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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF HUMAN SERVICES

Nicholas A. Toumpas
Commissioner

BUREAU OF HOMELESS AND HOUSING SERVICES

Mary Ann Cooney
Associate
Commissioner

105 PLEASANT STREET, CONCORD, NH 03301
603-271-5059 1-800-852-3345 Ext. 5059
Fax: 603-271-5139 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

December 12, 2012

Signature of Nicholas A. Toumpas
Approved by Fiscal Committee
Date

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court, and

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

REQUESTED ACTION

1. Pursuant to the provisions of Chapter 224:14, II, Laws of 2011, Additional Revenues, and RSA 126-A: 50-62, Housing Security Guarantee Program, authorize the Department of Health and Human Services, Office of Human Services, Bureau of Homeless and Housing Services to accept and expend \$100,000.00 from the State Treasurer, from funds not otherwise appropriated to support the provisions of the Housing Security Guarantee Program effective upon approval by the Fiscal Committee and Governor and Executive Council through June 30, 2013. And further authorize allocation of these funds as follows:

05-95-95-958310-7177 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:COMMISSIONER, DCBCS BHHS, EMERGENCY SHELTERS

Table with 5 columns: Class/Object SFY 2013, Class Title, Current Modified Budget, Increase/ (Decrease) Amount, Revised Modified Budget. Rows include General Fund, Total Revenue, and various program expenses totaling \$3,966,914.

2. Pursuant to the approval of Requested Action No. 1, above, authorize the Office of Human Services, Bureau of Homeless and Housing Services, to amend Purchase Order number 1017275 with Community Action Program Belknap-Merrimack Counties, Inc., PO Box 1016, Concord, NH 03302-1016, vendor code 177203-B003, for homeless assistance services by increasing the price limitation by \$100,000.00 from \$552,258.00 to \$652,258.00, effective upon

approval by the Governor and Executive Council through June 30, 2013. This agreement was originally approved by Governor and Council on July 13, 2011, item number 85, and amended on January 25, 2012, item number 35. Funds to support this request are available for SFY 2013 in account 05-95-95-958310-7177-102-500731, Emergency Shelters.

**05-95-95-958310-7021 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:COMMISSIONER, DCBCS BHHS, HOMELESS HOUSING ACCESS FUND**

<b>Fiscal</b>			<b>Current</b>	<b>Increased</b>	<b>Revised</b>
<b>Year</b>	<b>Class/Object</b>	<b>Class Title</b>	<b>Modified</b>	<b>(Decreased)</b>	<b>Modified</b>
			<b>Budget</b>	<b>Amount</b>	<b>Budget</b>
2012	102-500731	Contracts for program services	\$ 8,375.00	\$ 0.00	\$ 8,375.00
2013	102-500731	Contracts for program services	<u>\$ 8,375.00</u>	<u>\$ 0.00</u>	<u>\$ 8,375.00</u>
		Subtotal	\$ 16,750.00	\$ 0.00	\$16,750.00

**05-95-95-958310-7177 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:COMMISSIONER, DCBCS BHHS, EMERGENCY SHELTERS**

<b>Fiscal</b>			<b>Current</b>	<b>Increased</b>	<b>Revised</b>
<b>Year</b>	<b>Class/Object</b>	<b>Class Title</b>	<b>Modified</b>	<b>(Decreased)</b>	<b>Modified</b>
			<b>Budget</b>	<b>Amount</b>	<b>Budget</b>
2012	102-500731	Contracts for program services	\$317,754.00	\$ 0.00	\$317,754.00
2013	102-500731	Contracts for program services	<u>\$217,754.00</u>	<u>\$100,000.00</u>	<u>\$317,754.00</u>
		Subtotal	\$535,508.00	\$100,000.00	\$635,508.00
		<b>Totals</b>	<b>\$552,258.00</b>	<b>\$100,000.00</b>	<b>\$652,258.00</b>

**EXPLANATION**

Pursuant to RSA 126-A:53-1 and 1a, "In no event shall the aggregate guarantee amounts allocated by the Department of Health and Human Services of all Local Housing Security Providers exceed \$2,000,000" and "The State Treasurer shall reimburse the Department of Health and Human Services for these amounts from funds not otherwise appropriated. The Governor is hereby authorized to draw a warrant from funds not otherwise appropriated for the purposes of this subdivision."

The Department of Health and Human Services is requesting \$100,000.00 for this program to repay defaults on security guarantees, as no funds are budgeted or appropriated for this program. The program operates by community agencies providing non cash guarantees to landlords, while at the same time, the client/tenant enters into an agreement with the agency to make payments to the agency for the amount of the security deposit guarantee issued to the landlord. In the event there is a default on the tenancy by the client/tenant, the agency pays the landlord the dollar amount issued under the guarantee. If the total amount of the security deposit has not been paid in full by the client/tenant, the agency utilizes its own funds to pay the default, in full or part. These funds will repay community agencies the funds they have already expended to pay landlords for defaults on security deposit guarantees. Attached is a schedule detailing the outstanding guarantee balance of \$1,114,540.90 at the end of State Fiscal Year 2012. This request will maintain the outstanding guarantee balance below the statutory limit of \$2,000,000.

Effective November 1, 1993, RSA 126-A:51, *Program Established*, created the statewide Housing Security Guarantee Program to address the issue of the "...inability of individual citizens to amass sufficient funds for housing security deposits..." and how this "...contributes significantly to the problem of homelessness in the state of New Hampshire..." The enabling legislation allowed the Department to contract out the administration of this program. The program administration has been contracted out to the Community Action Program Belknap-Merrimack Counties, Inc. since

1994, who also acts as the fiscal agent for this program. Housing Security Guarantee Loan Programs are functioning in all counties through five community action agencies and two community-based nonprofit homeless prevention/intervention service providers.

The Housing Security Guarantee Program guarantees payment of security deposits to landlords in instances where low-income households cannot afford a security deposit. Typically, tenants make monthly payments to the administrative agency until the full amount of their security deposit is collected. That amount is then forwarded to the landlord. Even if the tenant defaults before the entire amount is paid, the administrative agency is still responsible for payment in the full amount to the landlord. The purpose of this Request is to secure funds for payment of guaranteed security deposit loans that are in default.

Prior to the original contract being executed, a Request for Proposals was issued at the annual NH Homeless Providers and Homeless Education Liaisons Conference on October 13, 2010. The Request for Proposals was also posted on the Department of Health and Human Services' website. Criteria for selection included: proposal includes all elements and is assembled as required; program design and need for project; use of outcome/performance measures and outcomes achieved; cost effectiveness and leveraging of resources; local service delivery area coordination/collaboration; soundness of program approach; accurate and timely utilization of Homeless Management Information System; staff experience and credentials; compliance with rules, statutes and life safety codes; increase in bed capacity; and increase in prevention/intervention or essential services. Each applying organization was required to submit a separate proposal for each program, which allowed for budgets and program models to be evaluated independently. Fifty-two (52) separate proposals that could be funded through State Grant-In-Aid, from 36 organizations, were evaluated and scored. All proposals except one met or exceeded the minimum score of 50 required for funding.

