

Lori A. Shibinette
Commissioner

Lisa M. Morris
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES

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August 25, 2020

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Public Health Services, to amend existing **Sole Source** agreements with the vendors listed below in bold to provide home visiting services to expectant women and newly parenting individuals, by increasing the total price limitation by \$5,088,194 from \$4,657,387 to \$9,745,581 and by extending the completion dates from September 30, 2020 to September 30, 2022 effective upon Governor and Council approval. 81% Federal Funds. 19% General Funds.

The contracts and subsequent amendments were approved by Governor and Council, as indicated below.

Vendor Name	Vendor Code	Location	Current Amount	Increase (Decrease)	Revised Amount	G&C Date (Item #)
Community Action of Belknap-Merrimack Counties Inc.	177203-B003	2 Industrial Park Drive Concord, NH	\$314,056	\$0	\$314,056	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27)
Community Action Partnership of Strafford County	177200-B004	642 Central Avenue Dover, NH	\$492,727	\$650,418	\$1,143,145	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27)
Waypoint	177166-B002	City of Manchester, Hillsborough, Merrimack, and Rockingham Counties	\$2,309,438	\$2,581,579	\$4,891,017	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27)
The Family Resource Center at Gorham	162412-B001	Grafton and Coos County	\$801,958	\$969,183	\$1,771,141	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27)
TLC Family Resource Center	170625-B001	109 Pleasant Street Claremont, NH	\$234,000	\$365,500	\$599,500	O: 06/20/18 (Item #27E)
Central New Hampshire VNA & Hospice	1777244-B002	780 North Main Street Laconia, NH	\$192,978	\$226,416	\$419,394	O: 06/20/18 (Item #27E)

VNA at HCS, Inc.	177274-B002	312 Marlboro Street Keene, NH	\$312,230	295,098	\$607,328	O: 06/20/18 (Item #27E)
		Totals	\$4,657,387	\$5,088,194	\$9,745,581	
*The amendment with the Community Action of Belknap-Merrimack Counties Inc. is currently pending and will be submitted to a future G&C meeting.						

Funds are available in the following accounts for State Fiscal Year 2021, and are anticipated to be available in State Fiscal Years 2022 and 2023, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

See attached fiscal details.

EXPLANATION

This request is **Sole Source** because the contracts were originally approved as sole source and MOP 150 requires any subsequent amendments to be labelled as sole source. Additionally, the vendors are the only vendors certified to provide the evidence based home visiting model, 'Health Families America.' The vendors have been providing home visiting services in their respective counties and have developed collaborative referral networks that provide new mothers and their families with additional assistance programs in their community.

The purpose of this request is to continue providing Home Visiting services to eligible households utilizing the Maternal Infant Early Childhood Home Visiting model. Providing services through this model along with permanent partners within each community, ensures an array of services is available to assist with supporting and strengthening families in New Hampshire, statewide.

Continuing home visiting services allows the Department to provide services to a total of 500 households through September 30, 2022.

The Contractors provide home visiting services to pregnant women and newly parenting families with children up to the age of three (3). Nurses and family support workers visit families in their homes with the capacity to conduct visits virtually to provide educational information, depression and developmental screening, and connect families, as needed, with community services such as prenatal care, employment programs and the New Hampshire Tobacco Helpline.

As referenced in Exhibit C-1, Revisions to General Provisions of the original contracts, the parties have the option to extend the agreements for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Department is exercising its option to renew services for two (2) of the two (2) years available.

Should the Governor and Executive Council not authorize this request, many of the most at risk New Hampshire families may not receive access to resources and family support and strengthening services necessary to raise children who are physically, socially and emotionally healthy, which can reduce juvenile delinquency, family violence and crime.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
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Area served: Statewide

Source of Funds: CFDA #93.870, FAIN #X10MC33595

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

Respectfully submitted,


Lori A. Shabinette
Commissioner

FINANCIAL DETAIL ATTACHMENT SHEET
Home Visiting-HFA

05-95-90-902010-6896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, ACA HOME VISITING
FAIN # X10MC29490 and X10MC31166 & X10MC33595
CFDA #93.870 -100% Federal

Community Action Belknap Merrimack Counties - Vendor #177203-B003

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$127,085.00	\$0.00	\$127,085.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$127,085.00	\$0.00	\$127,085.00
SFY 2021	102-500731	Contracts for Program Svcs	90083203	\$31,771.00	\$0.00	\$31,771.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$0.00	\$0.00
SFY 2023	102-500731	Contracts for Program Svcs	tdb	\$0.00	\$0.00	\$0.00
		Subtotal		\$285,941.00	\$0.00	\$285,941.00

Community Action Partnership of Strafford County - Vendor #177200-B004

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$188,512.00	\$0.00	\$188,512.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$188,512.00	\$0.00	\$188,512.00
SFY 2021	102-500731	Contracts for Program Svcs	90083203	\$47,128.00	\$192,815.00	\$239,943.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$257,087.00	\$257,087.00
SFY 2023	102-500731	Contracts for Program Svcs	tdb	\$0.00	\$64,272.00	\$64,272.00
		Subtotal		\$424,152.00	\$614,174.00	\$938,326.00

Waypoint - City of Manchester - Vendor #177166-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$271,404.00	\$0.00	\$271,404.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$271,404.00	\$0.00	\$271,404.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$67,851.00	\$203,553.00	\$271,404.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$271,404.00	\$271,404.00
SFY 2023	102-500731	Contracts for Program Svcs	tdb	\$0.00	\$67,851.00	\$67,851.00
		Subtotal		\$610,659.00	\$542,808.00	\$1,163,467.00

Waypoint - Hillsboro - Vendor #177166-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$278,493.00	\$0.00	\$278,493.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$278,493.00	\$0.00	\$278,493.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$89,623.00	\$198,523.00	\$268,146.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$268,146.00	\$268,146.00
SFY 2023	102-500731	Contracts for Program Svcs	tdb	\$0.00	\$67,036.00	\$67,036.00
		Subtotal		\$626,609.00	\$533,705.00	\$1,160,314.00

Waypoint - Merrimack Vendor #177166-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$252,164.00	\$0.00	\$252,164.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$252,164.00	\$0.00	\$252,164.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$63,041.00	\$205,105.00	\$268,146.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$268,146.00	\$268,146.00
SFY 2023	102-500731	Contracts for Program Svcs	tdb	\$0.00	\$67,036.00	\$67,036.00
		Subtotal		\$567,369.00	\$540,289.00	\$1,107,658.00

Waypoint - Rockingham Vendor #177166-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$184,816.00	\$0.00	\$184,816.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$184,816.00	\$0.00	\$184,816.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$46,204.00	\$221,942.00	\$268,146.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$268,146.00	\$268,146.00
SFY 2023	102-500731	Contracts for Program Svcs	tdb	\$0.00	\$67,036.00	\$67,036.00
		Subtotal		\$416,836.00	\$557,124.00	\$972,960.00

FINANCIAL DETAIL ATTACHMENT SHEET
Home Visiting-HFA

Central New Hampshire VNA & Hospice - Vendor #177244-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$85,768.00	\$0.00	\$85,768.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$85,768.00	\$0.00	\$85,768.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$21,442.00	\$64,326.00	\$85,768.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$85,768.00	\$85,768.00
SFY 2023	102-500731	Contracts for Program Svcs	tdb	\$0.00	\$21,442.00	\$21,442.00
		Subtotal		\$192,978.00	\$171,536.00	\$364,514.00

The Family Resource Center at Gorham - Coos County - Vendor #162412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$146,927.00	\$0.00	\$146,927.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$146,927.00	\$0.00	\$146,927.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$36,732.00	\$142,370.00	\$179,102.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$179,102.00	\$179,102.00
SFY 2023	102-500731	Contracts for Program Svcs	tdb	\$0.00	\$44,776.00	\$44,776.00
		Subtotal		\$330,586.00	\$366,248.00	\$696,834.00

The Family Resource Center at Gorham - Grafton County - Vendor #162412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$180,901.00	\$0.00	\$180,901.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$180,901.00	\$0.00	\$180,901.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$45,225.00	\$167,846.00	\$213,071.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$213,071.00	\$213,071.00
SFY 2023	102-500731	Contracts for Program Svcs	tdb	\$0.00	\$53,268.00	\$53,268.00
		Subtotal		\$407,027.00	\$434,185.00	\$841,212.00

TLC Family Resource Center - Vendor #170626-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$104,000.00	\$0.00	\$104,000.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$104,000.00	\$0.00	\$104,000.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$26,000.00	\$78,000.00	\$104,000.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$104,000.00	\$104,000.00
SFY 2023	102-500731	Contracts for Program Svcs	tdb	\$0.00	\$26,000.00	\$26,000.00
		Subtotal		\$234,000.00	\$208,000.00	\$442,000.00

