointments at a Doctor's Office
- Answered questions from patients and provided assistance to the individual needs of callers
- Maintained/updated a computer based scheduling system to ensure increased productivity and limit over scheduling
- Maintained and ensured accurate record keeping

EEC Certified Lead Preschool/Toddler Teacher 06/08 – 06/13
The Children's Quarters, Partners Child Care Services

- Responsible for the health, safety and well-being of 12 children ages 2.2-3.4
- Design and implement developmentally appropriate curriculum
- Maintain children's records accurately according to EEC and NAEYC regulations
- Supervise and mentor co-teacher, teaching assistant, and numerous undergrad Wheelock and Northeastern University Co-op students

Member Services Representative 05/06 – 06/08
BlueCross BlueShield of Massachusetts

- Responsible for answering high volume telephone calls from members
- Advised customers regarding policy and benefit information for multiple health plans
- Utilized the BCBSMA computer system to look up and record information regarding a customer's account

EEC Certified Lead Preschool Teacher 09/02 – 05/06
Quincy Community Action Programs Head Start

- Responsible for the health, safety and well-being of 20 children ages 2.9-5
- Designed and implemented developmentally appropriate curriculum
- Maintained children's records accurately according to EEC, NAEYC and NHSA regulations

Tamara Stanwood

Job Objective:

To work in a challenging position that will enhance my professional growth and allow me to utilize the knowledge and skills I possess in the Early Childhood Education Field.

Education:

White Pines College, Chester NH: 1981-1983 Associates Degree in Social Work

Salem State College, Salem MA: 1983-1985 Bachelor's Degree in Social Work

Employment:

Southern New Hampshire Services: Child Care Resource and Referral 4 Cutts St Portsmouth NH 03801

4-2013 to Present Training and Technical Assistance Specialist. Providing onsite technical assistance and support to Child Care Programs and their staff in their efforts to provide quality in Early Childhood programs. . Working with host sites, presenters and volunteers to organize trainings for child care providers to assist them in achieving their required annual professional development hours.

7-2007 to 4-2013 Child Care Specialist- Helping Parents to find quality child care to meet their needs by providing a tailored list of providers.Managing the data in the NH Child Care Aware database.

Emanuel Child Care Center Eastern Ave Rochester NH 03867

4-1997 to 7-2007 As a Lead teacher I worked in different classrooms with children starting at toddler age up until school age. I was responsible for the planning and teaching of an age appropriate curriculum, providing a nurturing learning environment to all children and striving to build strong relationships with the children and the families.

Children in Motion County Farm Rd Dover NH 03820

3-1995 to 3-1997As a Lead teacher I worked in different classrooms with children starting at toddler age up until preschool age. I was responsible for the planning and teaching of an age appropriate curriculum, providing a nurturing learning environment to all children and striving to build strong relationships with the children and the families.

Family Child Care Provider 51 Mt Auburn St Somersworth NH 038778

2-1991 to 3-1995 Responsible for the enrollment and providing of child care to 3 children in my family home.

Quirion Child Care Center North St Rochester NH 03867

1-1990 to 12-1990 As a Lead teacher I worked in a preschool classroom, where I was responsible for the planning and teaching of an age appropriate curriculum, providing a nurturing learning environment to all children and striving to build strong relationships with the children and the families.

Kindercare Learning Center Low St Newburyport MA 01950

5-1985 to 12-1987As an Assistant teacher I worked in a preschool classroom, where I was responsible for assisting in the planning and teaching of an age appropriate curriculum, providing a nurturing learning environment to all children and striving to build strong relationships with the children and the families.

Haverhill/ Newburyport Human Services Inc. West Newbury Ma

1981-1990 My job title was as a respite relief coordinator and daily living skills facilitator. I was responsible to assist developmentally delayed adult clients with the coordination of their needs including: housing, day work programs, socialization, financial, educational, health, safety, and daily living skills.

Committee Participation:

*I participate in the Infant/ Toddler Task Force Committee representing the State of NH and as a member I sit in in their monthly meetings.

*I am a member of Child Care Aware of NH and act on the Marketing and Nomination Committee and as a member I sit in on their monthly meetings.

* I am a member of SELA (Seacoast Early Learning Alliance) and as a member I sit in on their monthly meetings.

*I am also a member of the Strengthening Families Leadership Team: NH Children's Trust Fund and as a member I sit in on their quarterly meetings.

References:

Tracy Pond: Southern NH Services- Program Manager- work phone 603-578-1736 ext. 30

Rosanne Arena – Southern NH Services Child Care Specialist- work phone 603-430-4923

Cynthia Blanchette- Emmanuel Child Care Center- Center Director -work phone 603-332-5353

Connie J. Davis

PROFESSIONAL SUMMARY

Expertise in providing targeted technical assistance to early childhood professionals. Provide support services and consumer education for families in selecting child care.