From the inception of this program in 1994, through June 30, 2012, it has assisted 11,258 households (with an outstanding guarantee amount of \$1,114,540.90 to access housing by providing security deposit loan vouchers to participating landlords, and by guaranteeing full deposit payment in the event of a claim by a participating landlord. Participating households who are vouchered make scheduled monthly installment payments toward full security deposit repayment.

Security deposit vouchers are available to persons who are considered "very low income" according to the US Department of Housing and Urban Development. These are traditionally individuals that do not qualify for bank financing and face homelessness without this assistance. Repayment terms are scheduled according to the ability of individuals to repay. As a part of this program, participating individuals also receive budget counseling and other supportive services to assist them in maintaining independence. Repayment efforts are made by phone, by mail and personal contact. The high repayment rate of program participants is an indication of successful repayment arrangements by service providers.

The impressive results of this program are well documented. This program replaced cash assistance grants for security deposits to prevent homelessness with a voucher-based loan program for those at the lowest income scale. This means money that, in the past, would have been an outright grant to very low-income households is now being repaid by clients over time. From 1994 to 2012, \$6,611,553.74 in vouchers has been issued. Of this amount, 72% have resulted in successful tenancy.

Should Governor and Executive Council determine not to approve this Request, approximately 900 housing security deposits for people who are homeless or at risk may not be available in these communities. People who are without housing and very low income will find it more difficult to access safe and affordable housing and may resort to seeking local shelter in places that are not fit for people to live in, or will attempt to travel to shelters in other communities.

The Honorable Mary Jane Wallner, Chairman, and  
Her Excellency, Governor Margaret Wood Hassan  
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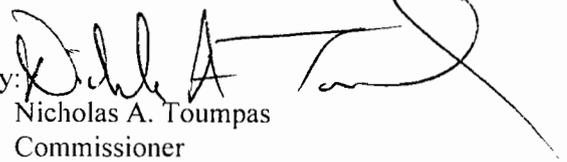
Area served: statewide.

Source of funds: 100% General Funds.

Respectfully submitted,

  
Mary Ann Cooney  
Associate Commissioner

Approved by:

  
Nicholas A. Toumpas  
Commissioner

Community Action Program  
Belknap-Merrimack Counties, Inc.

GEOGRAPHIC AREAS SERVED

1. Housing Security Guarantec Program – Statewide
2. Prevention/Intervention Program – All cities and towns  
in Belknap County and Merrimack County
3. Homeless Housing and Access Revolving Loan Fund - Statewide
4. New Start – All cities and towns  
in Belknap County and Merrimack County

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**Awardees and Amounts Awarded (Amendments)**

<b>Emergency Shelter State Grant-In-Aid Award and Amendments SFY 2012 - 2013</b>				
<i>Provider</i>	<i>SFY 12-13 Award</i>	<i>SFY 12-13 Amendment #1</i>	<i>SFY 12-13 Amendment #2</i>	<i>Total</i>
Community Action Program Belknap-Merrimack Counties, Inc.	\$452,258.00	\$100,000.00	\$100,000.00	\$652,258.00
Tri-County Community Action Program, Inc.	\$508,735.00	\$79,829.00		\$588,564.00
<b>Total</b>	<b>\$960,993.00</b>	<b>\$179,829.00</b>	<b>\$100,000.00</b>	<b>\$1,240,822.00</b>

Awardees and Amounts Awarded

Emergency Shelter State Grant-In-Aid Awards SFY 2012 - 2013			
<i>Provider</i>	<i>SFY 10-11 Award</i>	<i>SFY 12-13 Average Score</i>	<i>SFY 12-13 Award</i>
211 NH (United Ways of New Hampshire)	\$0.00	68.4	\$119,662.00
AIDS Response Seacoast	\$40,920.00	82.7	\$39,532.00
Belknap-Merrimack Community Action Program, Inc.	\$220,116.00	79.9	\$211,508.00
Bridge House	\$173,910.00	83.5	\$149,050.00
Child and Family Services of New Hampshire	\$199,485.00	79.7	\$275,434.00
Community Improvement Associates	\$129,307.00	83.5	\$124,922.00
Community Services Council of New Hampshire	\$188,518.00	28.0	\$0.00
Cross Roads House, Inc.	\$203,147.00	92.8	\$277,740.00
Families In Transition	\$512,318.00	79.5	\$553,440.00
First Congregational Church	\$41,366.00	82.0	\$15,458.00
The Friends Program, Inc.	\$415,825.00	83.7	\$332,236.00
Greater Nashua Council on Alcoholism/Keystone Hall	\$142,678.00	85.5	\$102,858.00
Greater Nashua Interfaith Hospitality Network	\$49,691.00	79.3	\$30,142.00
Harbor Homes, Inc.	\$120,305.00	90.5	\$286,254.00
Headrest, Inc.	\$112,530.00	69.7	\$108,714.00
Helping Hands Outreach Ministries, Inc.	\$30,002.00	89.7	\$98,814.00
Laconia Area Community Land Trust, Inc.	\$81,926.00	84.8	\$79,148.00
Marguerite's Place, Inc.	\$77,499.00	86.5	\$74,870.00
Merrimack Valley Assistance Program	\$125,829.00	87.7	\$121,562.00
My Friend's Place	\$93,298.00	83.7	\$97,364.00
Nashua Pastoral Care Center, Inc.	\$155,518.00	88.0	\$197,254.00
Nashua Soup Kitchen and Shelter, Inc.	\$231,198.00	77.7	\$141,130.00
New Generation, Inc.	\$122,760.00	83.7	\$118,598.00
NH Coalition Against Domestic and Sexual Violence	\$552,134.00	86.5	\$533,410.00
New Hampshire Legal Assistance	\$51,150.00	81.7	\$98,224.00
New Horizons for New Hampshire, Inc.	\$404,648.00	84.3	\$311,090.00
Rockingham Community Action	\$184,797.00	62.7	\$178,530.00
Roman Catholic Bishop of Manchester/St. John Neumann Church	\$30,690.00	85.0	\$29,650.00
The Salvation Army (Concord)	\$149,941.00	82.3	\$118,922.00
The Salvation Army (Laconia)	\$127,875.00	92.0	\$59,298.00
Southern New Hampshire Services, Inc.	\$81,840.00	66.3	\$79,064.00
Southwestern Community Services, Inc.	\$666,076.00	71.1	\$486,450.00
Strafford County Community Action Committee, Inc.	\$71,610.00	79.3	\$69,182.00
Tri-County Community Action Program, Inc.	\$383,105.00	88.7	\$396,256.00
Veteran Homestead, Inc.	\$20,460.00	85.0	\$19,766.00
The Way Home	\$374,664.00	89.5	\$361,958.00
<b>Total</b>	<b>\$6,567,136.00</b>		<b>\$6,297,490.00</b>

A Request for Proposal (RFP) was issued at the annual NH Homeless Provider and Homeless Education Liaison Conference on October 13, 2010. The RFP was also posted on the Department of Health and Human Services' website.