VNA at HCS, Inc. - Vendor #177274-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$138,769.00	\$0.00	\$138,769.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$138,769.00	\$0.00	\$138,769.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$34,692.00	\$104,077.00	\$138,769.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$138,769.00	\$138,769.00
SFY 2023	102-500731	Contracts for Program Svcs	tdb	\$0.00	\$34,670.00	\$34,670.00
		Subtotal		\$312,230.00	\$277,516.00	\$589,746.00
		Total of AU 5896		\$4,407,387.00	\$4,145,585.00	\$8,552,972.00

FINANCIAL DETAIL ATTACHMENT SHEET

Home Visiting-HFA

06-95-92-920510-3382 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: BEHAVIORAL HEALTH DIVISION
100% OTHER FUNDS (GOVERNOR COMMISSION FUNDS)

Community Action Belknap Merrimack Counties Vendor #177203-B003

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500734	Contracts for Social Svs.	92058501	\$28,115.00	\$0.00	\$28,115.00
SFY 2021	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2022	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2023	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
			Subtotal	\$28,115.00	\$0.00	\$28,115.00

Community Action Partnership of Strafford County Vendor #177200-B004

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500734	Contracts for Social Svs.	92058501	\$68,575.00	\$0.00	\$68,575.00
SFY 2021	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2022	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2023	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
			Subtotal	\$68,575.00	\$0.00	\$68,575.00

Waypoint- Rockingham County Vendor #177166-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500734	Contracts for Social Svs.	92058501	\$88,965.00	\$0.00	\$88,965.00
SFY 2021	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2022	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2023	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
			Subtotal	\$88,965.00	\$0.00	\$88,965.00

The Family Resource Center at Gorham - Coos County Vendor #162412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500734	Contracts for Social Svs.	92058501	\$32,175.00	\$0.00	\$32,175.00
SFY 2021	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2022	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2023	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
			Subtotal	\$32,175.00	\$0.00	\$32,175.00

The Family Resource Center at Gorham - Grafton County Vendor #162412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500734	Contracts for Social Svs.	92058501	\$32,170.00	\$0.00	\$32,170.00
SFY 2021	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2022	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2023	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
			Subtotal	\$32,170.00	\$0.00	\$32,170.00
			TOTAL of AU 3382	\$250,000.00	\$0.00	250,000.00

FINANCIAL DETAIL ATTACHMENT SHEET

Home Visiting-HFA

06-95-042-421010-29580000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN

SVS, HHS: HUMAN SERVICES DIV, CHILD PROTECTION, CHILD-FAMILY SERVICES

100% General Funds

Waypoint- Merrimack County

Vendor #177166-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$0.00	\$181,179.00	\$181,179.00
SFY 2022	645-504004	General Funds for Other	42105746	\$0.00	\$181,179.00	\$181,179.00
SFY 2023	645-504004	General Funds for Other	42105746	\$0.00	\$45,295.00	\$45,295.00
		Subtotal		\$0.00	\$407,653.00	\$407,653.00

VNA at HCS, Inc. - Vendor #177274-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$0.00	\$7,814.00	\$7,814.00
SFY 2022	645-504004	General Funds for Other	42105746	\$0.00	\$7,814.00	\$7,814.00
SFY 2023	645-504004	General Funds for Other	42105746	\$0.00	\$1,954.00	\$1,954.00
		Subtotal		\$0.00	\$17,582.00	\$17,582.00

Community Action Partnership of Strafford County

Vendor #177200-B004

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$0.00	\$80,553.00	\$80,553.00
SFY 2022	645-504004	General Funds for Other	42105746	\$0.00	\$80,553.00	\$80,553.00
SFY 2023	645-504004	General Funds for Other	42105746	\$0.00	\$15,138.00	\$15,138.00
		Subtotal		\$0.00	\$136,244.00	\$136,244.00

Community Action Belknap Merrimack Counties

Vendor #177203-B003

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$0.00	\$0.00	\$0.00
SFY 2022	645-504004	General Funds for Other	42105746	\$0.00	\$0.00	\$0.00
SFY 2023	645-504004	General Funds for Other	42105746	\$0.00	\$0.00	\$0.00
		Subtotal		\$0.00	\$0.00	\$0.00

Central New Hampshire VNA & Hospice - Vendor #177244-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$0.00	\$24,391.00	\$24,391.00
SFY 2022	645-504004	General Funds for Other	42105746	\$0.00	\$24,391.00	\$24,391.00
SFY 2023	645-504004	General Funds for Other	42105746	\$0.00	\$6,098.00	\$6,098.00
		Subtotal		\$0.00	\$54,880.00	\$54,880.00

The Family Resource Center at Gorham - Coos County

Vendor #162412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$0.00	\$25,000.00	\$25,000.00
SFY 2022	645-504004	General Funds for Other	42105746	\$0.00	\$25,000.00	\$25,000.00
SFY 2023	645-504004	General Funds for Other	42105746	\$0.00	\$6,250.00	\$6,250.00
		Subtotal		\$0.00	\$56,250.00	\$56,250.00

The Family Resource Center at Gorham - Grafton County

Vendor #162412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$0.00	\$50,000.00	\$50,000.00
SFY 2022	645-504004	General Funds for Other	42105746	\$0.00	\$50,000.00	\$50,000.00
SFY 2023	645-504004	General Funds for Other	42105746	\$0.00	\$12,500.00	\$12,500.00
		Subtotal		\$0.00	\$112,500.00	\$112,500.00

TLC Family Resource Center - Vendor #170625-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$0.00	\$70,000.00	\$70,000.00
SFY 2022	645-504004	General Funds for Other	42105746	\$0.00	\$70,000.00	\$70,000.00
SFY 2023	645-504004	General Funds for Other	42105746	\$0.00	\$17,500.00	\$17,500.00
		Subtotal		\$0.00	\$157,500.00	\$157,500.00
		Total of AU 2958		\$0.00	\$942,609.00	\$942,609.00
		TOTALS:		\$4,657,387.00	\$5,088,194.00	\$9,745,581.00

**New Hampshire Department of Health and Human Services
Home Visiting Services**



**State of New Hampshire
Department of Health and Human Services
Amendment #2 to the Home Visiting Services Contract**

This 2nd Amendment to the Home Visiting Services contract (hereinafter referred to as "Amendment #2") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Community Action Partnership of Strafford County (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 642 Central Avenue, Dover, NH 03820.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 20, 2018 (Item #27E), as amended on September 18, 2019, (Item #27), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-1, Revisions to General Provisions, Paragraph 3, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:
September 30, 2022.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$1,143,145.
3. Modify Exhibit A, Scope of Services, Section 1 Provisions Applicable to All Services, Subsection 1.5., to read:
1.5. The Contractor shall provide home visiting services to a minimum of 32 families per contract year.
4. Modify Exhibit A, Scope of Services, Section 2 Scope of Work, Subsection 2.2, Paragraph 2.2.4., to read:
2.2.4. Ensure the twelve (12) critical elements that make up the essential components of the HFA Model are addressed in agency policies.
5. Modify Exhibit A, Scope of Services, Section 2 Scope of Work, Subsection 2.2, by adding Paragraph 2.2.6., to read:
2.2.6 Participate in Continuous Quality Improvement Projects and collaborative efforts to serve families within designated catchment areas. The Contractor shall:
2.2.6.1. Ensure staff are available to provide relevant data as well as key data and metrics, as requested by the Department.
2.2.6.2. Ensure staff are available to review data, discuss performance, learn from their peers, and identify action-steps that may improve client outcomes.