- Strong Written and Verbal Communication Skills
- Customer Service and Secretarial Skills
- Computer Skills Including Excel and Publisher
- NH Early Childhood Credentialed

PROFESSIONAL EXPERIENCE

SOUTHERN NEW HAMPSHIRE SERVICES, Nashua, NH **8/2014 – Present**
Training and Technical Assistant

- Provides targeted technical assistance to early childhood professionals to meet regional and state needs.
- Facilitates training opportunities to early childhood professionals.

SOUTHERN NEW HAMPSHIRE SERVICES, Nashua, NH **2/2013 – 8/2014**
Child Care Resource & Referral Specialist

- Provided support services and consumer education for families in selecting child care.
- Provided technical assistance to prospective child care providers to enable them to qualify under federal, state and local regulations.

THE FAMILY ROOM CHILD CARE, Londonderry, NH **1/1998 – 2/2013**
Owner/Operator

- Provided a safe and nurturing environment for children 6 weeks to 14 years of age. Knowledge of child development, health, safety and nutrition.
- Implemented on-going assessments to evaluate children's growth and development.
- Developed and implemented curriculum based on child's physical, intellectual, emotional and social well-being.

APPROPRIATE BEGINNINGS, Londonderry, NH **1991 – 1998**
Lead Teacher

- Assisted the owner of a family group child care program.

WANG LABORATORIOS, INC., Lowell, MA **1987 – 1990**
Legal Secretary

- Provided secretarial support for two attorneys specializing in real estate and third party contracts. Prepared agreements for execution by third party Vendors and Dealers, prepared leases and other documentation for various real estate transactions. .Extensive use of shorthand and word processing skills.

EDUCATION AND CREDENTIALS

Baccalaureate Degree in Early Childhood Education, Granite State College, 2011

Credentials: Early Childhood Master Teacher Level 2 - Infant Toddler Intermediate Level Endorsement
Early Childhood Master Professional with Program Consultant Endorsement

ROSANNE (ARENA) SOULE

OBJECTIVE

To obtain a position that will allow me to utilize the skills I have developed, challenge me in other areas, and provide an opportunity for growth.

EXPERIENCE

2013-Present Southern New Hampshire Services

Child Care Resource & Referral

Rochester, NH

Child Care Resource & Referral Specialist

- Provides support services and consumer education for families in selecting child care.
- Assists with general office/administrative procedures and day to day program operations.
- Participates in Community Outreach activities.

2012-2013 Seedlings Early Learning Center

Epping, NH

Lead Pre-K Teacher

- Planned and implemented curriculum and daily activities.
- Supervised Assistant Teachers.
- Assisted in the overall operations of Seedlings ELC.

2011-2012 Barrington Community Child Center

Barrington, NH

Lead Pre-K Teacher

- Planned and implemented curriculum and daily activities.
- Supervised Assistant Teachers.

2006-2011 Franklin Public Schools

Solutions Extended Day Program (grades K-7)

Franklin, MA

Lead Site Coordinator

- Worked as a supervisor and teacher.
- Planned and implemented curriculum for school year and summer programs.
- Planned and implemented training and team building activities for staff.
- Assisted in the overall operations of the Solutions program.

2004-2008 Next Generation Children's Center

Franklin, MA

Infant/Toddler Teacher

- Planned and implemented curriculum and daily activities.
- Supervised Assistant Teachers.
- Completed children's evaluations.

Activities Coordinator

- Planned morale boosting games and activities for staff.
- Coordinated dinner menus for monthly staff meetings.
- Organized social events for staff.

1997-2001 Kindercare Learning Center

Milford, MA

Teacher/Group Leader

- Worked with children ages infant through school age.

KAREN J ABBOTT

EXPERIENCE

- Oct 2014-Present Child Care Resource and Referral Specialist *Southern NH Services*
- Provides support services and consumer education to families in selecting child care programs utilizing NACCRRRA's database. Keeps NACCRRRA's database up to date with accurate information.
- Aug 2013-Oct 2014 Lead Toddler Teacher, *Kiddie Konnection*
- Planned and implemented activities that promote the social, physical and intellectual growth of children. Provided for the physical safety of each child from arrival time until departure time.
- 2005-2013** Manager *Minuteman Talking Books, LLC*
- Co-owner and manager of a small business that is a contractor for the Library of Congress. Human Resource manager and payroll administrator. Accounts Receivable and Accounts Payables using Quickbooks software
- 1994-2004 Administrative Assistant *Fred F Cain, Inc*
- Customer Service fro an auto dealership with service, parts and body shop. Accounts Receivable and Accounts Payable. Human resources and payroll. Utilized Reynolds and Reynolds software.
- 1993-1994 Residential Teacher *Boston Higashi School*
- Teacher for Autistic children from ages 6-18 years old working in Residential setting.
- 1989-1993 Director *Puddle Duck Day Care*
- Director of a child care center for 52 children ages 6 weeks to 6 years of age.
- 1986-1989 Assistant Director/Teacher *Magic Unicorn Child Care Center*
- Assistant Director for a child care center for children ages 6 weeks to 6 years of age. Lead Teacher of Infant and Toddler classes.