Each applying organization was required to submit a separate proposal for each program, which allowed for budgets and program models to be evaluated independently. Fifty-two (52) separate proposals that could be funded through State Grant-In-Aid (SGIA), from 36 organizations, were evaluated and scored. All proposals except one met or exceeded the minimum score required for funding.

Criteria for selection included: proposal includes all elements and is assembled as required; program design and need for project; use of outcome/performance measures and outcomes achieved; cost effectiveness and leveraging of resources; local service delivery area coordination/collaboration; soundness of program approach; accurate and timely utilization of Homeless Management Information System; staff experience and credentials; compliance with rules, statutes and life safety codes; increase in bed capacity; and increase in prevention/intervention or essential services.

Because of the quantity of proposals received, the reviewers were organized into seven teams, which met and presented their final evaluations and scores during the week of January 10, 2011. The review committee teams included the following individuals:

- Glinda Allen, LNA, Program Coordinator, NH Minority Health Commission
- Natalie Allen, BA, MBA, Retired NH Department of Health and Human Services Employee – Over 30 years in social services most recently as a Community Relations Manager, served on the Local Service Delivery Areas for Concord and Laconia, and was a member of the Balance of State Continuum of Care (BOSCO)
- Michael Bilson, BA, Program Planner I, Office of Consumer and Family Affairs, Bureau of Behavioral Health, Division of Community Based Care Services, NH Department of Health and Human Services
- John Capuco, Psy. D., Administrator, Bureau of Developmental Services, Division of Community Based Care Services, NH Department of Health and Human Services
- Christopher Cullinan, BA, MPA, Manager of NH Ryan White CARE Program, Division of Public Health, NH Department of Health and Human Services – Co-chair for three years of the NH HIV Community Planning Group
- Sharon Drake, Executive Director, Serenity Place (an NCADD Affiliate)
- Maggie Fogarty, MA, BA, Economic Justice Project Coordinator, American Friends Service Committee
- Diane Fontneau, Masters in Human Services Organizational Management, Program Planning and Review Specialist, Bureau of Homeless and Housing Services, Division of Community Based Care Services, NH Department of Health and Human Services
- Joan Fossum, MA, Education Consultant, NH Department of Education

- Andrea Goldberg, J.D., Director of Planning and Acting Director of Transitional Housing Services, New Hampshire Hospital, NH Department of Health and Human Services
- Sherry L. Gould, Director, Wijokadoak, Inc.
- Bill Guinther, BA, Program Policy Analyst at New Hampshire Housing Finance Authority (NHHFA) – Responsible for the State’s Consolidated Plan and is NHHFA’s representative on the Governor’s Interagency Council on Homelessness
- Janine Lesser, BS, MS, Child Care Program Specialist IV, TANF Policy Unit, Division of Family Assistance, NH Department of Health and Human Services – Current affiliations: NH Child Care Advisory Council, Family Assistance Advisory Council, and Child Well-Being Task Force
- Jane MacKay, MSW, LICSW, Area Director, Northern New Hampshire Services
- Germano Martins, MBA, Community Relations Manager, Office of Minority Health and Refugee Affairs, Division of Community Based Care Services, NH Department of Health and Human Services
- Sandra Matheson, Director, State Office of Victim/Witness Assistance, NH Attorney General’s Office
- Al Robichaud, MEd, Community Development Director, Lakes Region United Way
- Lynda Thistle Elliott, Ed.D, State Director Homeless Education/TI Coordinator, NH Department of Education
- Sally Varney, BA, Program Planning and Review Specialist, Division of Community Based Care Services, NH Department of Health and Human Services
- David Villiotti, MS, Executive Director, Nashua Children’s Home
- Donna Walker, BBA, MBA, Business Administrator IV, Bureau of Behavioral Health, Division of Community Based Care Services, NH Department of Health and Human Services
- Kathleen Walton, Masters in Human Service Administration, Human Service Director, Town of Salem

One program, Community Services Council of New Hampshire (CSCNH), which received a score of 26 for all three in one program proposals, also demonstrated underutilization of SGIA funds in this same program during State Fiscal Years (SFYs) 2010 and 2011. Because of these conditions, CSCNH did not receive continued SGIA funds for these programs for SFYs 2012 and 2013.

A funding distribution formula for SGIA was designed during the second week of March 2011, based on the most current projections of SFY 2012 funding available at that time. This total was 3% less than the SFY 2010 total of SGIA. Given the consistency of proposal evaluations that exceeded the minimum score requirements, programs that received SGIA funds in SFY 2011 were allocated 3% less SGIA funds for SFY 2012.

United Ways of New Hampshire, 211 NH was awarded SGIA funding for the first time, to operate the New Hampshire Homeless Hotline and the New Hampshire Emergency Hotel projects.

SGIA funds were combined with Federal funds provided through the Stewart B. McKinney grant for 14 agencies. In order to comply with federal funding requirements, all Stewart B. McKinney funds were allocated to the operations budgets of each of the 14 agencies:

Bridge House, Inc.

Cross Roads House, Inc.

First Congregational Church

The Friends Program, Inc.

Greater Nashua Council on Alcoholism/Keystone Hall

Greater Nashua Interfaith Hospitality Network

Harbor Homes, Inc.

My Friend's Place

Nashua Soup Kitchen and Shelter, Inc.

New Horizons for New Hampshire, Inc.

Salvation Army (Concord)

Salvation Army (Laconia)

Southwestern Community Services, Inc.

Tri-County Community Action Program, Inc.

Awardees and Amounts Awarded

Homeless Housing and Access Revolving Loan Fund (HHARLF) SFY 12 - 13				
<i>Provider</i>	<i>HHARLF Utilization 1/1/08 - 4/30/10</i>	<i>SFY 12-13 Requested Amount</i>	<i>SFY 12-13 Overall Score</i>	<i>SFY 12-13 Award</i>
Belknap-Merrimack CAP, Inc.	\$91,764.00	\$50,000.00	79.9	\$16,750.00
Nashua Pastoral Care Center, Inc.	\$53,145.00	\$25,000.00	88.0	\$16,650.00
Rockingham Community Action	\$98,575.00	\$16,650.00	62.7	\$16,650.00
Southwestern Community Services	\$65,192.00	\$50,000.00	71.1	\$16,650.00
The Way Home	\$90,866.00	\$40,000.00	89.5	\$16,650.00
Tri-County CAP, Inc.	\$72,822.00	\$35,000.00	88.7	\$16,650.00
<b>Total</b>	<b>\$472,364.00</b>	<b>\$216,650.00</b>		<b>\$100,000.00</b>

A Request for Proposal (RFP) was issued at the annual NH Homeless Provider and Homeless Education Liaison Conference on October 13, 2010. The RFP was also posted on the Department of Health and Human Services' website.

As a result of this RFP, six proposals were received, evaluated and scored. All proposals met or exceeded the minimum score required for funding, and awards were made with consideration to availability of funding.