**New Hampshire Department of Health and Human Services
Home Visiting Services**



6. Modify Exhibit A, Scope of Services, Section 3 Staffing Requirements, Subsection 3.5 to read:
3.5. Reserved.
7. Modify Exhibit A, Scope of Services, Section 3 Staffing Requirements, Subsection 3.6, to read
3.6. Reserved.
8. Modify Exhibit A, Scope of Services, Section 4 Reporting and Deliverable Requirements, by adding Subsection 4.8., to read:
 - 4.8 The Contractor shall participate in sub-recipient monitoring activities, as coordinated by the Department. The Contractor shall:
 - 4.8.1 Provide fiscal documentation demonstrating that MIECHV funding is utilized solely to support activities under this contract, as requested by the Department.
 - 4.8.2 Ensure expenses are reasonable, allowable and allocable per 45 CFR 75.
 - 4.8.3. Provide documentation of funding utilization and reasonable expenses to the Department upon request.
9. Modify Exhibit A, Scope of Services, Section 5 Work Plan, Subsection 5.2. to read:
 - 5.2. The Contractor shall submit a Work Plan, utilizing a template as provided by the Department, that includes, but is not limited to:
 - 5.2.1. Activities.
 - 5.2.2. Performance Measures (Outcomes).
 - 5.2.3. Action Plan for Improvement.
10. Modify Exhibit A-2 Work Plan Template by deleting it in its entirety and replacing it with Exhibit A-2 Performance Measures, which is attached hereto and incorporated by reference herein.
11. Modify Exhibit B - Amendment #1, Methods and Conditions Precedent to Payment, Section 2, Subsection 2.3 to read:
 - 2.3 General Funds from Parental Assistance Funds
12. Modify Exhibit B - Amendment #1, Methods and Conditions Precedent to Payment, Section 3, to read:
 3. Payment for expenses shall be on a cost reimbursement basis for allowable costs only in accordance with Exhibit B-1 Budget through Exhibit B-9 Budget – Amendment #2.
13. Modify Exhibit B-3 Budget by deleting it in its entirety and replacing it with Exhibit B-3 – Amendment #2, which is attached hereto and incorporated by reference herein.
14. Add Exhibit B-5 Budget - Amendment #2.
15. Add Exhibit B-6 Budget – Amendment #2.
16. Add Exhibit B-7 Budget – Amendment #2.
17. Add Exhibit B-8 Budget – Amendment #2.
18. Add Exhibit B-9 Budget – Amendment #2.

New Hampshire Department of Health and Human Services
Home Visiting Services



All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #2 remain in full force and effect. This amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire
Department of Health and Human Services

Date

8/13/20

Name: Lori Shibini
Title: Commissioner

Community Action Partnership of Strafford County

Date

8/7/20

Name: Betsey Andrews Parker
Title: CEO

New Hampshire Department of Health and Human Services
Home Visiting Services



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

08/24/20
Date

Catherine Pinos
Name:
Title: Catherine Pinos, Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: _____ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:



Exhibit A-2 Performance Measures

1. Performance Measures

- 1.1. For all measures, consider services provided during State Fiscal year 2021 (July 1, 2020– June 30, 2021) in accordance with Exhibit A, Scope of Services of this Contract.

Performance Measure #1 (EPDS)

HFA Best Practice Standard 7-4.D

Measure: 80% of women enrolled in the program received at least one Edinburgh Postnatal Depression Scale screening by 3 months postpartum.

Goal: All post-partum women enrolled in HFA will receive this formal, validated screening for depression at the optimal time.

Definition: **Numerator-** Of those in the denominator, the number of women that received an Edinburgh Postnatal Depression Scale (EPDS) screening by 3 months postpartum.

Denominator- The total number of women in the program who reached 3 months postpartum during the reporting period and were enrolled prior to 3 months after the birth of their baby.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → HFA EPDS 3 months rev [7/10/2019] Index child only

Performance Measure #2 (Retention)

HFA Best Practice Standard 3-4.A

Measure: Increase the percent of families who remain enrolled in HFA for at least 6 months from FFY 2019 average (10/1/2018-9/30/2019) baseline.

Goal: Families stay connected and maintain involvement with HFA services.

Definition: **Numerator-** Of those in the denominator, the number of families that remained in HFA services at least 6 months.

Denominator- The number of families who received a first home visit during the period 10/1/2019-9/30/2020:

Quarter 1 10/1/2019- 12/31/2019

Quarter 2 1/1/2020– 3/31/2020

Quarter 3 4/1/2020 – 6/30/2020

Quarter 4 7/1/2020 – 9/30/2020.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → HFA Retention Summary (Current) (Baseline is determined by performance in the prior fiscal year.)



Exhibit A-2 Performance Measures

Performance Measure #3

HFA Best Practice Standard 6-6.B

Measure: 90% of target children with a positive screen for developmental delays (scoring below the "cutoff" on the ASQ-3) receive services in a timely manner. Children already receiving developmental services should not be screened.

Goal: All children served who are determined to be at risk for developmental delays, and are not already receiving developmental services, will receive a referral for further evaluation or services. (If a family declines a referral this should be documented in the family's file and the Family Support Specialist shall continue efforts to advocate for accessing developmental services.)

Definition: **Numerator:** Number of children enrolled in home visiting who a) received individualized developmental support from a home visitor; b) were referred to early intervention services and received an evaluation within 45 days; OR c) were referred to other community services who received services within 30 days (and met the conditions specified in the denominator.)

Denominator: Total number of children enrolled in HFA with positive screens (scoring below the cutoff) for developmental delays, measured using the ASQ-3.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → HFA Child Development Screenings (Current)

Performance Measure #4

HFA Standard 12-1.B

Measure: All direct service staff receive a minimum of 75% of required weekly individual supervision according to the HFA Standards.

Goal: Service providers receive ongoing, effective supervision so they are able to develop realistic and effective plans to empower families.

Definition: **Numerator-** Of those in the denominator, the number of direct service staff who received 75% of required weekly individual supervision for a minimum of 1.5 hours for full-time (.75 to 1.0 FTE) and 1 hour for part-time staff (from .25 - .75 FTE).

Denominator- The number of direct service staff/home visitors employed in the HFA Program during quarter.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → Staff Supervision Rev [6-22-2018]

Eup

Exhibit B-3 Budget - Amendment #2

New Hampshire Department of Health and Human Services										
Contractor name: Community Action Partnership of Stratford County										
Budget Request for: Home Visiting (HFA): SS-2019-DPHS-05-HOMEV-07-A02										
Budget Period: 2021 (October 1, 2020 - June 30, 2021)-Federal Funds										
Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS' contract share			
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total	Total
1. Total Salary/Wages	\$ 149,558.00	\$ -	\$ 149,558.00	\$ -	\$ -	\$ -	\$ 149,558.00	\$ -	\$ -	\$ 149,558.00
2. Employee Benefits	\$ 29,912.00	\$ -	\$ 29,912.00	\$ -	\$ -	\$ -	\$ 29,912.00	\$ -	\$ -	\$ 29,912.00
3. Consultants	\$ 1,170.00	\$ -	\$ 1,170.00	\$ -	\$ -	\$ -	\$ 1,170.00	\$ -	\$ -	\$ 1,170.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 510.00	\$ -	\$ 510.00	\$ -	\$ -	\$ -	\$ 510.00	\$ -	\$ -	\$ 510.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 1,800.00	\$ -	\$ 1,800.00	\$ -	\$ -	\$ -	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00
6. Travel	\$ 8,080.00	\$ -	\$ 8,080.00	\$ -	\$ -	\$ -	\$ 8,080.00	\$ -	\$ -	\$ 8,080.00
7. Occupancy	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ -	\$ -	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00
Postage	\$ 125.00	\$ -	\$ 125.00	\$ -	\$ -	\$ -	\$ 125.00	\$ -	\$ -	\$ 125.00
Subscriptions	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
Audit and Legal	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ -	\$ 250.00
Insurance	\$ 150.00	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ 150.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ 200.00
11. Staff Education and Training	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect (16.9%)	\$ -	\$ 34,688.00	\$ 34,688.00	\$ -	\$ -	\$ -	\$ -	\$ 34,688.00	\$ 34,688.00	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 205,255.00	\$ 34,688.00	\$ 239,943.00	\$ -	\$ -	\$ -	\$ 205,255.00	\$ 34,688.00	\$ 239,943.00	\$ -

Indirect As A Percent of Direct

16.9%

8/7/20

Exhibit B-5 Budget - Amendment #2

New Hampshire Department of Health and Human Services										
Contractor name: Community Action Partnership of Stafford County										
Budget Request for: Home Visiting (HFA): SS-2019-DPHS-05-HOMEV-07-A02										
Budget Period: SFY 2021 (July 1, 2020 - June 30, 2021)-General Funds										
Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share			
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total	Total
1. Total Salary/Wages	\$ 38,400.00	\$ -	\$ 38,400.00	\$ -	\$ -	\$ -	\$ 38,400.00	\$ -	\$ -	\$ 38,400.00
2. Employee Benefits	\$ 7,280.00	\$ -	\$ 7,280.00	\$ -	\$ -	\$ -	\$ 7,280.00	\$ -	\$ -	\$ 7,280.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ 100.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 1,714.00	\$ -	\$ 1,714.00	\$ -	\$ -	\$ -	\$ 1,714.00	\$ -	\$ -	\$ 1,714.00
6. Travel	\$ 1,100.00	\$ -	\$ 1,100.00	\$ -	\$ -	\$ -	\$ 1,100.00	\$ -	\$ -	\$ 1,100.00
7. Occupancy	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 1,080.00	\$ -	\$ 1,080.00	\$ -	\$ -	\$ -	\$ 1,080.00	\$ -	\$ -	\$ 1,080.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 75.00	\$ -	\$ 75.00	\$ -	\$ -	\$ -	\$ 75.00	\$ -	\$ -	\$ 75.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 50.00	\$ -	\$ 50.00	\$ -	\$ -	\$ -	\$ 50.00	\$ -	\$ -	\$ 50.00
11. Staff Education and Training	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	\$ -	\$ -	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect (16.9%)	\$ -	\$ 8,754.00	\$ 8,754.00	\$ -	\$ -	\$ -	\$ -	\$ 8,754.00	\$ 8,754.00	\$ 8,754.00
TOTAL	\$ 51,799.00	\$ 8,754.00	\$ 60,553.00	\$ -	\$ -	\$ -	\$ 51,799.00	\$ 8,754.00	\$ 60,553.00	\$ 60,553.00