EDUCATION

- 1986 Associate in Science in Early Childhood Education *North Shore Community College*

INTERESTS

Genealogy, DAR, Girl Scouts of America, History and Photography

Jennifer R. Ganim-Smith

Professional Profile

I am a highly organized, motivated, and detail oriented individual. I possess excellent written and verbal communication skills as well as strong computer skills. I am able to establish and maintain good working relationships with students, peers, employees, and parents.

Education

State University of New York at New Paltz- New Paltz, New York 2009
Master of Science in Education-Specialization in Early Childhood

Florida International University- Kendall, Florida 2002
Bachelors of Arts in Elementary Education-with an ESOL endorsement

Johnson & Wales University-North Miami, Florida 1998
Associates of Science in Culinary Arts

Experience

The Goddard School - Derry, New Hampshire 2009-Present
Center Director

- Effectively manage staff, building, and day to day operations of the center
- Maintain licensing, Goddard Quality Assurance, and NAEYC standards
- Oversee the curriculum and lesson planning for the building
- Give tours and organize events to promote center growth
- Orient all new staff members and develop monthly continuing education training for staff
- Execute monthly observations and yearly reviews as well as provide subsequent mentoring and coaching to staff
- Manage incoming leads and lead reports
- Oversee ordering of food and school supplies

Mother Nurture Daycare – Saugerties, New York 2008
Preschool Program Director and Teacher

- Helped to open new school
- Interviewed and made recommendations about new staffing
- Helped plan physical layout for new facility prior to its opening
- Developed curriculum for program
- Taught 3-5 years old in mixed age classroom

Little Gym of Kingston – Kingston, New York 2006 – 2008
Lead Instructor

- Worked with children fostering physical, social, emotional, and cognitive development
 - Informed parents of purpose of planned activities and coached them to develop skills to foster their child's self-esteem and motor skill development
-

Jennifer R. Ganim-Smith

The Montessori School of Kingston – Kingston, New York

2005 - 2007

Head teacher and Assistant Director

- Designed and implemented new curriculum
- Managed daily operations of school
- Managed financial operations excluding payroll
- Supervised teaching assistants and student teachers
- Assured compliance with OCFS.
- Universal Pre-K Teacher

Saugerties Central School District – Saugerties, New York

2004-2005

Assistant Teacher

- First and Second Grade - Help teacher with daily classroom activities.
- First Grade - Monitor students work stations including seat work, create, and individual work jobs.
- Second Grade - Work with students in guided reading groups teaching reading strategies, phonics skills, and vocabulary.

Key Largo School – Key Largo, Florida

1999-2004

Second Grade Teacher

- Member of the school FLARE council and helped to organize and teach staff trainings sessions on reading strategies.
- Paired up with advanced TV Productions class and produced a morning announcement show

Kindergarten and First grade Title One Reading Teacher

- Worked with struggling emergent readers to form a solid foundation of reading skills and strategies.
- Worked in conjunction with kindergarten and first grade teachers to integrate remediation with ongoing classroom units.
- Designed and organized parent training session for students with special needs.

KEY ADMINISTRATIVE PERSONNEL

NH Department of Health and Human Services

Contractor Name: Southern New Hampshire Services, Inc.

Name of Program: Child Care Resource and Referral Services

BUDGET PERIOD:		SFY 15		
NAME	JOB TITLE	SALARY	PERCENT PAID FROM THIS CONTRACT	AMOUNT PAID FROM THIS CONTRACT
Gale Hennessy	Executive Director	\$191,009	0.00%	\$0.00
Michael O'Shea	Fiscal Officer	\$140,595	0.00%	\$0.00
Deborah Gosselin	Chief Operating Officer	\$113,404	0.00%	\$0.00
Jeanne Agri	Child Development Director	\$75,275	0.00%	\$0.00
		\$0	0.00%	\$0.00
		\$0	0.00%	\$0.00
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)				\$0.00

BUDGET PERIOD:		SFY 16		
NAME	JOB TITLE	SALARY	PERCENT PAID FROM THIS CONTRACT	AMOUNT PAID FROM THIS CONTRACT
Gale Hennessy	Executive Director	\$191,009	0.00%	\$0.00
Michael O'Shea	Fiscal Officer	\$140,595	0.00%	\$0.00
Deborah Gosselin	Chief Operating Officer	\$113,404	0.00%	\$0.00
Jeanne Agri	Child Development Director	\$75,275	0.00%	\$0.00
		\$0	0.00%	\$0.00
		\$0	0.00%	\$0.00
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)				\$0.00