Criteria for selection included: proposal includes all elements and is assembled as required; program design and need for project; use of outcome/performance measures and outcomes achieved; cost effectiveness and leveraging of resources; local service delivery area coordination/collaboration; soundness of program approach; staff experience and credentials; and compliance with rules and statutes.

Please see the State Grant-In-Aid Awardees and Amounts Awarded page regarding the review committee.

## AMENDMENT TO AGREEMENT

This Amendment to Agreement (hereinafter called the "Amendment"), dated this 2nd day of October, 2012, between the State of New Hampshire, acting by and through the Bureau of Homeless and Housing Services, and Community Action Program Belknap-Merrimack Counties, Inc., a non-profit organization organized under the laws of the State of New Hampshire with a place of business at P.O. Box 1016, 2 Industrial Park Drive, Concord, NH 03302-1016 (hereinafter referred to as the "Contractor").

**WHEREAS**, pursuant to an Agreement dated May 27, 2011, the Contractor has agreed to provide certain services upon the terms and conditions specified in the Agreement, in consideration of payment by the Bureau of Homeless and Housing Services of certain sums specified therein; and

**WHEREAS**, pursuant to paragraph 18 of the Agreement, the Agreement may be amended, waived, or discharged only by an instrument in writing signed by the parties thereto and only after the approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire;

**WHEREAS**, the Bureau of Homeless and Housing Services and the Contractor have agreed to amend the Agreement in certain respects;

**NOW THEREFORE**, in consideration of the foregoing and of the covenants and conditions contained in the Agreement and set forth herein, the parties do hereby agree as follows:

1. Amendment and Modification of Agreement

The contract is hereby amended as follows:

1.1 By deleting, in subparagraph 1.8 of the General Provisions the number \$552,258.00 and substituting therefor the number \$652,258.00.

2. Amendment and Modification of Exhibit A, Scope of Services

2.1 By deleting, in subparagraph 2.1 the number \$535,508.00 and substituting therefor the number \$635,508.00.

3. Amendment and Modification of Exhibit B, Payment Method

3.1 By changing the amount in NH General Fund: from \$552,258.00 to \$652,258.00.

3.2 By changing subparagraph 2.5 to read, "The State agrees to provide funds of \$635,508.00 for homeless services and \$16,750.00 for first months rent and/or security deposit to homeless individuals and/or families.

4. Effective Date of Amendment: The effective date of this action is the date of Governor and Council approval through June 30, 2013.

5. Continuance of Agreement: Except as specifically amended and modified by the terms and conditions of the Agreement, the Agreement and the obligation of the parties thereunder shall remain in full force and effect in accordance with the terms and conditions set forth therein.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the day and year written above.

THE STATE OF NEW HAMPSHIRE  
Bureau of Homeless and Housing Services

By: Maureen Ryan  
Maureen Ryan, Bureau Administrator

Community Action Program Belknap-Merrimack Counties, Inc.

By: Ralph Littlefield  
Signature  
Ralph Littlefield  
Executive Director  
Name and Title

STATE OF NEW HAMPSHIRE

County of Merrimack

The foregoing instrument was acknowledged before me this 2nd day of October,  
2012, by Ralph Littlefield, Executive Director.

Elaine N. Roundy  
Signature

ELAINE N. ROUNDY, Notary Public  
My Commission Expires August 24, 2016

Name and Title

Approved as to form, execution, and substance:

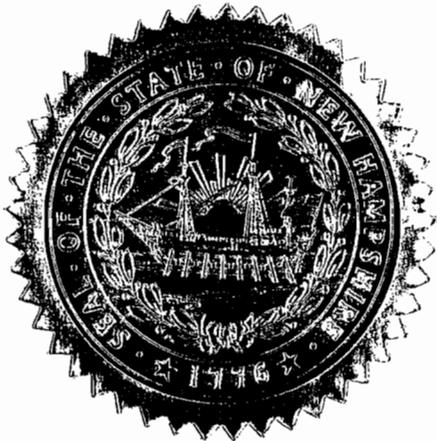
OFFICE OF THE ATTORNEY GENERAL

By: Jeanne P. Heron  
Assistant Attorney General  
Date: 12 Nov. 2012

# State of New Hampshire Department of State

## CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that COMMUNITY ACTION PROGRAM BELKNAP AND MERRIMACK COUNTIES, 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 6<sup>th</sup> day of April A.D. 2012

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

William M. Gardner  
Secretary of State

COMMUNITY ACTION PROGRAM  
BELKNAP-MERRIMACK COUNTIES, INC.

**CORPORATE RESOLUTION**

The Board of Directors of Community Action Program Belknap-Merrimack Counties, Inc. authorizes the Executive Director, Deputy Director, Chief Accountant, President, Vice-President(s) or Treasurer of the Agency to sign contracts and reports with the State of New Hampshire, Departments of the Federal Government, which include all federal #269 and #272 Forms, and public or private nonprofit agencies *including, but not limited to, the following:*

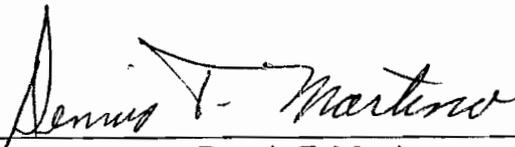
- Department of Administrative Services for food distribution programs
- Department of Education for nutrition programs
- Department of Health and Human Services
  - Bureau of Elderly and Adult Services for elderly programs
  - Bureau of Homeless and Housing Services for homeless/housing programs
  - Division of Children, Youth, and Families for child care programs
  - Division of Family Assistance for Community Services Block Grant
  - Division of Public Health Services for public health programs
- Department of Justice for child advocacy/therapy programs
- Department of Transportation-Public Transportation Bureau for transportation programs
- Public Utilities Commission for utility assistance programs
- Workforce Opportunity Council for employment and job training programs
- Department of Resources and Economic Development
- Governor's Office of Energy and Planning for Head Start, Low Income Energy Assistance, Weatherization and Block Grant programs
- New Hampshire Community Development Finance Authority
- New Hampshire Housing Finance Authority
- New Hampshire Secretary of State
- U. S. Department of Housing and Urban Development
- U. S. Department of the Treasury – Internal Revenue Service
- and other departments and divisions as required

This Resolution authorizes the signing of all supplementary and subsidiary documents necessary to executing the authorized contracts as well as any modifications or amendments relative to said contracts or agreements.

This Resolution was approved by the Board of Directors of Community Action Program Belknap-Merrimack Counties, Inc. on September 20, 2012, and has not been amended or revoked and remains in effect as of the date listed below.

October 2, 2012

Date



Dennis T. Martino  
Secretary/Clerk

SEAL

**CERTIFICATE OF VOTE**

I, Dennis T. Martino, do hereby certify that:

1. I am the duly elected Clerk of Community Action Program  
Belknap-Merrimack Counties, Inc.  
Name of Corporation

(hereinafter the "Corporation").