Indirect As A Percent of Direct

16.9%

Exhibit B-6 Budget - Amendment #2

New Hampshire Department of Health and Human Services										
Contractor name: Community Action Partnership of Stratford County										
Budget Request for: Home Visiting (HFA): SS-2019-OPHS-05-HOMEV-07-A07										
Budget Period: 2022 (July 1, 2021 - June 30, 2022)-Federal Funds										
Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share			
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total	Total
1. Total Salary/Wages	\$ 153,459.00	\$ -	\$ 153,459.00	\$ -	\$ -	\$ -	\$ 153,459.00	\$ -	\$ 153,459.00	
2. Employee Benefits	\$ 38,365.00	\$ -	\$ 38,365.00	\$ -	\$ -	\$ -	\$ 38,365.00	\$ -	\$ 38,365.00	
3. Consultants	\$ 1,170.00	\$ -	\$ 1,170.00	\$ -	\$ -	\$ -	\$ 1,170.00	\$ -	\$ 1,170.00	
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Educational	\$ 510.00	\$ -	\$ 510.00	\$ -	\$ -	\$ -	\$ 510.00	\$ -	\$ 510.00	
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Office	\$ 2,087.00	\$ -	\$ 2,087.00	\$ -	\$ -	\$ -	\$ 2,087.00	\$ -	\$ 2,087.00	
6. Travel	\$ 8,080.00	\$ -	\$ 8,080.00	\$ -	\$ -	\$ -	\$ 8,080.00	\$ -	\$ 8,080.00	
7. Occupancy	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	\$ -	\$ 4,000.00	
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Telephone	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ -	\$ -	\$ 6,000.00	\$ -	\$ 6,000.00	
Postage	\$ 150.00	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ 150.00	\$ -	\$ 150.00	
Subscriptions	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	
Audit and Legal	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ 250.00	
Insurance	\$ 150.00	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ 150.00	\$ -	\$ 150.00	
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00	
11. Staff Education and Training	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -	\$ -	\$ -	\$ 3,500.00	\$ -	\$ 3,500.00	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Indirect (18.9%)	\$ -	\$ 37,166.00	\$ 37,166.00	\$ -	\$ -	\$ -	\$ -	\$ 37,166.00	\$ 37,166.00	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	\$ 219,921.00	\$ 37,166.00	\$ 257,087.00	\$ -	\$ -	\$ -	\$ 219,921.00	\$ 37,166.00	\$ 257,087.00	
Indirect As A Percent of Direct 18.9%										

Exhibit B-7 Budget - Amendment #2

New Hampshire Department of Health and Human Services										
Contractor name: Community Action Partnership of Stafford County										
Budget Request for: Home Visiting (HFA): SS-2019-DPHS-05-HOMEV-07-A02										
Budget Period: SFY 2022 (July 1, 2021-June 30, 2022)-General Funds										
Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share			
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total	Total
1. Total Salary/Wages	\$ 37,128.00	\$ -	\$ 37,128.00	\$ -	\$ -	\$ -	\$ 37,128.00	\$ -	\$ 37,128.00	\$ 37,128.00
2. Employee Benefits	\$ 9,282.00	\$ -	\$ 9,282.00	\$ -	\$ -	\$ -	\$ 9,282.00	\$ -	\$ 9,282.00	\$ 9,282.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ 100.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 134.00	\$ -	\$ 134.00	\$ -	\$ -	\$ -	\$ 134.00	\$ -	\$ 134.00	\$ 134.00
6. Travel	\$ 1,100.00	\$ -	\$ 1,100.00	\$ -	\$ -	\$ -	\$ 1,100.00	\$ -	\$ 1,100.00	\$ 1,100.00
7. Occupancy	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,500.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 1,080.00	\$ -	\$ 1,080.00	\$ -	\$ -	\$ -	\$ 1,080.00	\$ -	\$ 1,080.00	\$ 1,080.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 75.00	\$ -	\$ 75.00	\$ -	\$ -	\$ -	\$ 75.00	\$ -	\$ 75.00	\$ 75.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 1,400.00	\$ -	\$ 1,400.00	\$ -	\$ -	\$ -	\$ 1,400.00	\$ -	\$ 1,400.00	\$ 1,400.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect (16.9%)	\$ -	\$ 8,754.00	\$ 8,754.00	\$ -	\$ -	\$ -	\$ -	\$ 8,754.00	\$ 8,754.00	\$ 8,754.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 51,799.00	\$ 8,754.00	\$ 60,553.00	\$ -	\$ -	\$ -	\$ 51,799.00	\$ 8,754.00	\$ 60,553.00	\$ 60,553.00
Indirect As A Percent of Direct 16.9%										

Exhibit B-8 Budget - Amendment #2

New Hampshire Department of Health and Human Services										
Contractor name: Community Action Partnership of Strafford County										
Budget Request for: Home Visiting (HFA): SS-2019-OPHS-05-HOMEV-07-A02										
Budget Period: 2023 (July 1, 2022-September 30, 2022)-Federal Funds										
Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share			
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total	Total
1. Total Salary/Wages	\$ 38,670.00	\$ -	\$ 38,670.00	\$ -	\$ -	\$ -	\$ 38,670.00	\$ -	\$ -	\$ 38,670.00
2. Employee Benefits	\$ 9,475.00	\$ -	\$ 9,475.00	\$ -	\$ -	\$ -	\$ 9,475.00	\$ -	\$ -	\$ 9,475.00
3. Consultants	\$ 260.00	\$ -	\$ 260.00	\$ -	\$ -	\$ -	\$ 260.00	\$ -	\$ -	\$ 260.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ 100.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 400.00	\$ -	\$ 400.00	\$ -	\$ -	\$ -	\$ 400.00	\$ -	\$ -	\$ 400.00
6. Travel	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
7. Occupancy	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 1,505.00	\$ -	\$ 1,505.00	\$ -	\$ -	\$ -	\$ 1,505.00	\$ -	\$ -	\$ 1,505.00
Postage	\$ 40.00	\$ -	\$ 40.00	\$ -	\$ -	\$ -	\$ 40.00	\$ -	\$ -	\$ 40.00
Subscriptions	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ 500.00
Audit and Legal	\$ 65.00	\$ -	\$ 65.00	\$ -	\$ -	\$ -	\$ 65.00	\$ -	\$ -	\$ 65.00
Insurance	\$ 40.00	\$ -	\$ 40.00	\$ -	\$ -	\$ -	\$ 40.00	\$ -	\$ -	\$ 40.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 50.00	\$ -	\$ 50.00	\$ -	\$ -	\$ -	\$ 50.00	\$ -	\$ -	\$ 50.00
11. Staff Education and Training	\$ 875.00	\$ -	\$ 875.00	\$ -	\$ -	\$ -	\$ 875.00	\$ -	\$ -	\$ 875.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect (10.9%)	\$ -	\$ 9,292.00	\$ 9,292.00	\$ -	\$ -	\$ -	\$ -	\$ 9,292.00	\$ 9,292.00	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 54,880.00	\$ 9,292.00	\$ 64,272.00	\$ -	\$ -	\$ -	\$ 54,880.00	\$ 9,292.00	\$ 64,272.00	\$ -

Indirect As A Percent of Direct

10.9%

Exhibit B-9 Budget - Amendment #2

New Hampshire Department of Health and Human Services										
Contractor name: Community Action Partnership of Stafford County										
Budget Request for: Home Visiting (HFA): SS-2019-DPHS-05-HOMEV-07-A02										
Budget Period: SFY 2023 (July 1, 2021-September 30, 2022)-General Funds										
Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share			
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total	
1. Total Salary/Wages	\$ 9,469.00	\$ -	\$ 9,469.00	\$ -	\$ -	\$ -	\$ 9,469.00	\$ -	\$ 9,469.00	
2. Employee Benefits	\$ 2,309.00	\$ -	\$ 2,309.00	\$ -	\$ -	\$ -	\$ 2,309.00	\$ -	\$ 2,309.00	
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Educational	\$ 25.00	\$ -	\$ 25.00	\$ -	\$ -	\$ -	\$ 25.00	\$ -	\$ 25.00	
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Office	\$ 35.00	\$ -	\$ 35.00	\$ -	\$ -	\$ -	\$ 35.00	\$ -	\$ 35.00	
6. Travel	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ 250.00	
7. Occupancy	\$ 375.00	\$ -	\$ 375.00	\$ -	\$ -	\$ -	\$ 375.00	\$ -	\$ 375.00	
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Telephone	\$ 270.00	\$ -	\$ 270.00	\$ -	\$ -	\$ -	\$ 270.00	\$ -	\$ 270.00	
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Insurance	\$ 20.00	\$ -	\$ 20.00	\$ -	\$ -	\$ -	\$ 20.00	\$ -	\$ 20.00	
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Indirect (18.9%)	\$ -	\$ 2,185.00	\$ 2,185.00	\$ -	\$ -	\$ -	\$ -	\$ 2,185.00	\$ 2,185.00	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	\$ 12,953.00	\$ 2,185.00	\$ 15,138.00	\$ -	\$ -	\$ -	\$ 12,953.00	\$ 2,185.00	\$ 15,138.00	

Indirect As A Percent of Direct

16.9%

State of New Hampshire

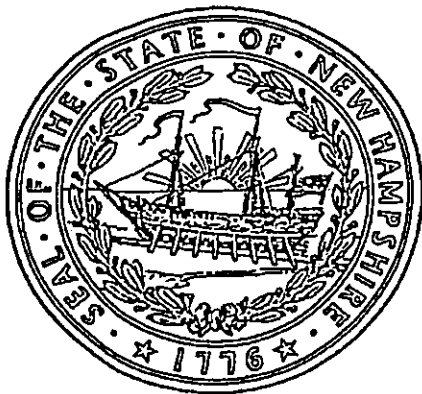
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on May 25, 1965. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 65583

Certificate Number: 0004881688



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 2nd day of April A.D. 2020.

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

William M. Gardner
Secretary of State

CERTIFICATE OF AUTHORITY

I, Alan Brown, hereby certify that:
(Name of the elected Officer of the Corporation/LLC; cannot be contract signatory)

1. I am a duly elected Clerk/Secretary/Officer of Community Action Partnership of Strafford County.
(Corporation/LLC Name)

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on September 18, 2019, at which a quorum of the Directors/shareholders were present and voting.
(Date)


VOTED: That Betsey Andrews Parker, CEO (may list more than one person)
(Name and Title of Contract Signatory)

is duly authorized on behalf of Community Action Partnership of Strafford County to enter into contracts or agreements with the State.
(Name of Corporation/ LLC)

of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority **remains valid for thirty (30) days** from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: 8-1-20



Signature of Elected Officer
Name: Alan Brown
Title: Vice Chair



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/05/2020

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 have ADDITIONAL INSURED provisions or 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 CGI Business Insurance 171 Londonderry Turnpike Hooksett NH 03106		CONTACT NAME: Teri Davis PHONE (A/C, No, Ext): (866) 841-4600 FAX (A/C, No): (603) 622-4618 E-MAIL ADDRESS: TDavis@CGIBusinessInsurance.com
INSURED Community Action Partnership of Strafford County PO Box 160 Dover NH 03821-1060		INSURER(S) AFFORDING COVERAGE INSURER A: Hanover Insurance Company INSURER B: Eastern Alliance (fmr Great Falls) INSURER C: Philadelphia Insurance INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER: 19-20 Master

REVISION NUMBER:

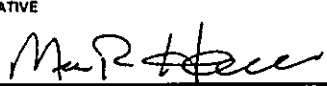
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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 INSD	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Physical/Sexual Abuse Incl <input checked="" type="checkbox"/> Leased & Rented Equip \$35,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			ZHVA192135	12/31/2019	12/31/2020	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 \$ 3,000,000 PRODUCTS - COM/OP AGG \$ Included Professional Liability \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			AWVA156930	12/31/2019	12/31/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ Zero			UHVA192136	12/31/2019	12/31/2020	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	03-0000133794-02	12/31/2019	12/31/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Directors & Officers EPL and Crime included			PHSD1536676	06/24/2020	06/24/2021	Per Occurrence 3,000,000 Aggregate 6,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Workers Comp 3A State: NH

CERTIFICATE HOLDER**CANCELLATION**

State of New Hampshire DHHS 129 Pleasant St Concord NH 03301	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 
--	--

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MISSION

To educate, advocate and assist people
in Strafford County to help meet
their basic needs and promote
self-sufficiency



VISION

Working to eliminate poverty in
Strafford County

Financial Statements

COMMUNITY ACTION PARTNERSHIP OF
STRAFFORD COUNTY

FOR THE YEARS ENDED
DECEMBER 31, 2019 AND 2018
AND
INDEPENDENT AUDITORS' REPORTS

*Leone,
McDonnell
& Roberts*
PROFESSIONAL ASSOCIATION

CERTIFIED PUBLIC ACCOUNTANTS

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

DECEMBER 31, 2019 AND 2018

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

INDEPENDENT AUDITORS' REPORT

Report on the Financial Statements

We have audited the accompanying financial statements of Community Action Partnership of Strafford County (a New Hampshire nonprofit organization), which comprise the statements of financial position as of December 31, 2019 and 2018, and the related statements of activities, functional expenses, and cash flows for the years 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.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. 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 audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Community Action Partnership of Strafford County as of December 31, 2019 and 2018, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 24, 2020, on our consideration of Community Action Partnership of Strafford County's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Community Action Partnership of Strafford County's internal control over financial reporting and compliance.

Leon, McDonnell & Roberts
Professional Association

June 24, 2020
Wolfeboro, New Hampshire

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

**STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2019 AND 2018**

	<u>ASSETS</u>	<u>2019</u>	<u>2018</u>
CURRENT ASSETS			
Cash and cash equivalents		\$ 1,068,744	\$ 749,630
Accounts receivable		1,525,775	1,106,724
Contributions receivable		68,100	63,800
Tax credits receivable		-	250,000
Inventory		19,510	13,420
Prepaid expenses		12,570	58,266
Total current assets		<u>2,694,699</u>	<u>2,241,840</u>
NONCURRENT ASSETS			
Security deposits		5,350	5,350
Property, net of accumulated depreciation		4,815,150	3,827,963
Other noncurrent assets		27,500	27,500
Total noncurrent assets		<u>4,848,000</u>	<u>3,860,813</u>
TOTAL ASSETS		<u>\$ 7,542,699</u>	<u>\$ 6,102,653</u>
	<u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES			
Demand note payable		\$ 105,432	\$ 165,432
Accounts payable		455,276	408,959
Accrued payroll and related taxes		193,430	161,566
Accrued compensated absences		84,272	94,084
Refundable advances		491,025	415,335
Other current liabilities		4,955	79,421
Total current liabilities		1,334,390	1,324,797
NONCURRENT LIABILITIES			
Long term debt		<u>2,566,846</u>	<u>2,814,690</u>
Total liabilities		<u>3,901,236</u>	<u>4,139,487</u>
NET ASSETS			
Without donor restrictions		3,330,373	1,307,042
With donor restrictions		311,090	656,124
Total net assets		<u>3,641,463</u>	<u>1,963,166</u>
TOTAL LIABILITIES AND NET ASSETS		<u>\$ 7,542,699</u>	<u>\$ 6,102,653</u>

See Notes to Financial Statements

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

**STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2019**

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
CHANGE IN NET ASSETS			
REVENUES AND OTHER SUPPORT			
Grant revenue	\$ 8,385,228	\$ -	\$ 8,385,228
Fees for service	2,026,319	-	2,026,319
Rent revenue	9,385	-	9,385
Public support	492,204	240,031	732,235
In-kind donations	699,583	-	699,583
Interest	335	-	335
Fundraising	25,334	-	25,334
Total revenues and support	11,638,388	240,031	11,878,419
NET ASSETS RELEASED FROM RESTRICTIONS	<u>585,065</u>	<u>(585,065)</u>	<u>-</u>
Total revenues, support, and net assets released from restrictions	<u>12,223,453</u>	<u>(345,034)</u>	<u>11,878,419</u>
EXPENSES			
Program services			
Child services	4,467,961	-	4,467,961
Community services	1,084,934	-	1,084,934
Energy assistance	2,382,868	-	2,382,868
Housing	310,583	-	310,583
Weatherization	1,894,803	-	1,894,803
Workforce development	134,487	-	134,487
Total program services	10,275,636	-	10,275,636
Supporting activities			
Management and general	834,730	-	834,730
Fundraising	93,752	-	93,752
Total expenses	<u>11,204,118</u>	<u>-</u>	<u>11,204,118</u>
CHANGE IN NET ASSETS BEFORE NONCASH CONTRIBUTION	1,019,335	(345,034)	674,301
NONCASH CONTRIBUTION	<u>1,003,996</u>	<u>-</u>	<u>1,003,996</u>
CHANGE IN NET ASSETS	2,023,331	(345,034)	1,678,297
NET ASSETS, BEGINNING OF YEAR	<u>1,307,042</u>	<u>656,124</u>	<u>1,963,166</u>
NET ASSETS, END OF YEAR	<u>\$ 3,330,373</u>	<u>\$ 311,090</u>	<u>\$ 3,641,463</u>