2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of the Corporation held on 9/20/12, 20    .  
(see attached)

RESOLVED: That this Corporation enter into a contract with the State of New Hampshire, acting through its Department of Health and Human Services, Office of Human Services, Bureau of Homeless and Housing Services, concerning the following matter: New Hampshire Emergency Shelter State Grant-In-Aid Funds; Housing Security Guarantee Funds; and Homeless Housing and Access Revolving Loan Funds.

RESOLVED: That the (Executive Director) (~~President~~) (~~Vice President~~) (~~Treasurer~~) hereby is authorized on behalf of this Corporation 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 (~~x~~)he may deem necessary, desirable or appropriate.

3. The foregoing resolutions have not been amended or revoked and remain in full force and effect as of October 2, 2012.

Ralph Littlefield is duly elected (Executive Director) (~~President~~) (~~Vice President~~) (~~Treasurer~~) of the Corporation.

(Seal)  
(Corporation)

Dennis T. Martino  
Signature of Board Secretary

State of New Hampshire

County of Merrimack

The foregoing instrument was acknowledged before me this 2nd day of October, 2012

by Dennis T. Martino  
Name of Board Secretary

(Seal)  
(Notary Public)

Elaine N. Roundy  
Name: Elaine N. Roundy  
Title: Notary Public/Justice of the Peace  
Commission Expires:

ELAINE N. ROUNDY, Notary Public  
My Commission Expires August 24, 2016



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/22/2012

PRODUCER (603) 669-3218 FAX: (603) 645-4331  
 Ferdinando Insurance Assoc. Inc.  
 Laura Perrin  
 637 Chestnut Street  
 Manchester NH 03104

INSURED  
 Community Action Program  
 Belknap-Merrimack Counties Inc.  
 P.O. Box 1016  
 Concord NH 03302

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Arch Insurance Company	
INSURER B: Liberty Mutual Ins Co	
INSURER C: Hanover Insurance Co	18058
INSURER D: N.H.M.M. JUA	
INSURER E:	

## COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC	NCPKG02266000	6/17/2012	6/17/2013	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	NCAUT0226600	6/17/2012	6/17/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
A	EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000	NCUMB02266000	6/17/2012	6/17/2013	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below Y/N <input checked="" type="checkbox"/> N	WCJZ91446010011	6/17/2012	6/17/2013	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	OTHER Directors & Officers	PHSD727025	4/1/2012	4/1/2013	\$1,000,000
C	Blanket Crime	BDV1649128	3/27/2012	3/27/2013	400,000
D	Professional	NHJUA11882	12/30/2011	12/30/2012	1,000,000

### DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Description of Operations  
 Attn: Anne Pocock

### CERTIFICATE HOLDER

NH Dept of Health & Human Services, Bureau of Homeless & Housing: Attn Anne Pocock  
 105 Pleasant St  
 Concord, NH 03301

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE  
 Laura Perrin/KS5

*Laura Perrin*

To the Board of Directors  
Community Action Program Belknap-Merrimack Counties, Inc.  
Concord, New Hampshire

### INDEPENDENT AUDITORS' REPORT

We have audited the accompanying statements of financial position of Community Action Program Belknap-Merrimack Counties, Inc. (a New Hampshire nonprofit corporation), as of February 28, 2011 and 2010, and the related statements of cash flows for the years then ended and the statement of activity for the year ended February 28, 2011. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit. The prior year comparative information has been derived from the Organization's 2010 financial statements and, in our report dated November 29, 2010, we expressed an unqualified opinion on those statements.

We conducted our audits 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 includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Community Action Program Belknap-Merrimack Counties, Inc. as of February 28, 2011 and 2010, and the changes in its net assets and its cash flows for the years then ended, in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated October 31, 2011 on our consideration of Community Action Program Belknap-Merrimack Counties, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The accompanying schedules on pages 21 through 29 are presented for the purpose of additional analysis and are not a required part of the basic financial statements of the Organization. The accompanying schedule of expenditures of federal awards is presented for the purpose of additional analysis as required by the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is also not a required part of the basic 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 basic financial statements and certain 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 taken as a whole.

*Leone McDonnell & Roberts,  
Professional Association*

October 31, 2011  
Concord, New Hampshire

STATEMENTS OF FINANCIAL POSITION  
FEBRUARY 28, 2011 AND 2010

	<u>ASSETS</u>	
	<u>2011</u>	<u>2010</u>
<b>CURRENT ASSETS</b>		
Cash	\$ 1,424,147	\$ 1,214,911
Accounts receivable	4,626,352	5,350,385
Prepaid expenses	403,639	268,228
Total current assets	<u>6,454,138</u>	<u>6,833,524</u>
<b>PROPERTY</b>		
Land and buildings	4,619,289	4,095,907
Equipment	5,851,172	5,151,549
Construction in process		88,998
	<u>10,470,461</u>	<u>9,336,454</u>
Less accumulated depreciation	<u>(5,368,125)</u>	<u>(5,096,310)</u>
Property, net	<u>5,102,336</u>	<u>4,240,144</u>
<b>OTHER ASSETS</b>		
Investments	67,929	59,648
Due from related party	139,441	139,441
Total other assets	<u>207,370</u>	<u>199,089</u>
<b>TOTAL ASSETS</b>	<u>\$ 11,763,844</u>	<u>\$ 11,272,757</u>
	<u>LIABILITIES AND NET ASSETS</u>	
<b>CURRENT LIABILITIES</b>		
Current portion of notes payable	\$ 132,907	\$ 149,638
Accounts payable	2,555,156	3,027,116
Accrued expenses	996,135	984,083
Refundable advances	1,750,219	1,653,032
Total current liabilities	<u>5,434,417</u>	<u>5,813,869</u>
<b>LONG TERM LIABILITIES</b>		
Notes payable, less current portion shown above	<u>1,991,881</u>	<u>2,123,122</u>
Total liabilities	<u>7,426,298</u>	<u>7,936,991</u>
<b>NET ASSETS</b>		
Unrestricted	3,369,797	2,409,466
Temporarily restricted	967,749	926,300
Total net assets	<u>4,337,546</u>	<u>3,335,766</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$ 11,763,844</u>	<u>\$ 11,272,757</u>

See Notes to Financial Statements

COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.

STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED FEBRUARY 28, 2011  
WITH COMPARATIVE TOTALS FOR THE YEAR ENDED FEBRUARY 28, 2010

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>2011 Total</u>	<u>2010 Total</u>
<b>REVENUES AND OTHER SUPPORT</b>				
Grant awards	\$ 23,080,279		\$ 23,080,279	\$ 21,847,879
Other funds	5,167,228	\$ 2,437,555	7,604,783	5,968,442
In-kind	1,886,923		1,886,923	1,495,151
United Way	153,417		153,417	154,599
	<u>30,287,847</u>	<u>2,437,555</u>	<u>32,725,402</u>	<u>29,466,071</u>
<b>NET ASSETS RELEASED FROM RESTRICTIONS</b>				
	<u>2,396,106</u>	<u>(2,396,106)</u>	<u></u>	<u></u>
Total	<u>32,683,953</u>	<u>41,449</u>	<u>32,725,402</u>	<u>29,466,071</u>
<b>EXPENSES</b>				
Compensation	9,383,940		9,383,940	8,372,900
Payroll taxes and benefits	2,201,820		2,201,820	2,145,425
Travel	323,197		323,197	303,201
Occupancy	1,116,042		1,116,042	1,039,905
Program services	13,448,528		13,448,527	12,889,824
Other costs	2,857,325		2,857,325	2,361,217
Depreciation	505,848		505,848	545,500
In-kind	1,886,922		1,886,923	1,495,151
	<u>31,723,622</u>	<u></u>	<u>31,723,622</u>	<u>29,153,123</u>
CHANGES IN NET ASSETS	960,331	41,449	1,001,780	312,948
NET ASSETS - BEGINNING OF YEAR	<u>2,409,466</u>	<u>926,300</u>	<u>3,335,766</u>	<u>3,022,818</u>
NET ASSETS - END OF YEAR	<u>\$ 3,369,797</u>	<u>\$ 967,749</u>	<u>\$ 4,337,546</u>	<u>\$ 3,335,766</u>

See Notes to Financial Statements

COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.

STATEMENTS OF CASH FLOWS  
FOR THE YEARS ENDED FEBRUARY 28, 2011 AND 2010

	<u>2011</u>	<u>2010</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ 1,001,780	\$ 312,948
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	505,848	545,500
Gain on sale of property	(13,000)	(6,156)
(Increase) decrease in current assets:		
Accounts receivable	724,033	(809,803)
Prepaid expenses	(135,411)	(137,172)
Increase (decrease) in current liabilities:		
Accounts payable	(471,961)	765,935
Accrued expenses	12,052	117,364
Refundable advances	<u>97,187</u>	<u>(136,455)</u>
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<u>1,720,528</u>	<u>652,161</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Additions to property	(1,368,038)	(315,095)
Investment in partnership	(8,281)	(25,398)
Proceeds from sale of property	<u>13,000</u>	<u>7,875</u>
<b>NET CASH USED IN INVESTING ACTIVITIES</b>	<u>(1,363,319)</u>	<u>(332,618)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Repayment of long term debt	<u>(147,973)</u>	<u>(385,312)</u>
<b>NET CASH USED IN FINANCING ACTIVITIES</b>	<u>(147,973)</u>	<u>(385,312)</u>
<b>NET INCREASE (DECREASE) IN CASH</b>	209,236	(65,769)
<b>CASH BALANCE, BEGINNING OF YEAR</b>	<u>1,214,911</u>	<u>1,280,680</u>
<b>CASH BALANCE, END OF YEAR</b>	<u>\$ 1,424,147</u>	<u>\$ 1,214,911</u>
<b>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:</b>		
Cash paid during the year for interest	<u>\$ 132,739</u>	<u>\$ 141,782</u>

See Notes to Financial Statements

COMMUNITY ACTION PROGRAM  
BELKNAP-MERRIMACK COUNTIES, INC.

(Approved by Agency Board of Directors on 02/24/05  
as part of the Agency Bylaws.)

STATEMENT OF PURPOSE

The purpose the corporation includes providing assistance for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals to become fully self-sufficient through planning and coordinating the use of a broad range of federal, state, local, and other assistance (including private resources) related to the elimination of poverty; the organization of a range of services related to the needs of low-income families and individuals, so that these services may have a measurable and potentially major impact on the causes of poverty and may help the families and individuals to achieve self-sufficiency; the maximum participation of residents of the low-income communities and members of the groups served to empower such residents and members to respond to the unique problems and needs within their communities; and to secure a more active role in the provision of services for private, religious, charitable, and neighborhood-based organizations, individual citizens, and business, labor, and professional groups, who are able to influence the quantity and quality of opportunities and services for the poor.

COMMUNITY ACTION PROGRAM  
BELKNAP-MERRIMACK COUNTIES, INC.

**BOARD OF DIRECTORS**

Sara A. Lewko, *President*  
Human Resources Coordinator  
Merrimack County Commissioners  
333 Daniel Webster Highway, Suite 2  
Boscawen, NH 03303  
796-6856 (work-direct #)  
796-6800 (work-gen. #)  
796-6841 (fax)  
[Sara@Merrimackcounty.net](mailto:Sara@Merrimackcounty.net)

Charles Russell, Esq., *Vice-President*  
[REDACTED]  
[REDACTED]  
225-3185 (work) / 225-3166 (fax)  
[REDACTED]

Dennis Martino, *Secretary-Clerk*  
[REDACTED]  
[REDACTED]  
271-2793 (work) / [REDACTED]  
[REDACTED]

Kathy Goode, *Treasurer*  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Heather Brown  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Danielle Clark  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Susan Koerber  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Bill Johnson  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Karen Painter  
[REDACTED]  
[REDACTED]  
[REDACTED]  
934-2541 (work)  
[REDACTED]

Theresa M. Cromwell  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Cindy Cantelo  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Community Action Program  
Belknap-Merrimack Counties, Inc.

Key Personnel

Name	Job Title	Salary	% Paid from This Contract	Amount Paid from This Contract
Ralph Littlefield	Executive Director	\$116,284.00	0%	\$ 0.00
Richard Cote	Director of Homeless and Family Housing	\$ 39,936.00	100%	\$39,936.00

AD 277



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF COMMUNITY BASED CARE SERVICES

Nicholas A. Toumpas  
Commissioner

Nancy L. Rollins  
Associate  
Commissioner

*BUREAU OF HOMELESS AND HOUSING SERVICES*

105 PLEASANT STREET, CONCORD, NH 03301  
603-271-5059 1-800-852-3345 Ext. 5059  
Fax: 603-271-5139 TDD Access: 1-800-735-2964

Approved by GIC  
Date 7/13/11  
Page \_\_\_\_\_  
Item No. 85

June 7, 2011

His Excellency, Governor John H. Lynch  
and the Honorable Executive Council  
State House  
Concord, New Hampshire 03301

**Requested Action**

Authorize the Department of Health and Human Services, Division of Community Based Care Services, Bureau of Homeless and Housing Services to enter into an Agreement with Community Action Program Belknap-Merrimack Counties, Inc., PO Box 1016, Concord, NH 03302-1016, vendor code 177203-B003, to provide services to homeless individuals, in an amount not to exceed \$452,258.00. This amount represents an award effective July 1, 2011, or date of Governor and Council approval, whichever is later, through June 30, 2013. Funds are anticipated to be available in the following account in State Fiscal Years 2012 and 2013 upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust amounts if needed and justified between State Fiscal Years.