See Notes to Financial Statements

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

**STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2018**

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
CHANGES IN UNRESTRICTED NET ASSETS			
REVENUES AND OTHER SUPPORT			
Grant revenue	\$ 7,846,142	\$ -	\$ 7,846,142
Fees for service	1,773,136	-	1,773,136
Rent revenue	25,109	-	25,109
Public support	189,972	228,410	418,382
In-kind donations	645,330	-	645,330
Interest	2,582	-	2,582
Fundraising	<u>34,146</u>	<u>-</u>	<u>34,146</u>
Total revenues and support	10,516,417	228,410	10,744,827
NET ASSETS RELEASED FROM RESTRICTIONS	<u>8,466</u>	<u>(8,466)</u>	<u>-</u>
Total revenues, support, and net assets released from restrictions	<u>10,524,883</u>	<u>219,944</u>	<u>10,744,827</u>
EXPENSES			
Program services			
Child services	3,890,640	-	3,890,640
Community services	861,420	-	861,420
Energy assistance	2,746,649	-	2,746,649
Housing	514,700	-	514,700
Weatherization	1,610,027	-	1,610,027
Workforce development	<u>135,528</u>	<u>-</u>	<u>135,528</u>
Total program services	9,758,964	-	9,758,964
Supporting activities			
Management and general	956,693	-	956,693
Fundraising	<u>70,343</u>	<u>-</u>	<u>70,343</u>
Total expenses	<u>10,786,000</u>	<u>-</u>	<u>10,786,000</u>
CHANGE IN NET ASSETS	(261,117)	219,944	(41,173)
NET ASSETS, BEGINNING OF YEAR	<u>1,568,159</u>	<u>436,180</u>	<u>2,004,339</u>
NET ASSETS, END OF YEAR	<u>\$ 1,307,042</u>	<u>\$ 656,124</u>	<u>\$ 1,963,166</u>

See Notes to Financial Statements

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

**STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2019 AND 2018**

	<u>2019</u>	<u>2018</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 1,678,297	\$ (41,173)
Adjustment to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	175,101	115,671
Donated property and equipment	(1,003,996)	-
Decrease (increase) in assets:		
Accounts receivable	(419,051)	(12,263)
Contributions receivable	(4,300)	52,000
Tax credits receivable	250,000	(78,000)
Inventory	(6,090)	(1,888)
Prepaid expenses	45,696	(48,657)
Other noncurrent assets	-	(15,000)
Increase (decrease) in liabilities:		
Accounts payable	46,317	191,377
Accrued payroll and related taxes	31,864	24,118
Accrued compensated absences	(9,812)	(6,881)
Refundable advances	75,690	23,959
Other current liabilities	<u>(74,466)</u>	<u>58,632</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>785,250</u>	<u>261,895</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of property and equipment	<u>(158,292)</u>	<u>(80,315)</u>
NET CASH USED IN INVESTING ACTIVITIES	<u>(158,292)</u>	<u>(80,315)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Return of deposit on building	-	200,000
Cash paid for debt issuance costs	-	(53,184)
Payments made on long-term debt	(247,844)	-
Net borrowings on demand note payable	<u>(60,000)</u>	<u>60,055</u>
NET CASH (USED IN) PROVIDED BY FINANCING ACTIVITIES	<u>(307,844)</u>	<u>206,871</u>
NET INCREASE IN CASH AND CASH EQUIVALENTS	319,114	388,451
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>749,630</u>	<u>361,179</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 1,068,744</u>	<u>\$ 749,630</u>
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION		
Cash paid during the year for interest	<u>\$ 160,999</u>	<u>\$ 40,830</u>
SUPPLEMENTAL DISCLOSURE OF NONCASH INVESTING AND FINANCING ACTIVITIES		
Donated property and equipment	<u>\$ 1,003,996</u>	<u>\$ -</u>
Property and equipment financed by long term debt	<u>\$ -</u>	<u>\$ 2,867,874</u>

See Notes to Financial Statements

<u>lion</u>	<u>Workforce Development</u>	<u>Total Program Services</u>	<u>Intermediate (Allocation) Pools</u>	<u>Management and General</u>	<u>Fundraising</u>	<u>Total</u>
99	\$ 78,252	\$ 3,072,050	\$ 106,649	\$ 441,704	\$ 36,580	\$ 3,656,983
74	5,911	229,667	8,416	48,879	2,813	289,775
36	9,765	279,645	7,497	22,254	4,853	314,249
31	1,499	3,858,562	-	-	-	3,858,562
00	-	695,644	-	-	3,939	699,583
10	819	308,036	17,231	93,118	4,995	423,380
23	1,607	501,634	25,407	30,977	1,768	559,786
39	24,103	548,781	(439,922)	28,681	1,649	139,189
59	1,478	58,642	132,983	12,568	134	204,327
72	5,753	149,238	(12,262)	17,018	517	154,511
59	1,128	111,988	11,349	15,137	207	138,681
22	195	133,297	5,029	21,668	2,385	162,379
07	2,320	105,145	-	69,956	-	175,101
52	1,158	116,547	(23,504)	10,948	148	104,139
40	118	32,031	76	3,336	18,958	54,401
77	192	16,762	267	11,129	252	28,410
29	189	36,550	10,224	4,190	-	50,964
39	-	10,439	150,560	2,156	-	163,155
-	-	-	-	945	-	945
-	-	2,969	-	-	-	2,969
35	-	8,009	-	66	14,554	22,629
03	\$ 134,487	\$ 10,275,636	\$ -	\$ 834,730	\$ 93,752	\$ 11,204,118

<u>ation</u>	<u>Workforce Development</u>	<u>Total Program Services</u>	<u>Intermediate (Allocation) Pools</u>	<u>Management And General</u>	<u>Fundraising</u>	<u>Total</u>
728	\$ 70,677	\$ 2,790,212	\$ 126,143	\$ 518,114	\$ 27,189	\$ 3,461,658
909	6,251	239,281	9,926	41,023	2,119	292,349
943	8,774	244,440	11,689	32,291	3,107	291,527
818	10,302	4,067,975	-	-	-	4,067,975
-	-	638,320	2,345	-	4,665	645,330
774	719	382,682	18,196	67,945	228	469,051
061	3,153	275,608	34,905	14,984	1,412	326,909
392	25,418	455,160	(384,847)	57,802	2,159	130,274
27	1,210	18,050	118,877	24,103	7,575	168,605
762	3,735	132,169	(3,880)	18,286	439	147,014
899	1,203	112,376	14,743	12,239	190	139,548
750	-	85,649	327	44,322	1,299	131,597
-	2,320	94,150	-	21,521	-	115,671
339	1,339	107,678	(12,541)	11,221	978	107,336
297	150	12,172	52	4,210	5,060	21,494
218	179	16,099	307	5,290	31	21,727
030	98	73,591	63,582	-	1,314	138,487
080	-	6,043	-	35,506	-	41,549
-	-	-	-	44,219	-	44,219
-	-	7,309	176	3,617	12,578	23,680
027	\$ 135,528	\$ 9,758,964	\$ -	\$ 956,693	\$ 70,343	\$ 10,786,000

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2019 AND 2018

NOTE 1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Organization

Community Action Partnership of Strafford County (the Agency) is a 501(c)(3) private New Hampshire non-profit organization established under the provisions of the Equal Opportunity Act of 1964. Without services provided by the Agency, many local residents would be without a means to provide for their basic needs, including food, education, child care, utilities assistance, transportation, housing, emergency shelter and access to other services. The mission of the Agency is to educate, advocate and assist people in Strafford County to help meet their basic needs and promote self-sufficiency. The vision of the Agency is to eliminate poverty in Strafford County through compassion, education, self-sufficiency, transparency, accountability, team work, client focus and professionalism.

In addition to its administrative office located in Dover, the Agency maintains its outreach capacity by operating program offices in Farmington, Milton, Rochester, Dover and Somersworth. The Agency is funded by Federal, state, county and local funds, as well as United Way grants, public utilities, foundation and charitable grant funds, fees for service, private business donations, and donations from individuals. The Agency is governed by a tripartite board of directors made up of elected officials, community leaders from for-profit and non-profit organizations and residents who are low income. The board is responsible for assuring that the Agency continues to assess and respond to the causes and conditions of poverty in its community, achieve anticipated family and community outcomes, and remain administratively and fiscally sound. The Agency administers a wide range of coordinated programs to more than 15,000 people annually, and the programs are designed to have a measurable impact on poverty and health status among the most vulnerable residents: those under the age of 6, the elderly and those living in poverty. This coordinated approach is accomplished by providing a broad array of services that are locally defined, planned and managed with community agencies.

Basis of Accounting

The financial statements have been prepared using the accrual basis of accounting in accordance with Generally Accepted Accounting Principles (GAAP) of the United States.

Financial Statement Presentation

The financial statement presentation follows the recommendations of the Accounting Standard Codification No. 958-210, *Financial Statements of Not-For-Profit Organizations*. Under FASB ASC No. 958-210, the Agency is required to report information regarding its financial position and activities according to the following net asset classifications:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Agency. These net assets may be used at the discretion of the Agency's management and board of directors.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Agency or by passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statement of activities.

At December 31, 2019 and 2018, the Agency had net assets without donor and with donor restrictions.

Refundable Advances

Grants received in advance are recorded as refundable advances and recognized as revenue in the period in which the related services are performed or expenditures are incurred.

Contributions

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are restricted by the donor for future periods or for specific purposes are reported as temporarily restricted or permanently restricted support, depending on the nature of the restriction. However, if a restriction is fulfilled in the same period in which the contribution is received, the Agency reports the support as unrestricted.

Contributed Services

Donated services are recognized as contributions in accordance with FASB ASC No. 958, *Accounting for Contributions Received and Contributions Made*, if the services (a) create or enhance non-financial assets or (b) require specialized skills and would otherwise be purchased by the Agency.

Volunteers provided various services throughout the year that are not recognized as contributions in the financial statements since the recognition criteria under FASB ASC No. 958 were not met.

Fair Value of Financial Instruments

Accounting Standard Codification No. 825, "Financial Instruments," requires the Agency to disclose estimated fair value for its financial instruments. The carrying amounts of cash, accounts receivable, inventory, prepaid expenses, accounts payable, accrued expenses, and refundable advances approximate fair value because of the short maturity of those instruments.

Inventory

Inventory materials are fixtures for installation and recorded at cost or contributed value, using the first-in, first-out method.

Property and Depreciation

Property and equipment, which have a cost greater than \$5,000, are capitalized at cost or, if donated, at the approximate fair value at the date of donation. Specific grants and awards may have a threshold lower than this amount and that program will abide by those guidelines. Assets are depreciated over their estimated useful lives using the straight-line method as follows:

Buildings and improvements	15 - 40 years
Furniture, equipment and machinery	3 - 10 years
Vehicles	5 - 7 years

Depreciation expense aggregated \$175,101 and \$115,671 for the years ended December 31, 2019 and 2018, respectively.

Accrued Earned Time

The Agency has accrued a liability of \$84,272 and \$94,084 at December 31, 2019 and 2018, respectively, for future compensated leave time that its employees have earned and which is vested with the employee.

Income Taxes

The Agency is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. The Internal Revenue Service has determined the Agency to be other than a private foundation. The Agency is also exempt from the New Hampshire Business Enterprise Tax.

Accounting Standard Codification No. 740, "Accounting for Income Taxes", establishes the minimum threshold for recognizing, and a system for measuring, the benefits of tax return positions in financial statements. Management has analyzed the Agency's tax position taken on its information returns for the years 2016 through 2019 and has concluded that no additional provision for income taxes is necessary in the Agency's financial statements.

Cash and Cash Equivalents

The Agency considers all highly liquid financial instruments with original maturities of three months or less to be cash equivalents.

Revenue Recognition Policy

The Agency derives revenue from grants, fees for services, donations, public support and fundraising. Revenues are recognized when control of these services are transferred to customers, in an amount that reflects the consideration the Agency expects to be entitled to in exchange for those services. Cost incurred to obtain a contract will be expensed as incurred when the amortization period is less than a year.

Use of Estimates

The presentation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Advertising Expenses

The Agency expenses advertising costs as they are incurred. Total advertising costs for the years ended December 31, 2019 and 2018 amounted to \$12,558 and \$22,000, respectively.

Debt Issuance Costs

As required under FASB Accounting Standards Update No. 2015-03, amortization expense for the years ended December 31, 2019 and 2018 amounted to \$2,156 and \$719, respectively and have been included with interest expense in the statement of activities for each year. The unamortized deferred financing costs have been included as a reduction of the long term debt (See Note 9).

In-kind Donations

The Agency pays below-market rent for the use of certain facilities. In accordance with generally accepted accounting principles, the difference between amounts paid for the use of the facilities and the fair value of the rental space has been recorded as an in-kind donation and as an in-kind expense in the accompanying financial statements. The estimated fair value of the donation was determined to be \$177,259 and \$255,313 for the years ended December 31, 2019 and 2018, respectively.

The Agency also receives contributed professional services that are required to be recorded in accordance with FASB ASC No. 958. The estimated fair value of these services was determined to be \$33,857 and \$150,442 for the years ended December 31, 2019 and 2018, respectively.

The Agency also receives contributed food commodities and other goods that are required to be recorded in accordance with FASB ASC No. 958. The estimated fair value of these food commodities and goods was determined to be \$397,292 and \$91,175, respectively, for the year ended December 31, 2019. For the year ended December 31, 2018, the estimated fair value of these food commodities and goods was determined to be \$181,461 and \$58,114, respectively.

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis. Accordingly, costs have been allocated among the program services and supporting activities benefited. Occupancy costs have been grouped and allocated to the programs as a line item. Such allocations have been determined by management on an equitable basis.

The expenses that are allocated include the following:

<u>Expense</u>	<u>Method of allocation</u>
Salaries and benefits	Time and effort
Occupancy	Square footage/revenues
Depreciation	Square footage
All other expenses	Approved indirect rate

NOTE 2. PROPERTY

As of December 31, 2019 and 2018, property consisted of the following:

	<u>2019</u>	<u>2018</u>
Land, buildings and improvements	\$ 5,039,871	\$ 3,993,017
Furniture, equipment and machinery	600,526	562,450
Vehicles	<u>327,137</u>	<u>249,779</u>
Total	5,967,534	4,805,246
Less accumulated depreciation	<u>1,152,384</u>	<u>977,283</u>
Net property	<u>\$ 4,815,150</u>	<u>\$ 3,827,963</u>

NOTE 3. LIQUIDITY AND AVAILABILITY

The following represents the Agency's financial assets as of December 31, 2019 and 2018:

	<u>2019</u>	<u>2018</u>
Financial assets at year end:		
Cash	\$ 1,068,744	\$ 749,630
Accounts receivable	1,525,775	1,106,724
Contributions receivable	68,100	63,800
Tax credits receivable	<u>-</u>	<u>250,000</u>
Total financial assets	2,662,619	2,170,154
Less amounts not available to be used within one year:		
Board designated funds	<u>307,315</u>	<u>307,315</u>
Financial assets available to meet general expenditures over the next twelve months	<u>\$ 2,355,304</u>	<u>\$ 1,862,839</u>

The Agency's goal is generally to maintain financial assets to meet 30 days of operating expenses. As part of its liquidity plan, excess cash is invested in short-term investments, including money market accounts.

NOTE 4. ACCOUNTS RECEIVABLE

Accounts receivable are stated at the amount management expects to collect from balances outstanding at year end. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable. The allowance for uncollectible accounts was estimated to be zero at December 31, 2019 and 2018. The Agency has no policy for charging interest on overdue accounts.

NOTE 5. CONTRIBUTIONS RECEIVABLE

Contributions receivable represent promises to give, which have been made by donors but have not yet been received by the Agency. The Agency considers contributions receivable to be fully collectible; accordingly, no allowance for contributions receivable has been recorded. Total unconditional promises to give were as follows at December 31, 2019 and 2018:

	<u>2019</u>	<u>2018</u>
Within one year	\$ 38,057	\$ 28,300
In two to five years	<u>30,043</u>	<u>35,500</u>
	<u>\$ 68,100</u>	<u>\$ 63,800</u>

NOTE 6. TAX CREDIT PROGRAM

The New Hampshire Community Development Finance Authority's Tax Credit Program allows New Hampshire businesses to contribute to not-for-profit community, housing and economic development projects and receive a 75% New Hampshire state tax credit that can be applied against New Hampshire business profits, business enterprise and insurance premium taxes. Through this Tax Credit Program, the Agency did not recognize any revenue during the year ended December 31, 2019. For the year ended December 31, 2018, the Agency recognized contribution revenue of \$78,000. The total cumulative contribution revenue raised to date is \$250,000 as of December 31, 2019. At December 31, 2019, the Agency had no tax credits receivable. At December 31, 2018, the Agency had tax credits receivable of \$250,000.