**05-95-95-958310-7021 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:COMMISSIONER, DCBCS BHHS, HOMELESS HOUSING ACCESS FUND**

Fiscal Year	Appropriation	Class/Object	Class Title	
2012	05-95-95-958310-7021	102-500731	Contracts for program services	\$ 8,375.00
2013	05-95-95-958310-7021	102-500731	Contracts for program services	\$ 8,375.00
			Subtotal	\$ 16,750.00

**05-95-95-958310-7177 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:COMMISSIONER, DCBCS BHHS, EMERGENCY SHELTERS**

Fiscal Year	Appropriation	Class/Object	Class Title	
2012	05-95-95-958310-7177	102-500731	Contracts for program services	\$217,754.00
2013	05-95-95-958310-7177	102-500731	Contracts for program services	\$217,754.00
			Subtotal	\$435,508.00
			<b>Total</b>	<b>\$452,258.00</b>

**Explanation**

Community Action Program Belknap-Merrimack Counties, Inc., a nonprofit organization, shall utilize New Hampshire Emergency Shelter State Grant-In-Aid and matching funds pursuant to this Agreement for Prevention/Intervention Services, such as payment of utilities arrearage with disconnect notice, back rent with eviction notice, or mortgage arrearage with foreclosure notice; and/or Essential Services, such as assistance in

finding permanent housing, employment counseling, substance abuse counseling, assistance in accessing other community services, and staff salaries and benefits. Such activities help negate instances where households are threatened by immediate homelessness. It is anticipated that the contractor will serve approximately 552 individuals.

Community Action Program Belknap-Merrimack Counties, Inc. shall utilize Homeless Housing and Access Revolving Loan Funds to provide loans for the first month of rent and/or security deposit for homeless individuals and families. To be eligible, applicants shall have no permanent address and shall be residing temporarily in a shelter for the homeless, a hotel, a motel, the home of another household designed for occupancy by only one household, or entirely without shelter. Repayment terms of the loans are determined by the contracted agencies. The Homeless Housing and Access Revolving Loan Fund continues to expand the capacity of the Housing Security Guarantee Program by providing one month's rent in addition to the security deposit. This program assists homeless individuals and families in securing affordable housing that they have previously not been able to secure due to lack of resources.

A Request for Proposal was issued at the annual NH Homeless Provider and Homeless Education Liaison Conference on October 13, 2010. The Request for Proposal was also posted on the Department of Health and Human Services' website. Criteria for selection included: proposal includes all elements and is assembled as required; program design and need for project; use of outcome/performance measures and outcomes achieved; cost effectiveness and leveraging of resources; local service delivery area coordination/collaboration; soundness of program approach; accurate and timely utilization of Homeless Management Information System; staff experience and credentials; compliance with rules, statutes and life safety codes; increase in bed capacity; and increase in prevention/intervention or essential services. Each applying organization was required to submit a separate proposal for each program, which allowed for budgets and program models to be evaluated independently. Fifty-two (52) separate proposals that could be funded through State Grant-In-Aid, from 36 organizations, were evaluated and scored. All proposals except one met or exceeded the minimum score of 50 required for funding. (Please see the attached Awardees and Amounts Awarded page for additional information.)

A funding distribution formula for State Grant-In-Aid was designed during the second week of March 2011, based on the most current projections of State Fiscal Year 2012 funding available at that time. This total was approximately 4% less than the State Fiscal Year 2010 total of State Grant-In-Aid funding.

One agency, United Ways of New Hampshire/211 NH, was awarded State Grant-in-Aid funding for the first time, to operate the New Hampshire Homeless Hotline and the New Hampshire Emergency Hotel projects.

The Bureau assures contract compliance and provider performance through the following:

- 1) Annual compliance reviews are performed, including the collection of data relating to compliance with administrative rules and contractual agreements;
- 2) Statistical reports are submitted on a semi-annual basis from all funded providers, including various demographic information and income and expense reports including match dollars; and
- 3) All providers funded for shelter, transitional housing, or outreach services will be required to maintain timely and accurate data entry on the New Hampshire Homeless Management Information System, unless they are required by law to use an alternate data collection. The NH Homeless Management Information System will be the primary reporting tool for outcomes and activities of shelter and housing programs funded through these contracts. As of this date, the New Hampshire Coalition Against Domestic and Sexual Violence is the only provider prohibited by NH RSA 173-B and RSA 173-C from providing client specific data into the NH Homeless

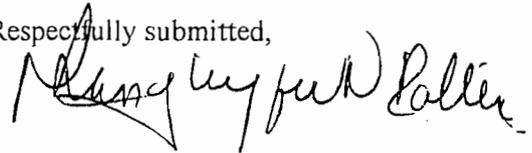
Management Information System. This provider will be required to provide all required reports through an alternate data system, on the same schedule as other providers.

Should Governor and Executive Council determine not to approve this Request, shelter and homeless prevention resources for people who are homeless may not be available in this community, and there will be an increase in demand for services from the region's local welfare authorities. People who are without housing and resources will resort to seeking local shelter in places that are not fit for people to live in, or will attempt to travel to shelters in other communities. This will increase the chances that people who are homeless will be in danger of injury or death, and will be cut off from basic supports for health, education and treatment. Numerous jobs would also be lost since the shelter and/or resource agency would have to close its doors or drastically reduce staff.

Area served: see attached list.

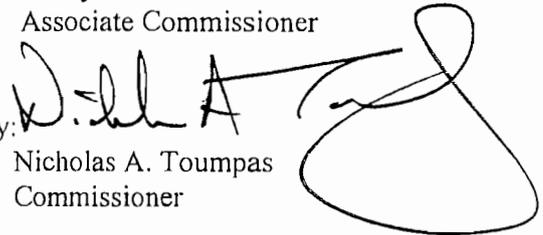
Source of funds: 100% General Funds.

Respectfully submitted,



Nancy L. Rollins  
Associate Commissioner

Approved by:



Nicholas A. Toumpas  
Commissioner



STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF COMMUNITY BASED CARE SERVICES

BUREAU OF HOMELESS AND HOUSING SERVICES

Nicholas A. Toumpas  
Commissioner

Nancy L. Rollins  
Associate  
Commissioner

105 PLEASANT STREET, CONCORD, NH 03301  
603-271-5059 1-800-852-3345 Ext. 5059  
Fax: 603-271-5139 TDD Access: 1-800-735-2964

Approved by Fiscal

Date 1/20/12

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Item No. FIS 12-030

December 28, 2011

Representative Ken Weyler, Chairman  
Fiscal Committee of the General Court, and

Approved by G+C

Date 1/25/12

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Item No. 35

His Excellency, Governor John H. Lynch  
and the Honorable Executive Council  
State House  
Concord, New Hampshire 03301

REQUESTED ACTION

1. Pursuant to the provisions of Chapter 224:14, II, Laws of 2011, Additional Revenues, and RSA 126-A: 50-62, Housing Security Guarantee Program, authorize the Department of Health and Human Services, Division of Community Based Care Services, Bureau of Homeless and Housing Services to accept and expend \$100,000.00 from the State Treasurer, from funds available to support the provisions of the Housing Security Guarantee Program effective upon approval by the Fiscal Committee and Governor and Executive Council through June 30, 2013. And further authorize allocation of these funds as follows:

05-95-95-958310-7177 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:COMMISSIONER, DCBCS BHHS, EMERGENCY SHELTERS

Class/Object SFY 2012	Class Title	Current Modified Budget	Increase/ (Decrease) Amount	Revised Modified Budget
	General Fund	\$3,849,967	\$100,000	\$3,949,967
	Total Revenue	\$3,849,967	\$100,000	\$3,949,967
010-500100	Personal Svcs. – Permanent	\$386,670	\$0	\$386,670
020-500200	Current Expenses	\$2,817	\$0	\$2,817
057-500535	Books Periodicals Subscript	\$261	\$0	\$261
060-500602	Benefits	\$188,617	\$0	\$188,617
066-500546	Employee Training	\$454	\$0	\$454
067-500560	Training of Providers	\$1,043	\$0	\$1,043
070-500704	In State Travel	\$1,357	\$0	\$1,357
	Reimbursement			
102-500731	Contracts for Program Svcs.	\$3,268,748	\$100,000	\$3,368,748
	Total Expenses	\$3,849,967	\$100,000	\$3,949,967

2. Pursuant to the approval of Requested Action No. 1, above, authorize the Division of Community Based Care Services, Bureau of Homeless and Housing Services, to amend Purchase Order number 1017275 with Community Action Program Belknap-Merrimack Counties, Inc., PO Box 1016, Concord, NH 03302-1016, vendor code 177203-B003, for homeless assistance services by increasing the price limitation by \$100,000.00 from \$452,258.00 to

\$552,258.00, effective upon approval by the Governor and Executive Council through June 30, 2013. This agreement was originally approved by Governor and Council on July 13, 2011, item number 85. Funds to support this request are available for SFY 2012 in account 05-95-95-958310-7177-102-500731, Emergency Shelters.

**05-95-95-958310-7021 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS,  
 HHS:COMMISSIONER, DCBCS BHHS, HOMELESS HOUSING ACCESS FUND**

Fiscal Year	Class/Object	Class Title	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2012	102-500731	Contracts for program services	\$ 8,375.00	\$ 0.00	\$ 8,375.00
2013	102-500731	Contracts for program services	<u>\$ 8,375.00</u>	<u>\$ 0.00</u>	<u>\$ 8,375.00</u>
Subtotal			\$ 16,750.00	\$ 0.00	\$16,750.00

**05-95-95-958310-7177 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS,  
 HHS:COMMISSIONER, DCBCS BHHS, EMERGENCY SHELTERS**

Fiscal Year	Class/Object	Class Title	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2012	102-500731	Contracts for program services	\$217,754.00	\$100,000.00	\$317,754.00
2013	102-500731	Contracts for program services	<u>\$217,754.00</u>	<u>\$ 0.00</u>	<u>\$217,754.00</u>
Subtotal			\$435,508.00	\$100,000.00	\$535,508.00
<b>Totals</b>			<b>\$452,258.00</b>	<b>\$100,000.00</b>	<b>\$552,258.00</b>

**EXPLANATION**

Effective November 1, 1993, RSA 126-A:51, *Program Established*, created the statewide Housing Security Guarantee Program to address the issue of the "...inability of individual citizens to amass sufficient funds for housing security deposits..." and how this "...contributes significantly to the problem of homelessness in the state of New Hampshire..." The enabling legislation allowed the Department to contract out the administration of this program. The program administration has been contracted out to the Community Action Program Belknap-Merrimack Counties, Inc. since 1994, who also acts as the fiscal agent for this program. Housing Security Guarantee Loan Programs are functioning in all counties through five community action agencies and two community-based nonprofit homeless prevention/intervention service providers.

The Housing Security Guarantee Program guarantees payment of security deposits to landlords in instances where low-income households cannot afford a security deposit. Typically, tenants make monthly payments to the administrative agency until the full amount of their security deposit is collected. That amount is then forwarded to the landlord. Even if the tenant defaults before the entire amount is paid, the administrative agency is still responsible for payment in the full amount to the landlord. The purpose of this Request is to secure funds for payment of guaranteed security deposit loans that are in default.

Prior to the original contract being executed, a Request for Proposals was issued at the annual NH Homeless Providers and Homeless Education Liaisons Conference on October 13, 2010. The Request for Proposals was also posted on the Department of Health and Human Services' website. Criteria for selection included: proposal includes all elements and is assembled as required; program design and need for project; use of outcome/performance measures and outcomes achieved; cost effectiveness and leveraging of resources; local service delivery area coordination/collaboration; soundness of program approach; accurate and timely utilization of Homeless Management Information System; staff

*The Department of Health and Human Services' Mission is to join communities and families in providing opportunities for citizens to achieve health and independence.*

experience and credentials; compliance with rules, statutes and life safety codes; increase in bed capacity; and increase in prevention/intervention or essential services. Each applying organization was required to submit a separate proposal for each program, which allowed for budgets and program models to be evaluated independently. Fifty-two (52) separate proposals that could be funded through State Grant-In-Aid, from 36 organizations, were evaluated and scored. All proposals except one met or exceeded the minimum score of 50 required for funding.

From the inception of this program in 1994, through June 30, 2011, it has assisted 10,661 households (with an outstanding guarantee amount of \$1,290,045.00 to access housing by providing security deposit loan vouchers to participating landlords, and by guaranteeing full deposit payment in the event of a claim by a participating landlord. Participating households who are vouchered make scheduled monthly installment payments toward full security deposit repayment.

Security deposit vouchers are available to persons who are considered "very low income" according to the US Department of Housing and Urban Development. These are traditionally individuals that do not qualify for bank financing and face homelessness without this assistance. Repayment terms are scheduled according to the ability of individuals to repay. As a part of this program, participating individuals also receive budget counseling and other supportive services to assist them in maintaining independence. Repayment efforts are made by phone, by mail and personal contact. The high repayment rate of program participants is an indication of successful repayment arrangements by service providers.

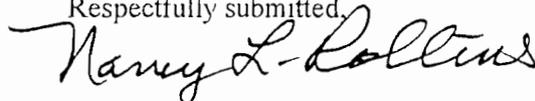
The impressive results of this program are well documented. This program replaced cash assistance grants for security deposits to prevent homelessness with a voucher-based loan program for those at the lowest income scale. This means money that, in the past, would have been an outright grant to very low-income households is now being repaid by clients over time. From 1994 to 2011, \$6,270,133.00 in vouchers has been issued. Of this amount, 73% have resulted in successful tenancy.

Should Governor and Executive Council determine not to approve this Request, approximately 900 housing security deposits for people who are homeless or at risk may not be available in these communities. People who are without housing and very low income will find it more difficult to access safe and affordable housing and may resort to seeking local shelter in places that are not fit for people to live in, or will attempt to travel to shelters in other communities.

Area served: statewide.

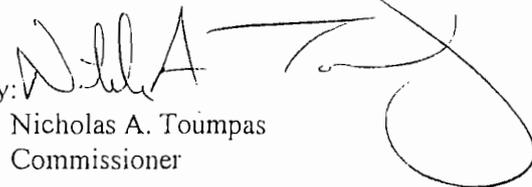
Source of funds: 100% General Funds.

Respectfully submitted,



Nancy L. Rollins  
Associate Commissioner

Approved by:



Nicholas A. Toumpas  
Commissioner