NOTE 7. PLEDGED ASSETS

As described in Note 8, all assets of the Agency are pledged as collateral under the Agency's demand note payable agreement. As described in Note 9, the building of the Agency is pledged as collateral under the Agency's mortgage note payable agreement.

NOTE 8. DEMAND NOTE PAYABLE

The Agency has available a revolving line of credit with a bank in the amount of \$250,000. The note is payable upon demand, but in the absence of demand, is due in September 2020. Interest is stated at the prime rate plus 1% which resulted in an interest rate of 5.75% and 6.50% at December 31, 2019 and 2018, respectively. The note is collateralized by all the assets of the Agency.

NOTE 9. LONG TERM DEBT

The long term debt at December 31, 2019 and 2018 consisted of the following:

	<u>2019</u>	<u>2018</u>
4.90% mortgage payable to Kennebunk Savings Bank with interest only payments for 36 months followed by principal and interest payments for 264 months for the first ten years. In 2028 principal and interest payments will adjust to 1.50% above the highest five-year Federal Home Loan Bank of Boston. The mortgage note payable is collateralized by the building and leases and rents of 577 Central Ave.	\$ 2,143,096	\$ 2,347,874
5.00% mortgage payable to the New Hampshire Community Loan Fund of interest only payments for 36 months followed by principal and interest payments for 264 months. The mortgage note payable is collateralized by the building and leases and rents of 577 Central Ave.	<u>474,778</u>	<u>520,000</u>
Total long term debt before unamortized debt issuance costs	2,617,874	2,867,874
Unamortized deferred financing cost	<u>(51,028)</u>	<u>(53,184)</u>
Total long term debt	<u>\$ 2,566,846</u>	<u>\$ 2,814,690</u>

The schedule of maturities of long term debt at December 31, 2019 is as follows:

<u>Year Ended December 31</u>	<u>Amount</u>
2020	\$ -
2021	18,343
2022	75,657
2023	79,448
2024	83,430
Thereafter	<u>2,360,996</u>
Total	<u>\$ 2,617,874</u>

NOTE 10. NET ASSETS

At December 31, 2019 and 2018, net assets with donor restrictions consisted of the following:

	<u>2019</u>	<u>2018</u>
Summer Meals	\$ 11,914	\$ 51,621
Building Campaign	27,891	488,385
Security deposits	51,584	32,145
Whole Family	163,738	-
Revolving loan fund	-	52,736
Fuel assistance	33,995	23,566
Weatherization	3,434	7,671
Coordinated entry	8,147	-
Holiday baskets	3,985	-
Food pantry	2,521	-
Special events	<u>3,881</u>	<u>-</u>
Total	<u>\$ 311,090</u>	<u>\$ 656,124</u>

At December 31, 2019 and 2018, net assets without donor restrictions consisted of the following:

	<u>2019</u>	<u>2018</u>
Undesignated	\$ 3,023,058	\$ 999,727
Board designated	<u>307,315</u>	<u>307,315</u>
Total net assets without donor restrictions	<u>\$ 3,330,373</u>	<u>\$ 1,307,042</u>

NOTE 11. LEASE COMMITMENTS

Facilities occupied by the Agency for its community service programs are rented under the terms of various leases. For the years ended December 31, 2019 and 2018, the annual lease/rent expense for the leased facilities was \$111,043 and \$117,534, respectively. Certain equipment is leased by the Agency under the terms of various leases.

The approximate future minimum lease payments on the above leases are as follows:

<u>Year Ended</u> <u>December 31</u>	<u>Amount</u>
2020	\$ 64,073
2021	19,633
2022	15,697
2023	1
2024	<u>1</u>
Total	<u>\$ 99,405</u>

NOTE 12. RETIREMENT PLAN

The Agency maintains a 403(b) Plan and Trust (the Plan) covering substantially all employees. Employee contributions to the Plan are made at predetermined rates elected by employees. Additionally, the Agency provides a matching contribution equal to 25% of the employee's contribution up to 5% of the employee's compensation. Effective April 1, 2016, the Agency instituted an auto enrollment feature mandating a minimum 1% employee contribution; however, employees reserve the right to decline the auto enrollment. Employer matching contributions for the years ended December 31, 2019 and 2018 totaled \$28,408 and \$21,727, respectively.

NOTE 13. CONCENTRATION OF RISK

The Agency receives a majority of its support from federal and state governments. For the years ended December 31, 2019 and 2018, approximately 81% and 90%, respectively, of the Agency's total revenue was received from federal and state governments. If a significant reduction in the level of support were to occur, it would have a significant effect on the Agency's programs and activities.

NOTE 14. CONCENTRATION OF CREDIT RISK

The Agency maintains its cash balances at several financial institutions in New Hampshire. The balances are insured by the Federal Deposit Insurance Corporation up to \$250,000. The Agency maintains an agreement with its primary financial institution to collateralize the balances in excess of \$250,000.

NOTE 15. CONTINGENCIES

The Agency receives grant funding from various sources. Under the terms of these agreements, the Agency 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 Agency might be required to repay the funds. No provisions have been made for this contingency because specific amounts, if any, have not been determined or assessed as of December 31, 2019 and 2018.

NOTE 16. NONCASH CONTRIBUTION

During the year ended December 31, 2019, the Agency received land and property as a contribution. The contribution has been recorded at the fair value of the land and property, totaling \$1,003,996. Additionally, the Agency received \$130,000 from the contributor, resulting in a total contribution of \$1,133,996.

NOTE 17. SUBSEQUENT EVENTS

The impact of the novel coronavirus (COVID-19) and measures to prevent its spread are affecting the Agency's business. The significance of the impact of these disruptions, including the extent of their adverse impact on the Agency's financial operational results, will be dictated by the length of time that such disruptions continue and, in turn, will depend on the currently unknowable duration of the COVID-19 pandemic and the impact of governmental regulations that might be imposed in response to the pandemic. COVID-19 also makes it more challenging for management to estimate future performance of the Agency, particularly over the near to medium term.

The Agency has remained proactive with its current funding sources, as well as programs being made available during the COVID-19 pandemic. Prior to issuance of the audit report, the Agency was able to secure a loan from the Payroll Protection Program (PPP) offered under the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The Agency received loan proceeds in the amount of \$97,500. The PPP may be up to 100% forgivable if the funds are used for certain expenses as specified by the program.

If the Agency does not meet the loan criteria, the unforgiven portion of the PPP loan is payable over five years at an interest rate of 1%, with a deferral of payments for the first six months. The Agency intends to use the proceeds for purposes consistent with the PPP. While the Agency currently believes that its use of the loan proceeds will meet the conditions for forgiveness of the loan, we cannot assure you that the Agency will be eligible for forgiveness of the loan, in whole or in part.

Subsequent events are events or transactions that occur after the statement of financial position date, but before financial statements are available to be issued. Recognized subsequent events are events or transactions that provide additional evidence about conditions that existed at the statement of financial position date, including the estimates inherent in the process of preparing financial statements. Nonrecognized subsequent events are events that provide evidence about conditions that did not exist at the statement of financial position date but arose after that date. Management has evaluated subsequent events through June 24, 2020, the date the December 31, 2019 financial statements were available for issuance.

<u>PROUGH</u> <u>OR'S NAME</u>	<u>GRANTOR'S NUMBER</u>	<u>FEDERAL</u> <u>EXPENDITURES</u>
ation	4300-ZZZ	\$ 117,993
ation	4300-ZZZ	\$ 94,468
ation	At-Risk After School Care Centers	<u>94,387</u> 188,855
ership	None	<u>397,292</u>
		<u>\$ 704,140</u>
	Dover Housing Authority	\$ 30,662
	City of Dover	\$ 27,802
	City of Rochester	<u>51,356</u> 79,158
th and Human Services	05-95-42-423010-7927-102-500731	55,255
th and Human Services	05-95-42-423010-7927-102-500731	52,224
rvices	Community Partners	<u>434</u>
		<u>\$ 217,733</u>
	2016-0003	\$ 28,290
	2016-0003	<u>28,612</u> 56,902
		<u>\$ 56,902</u>
f Energy & Community Services	01-02-02-024010-7706-074-500587	\$ 164,711
		<u>\$ 164,711</u>
ind Adult services	010-048-7872-512-0352	\$ 2,720
th and Human Services,	05-95-48-48010-78720000-512-500352	<u>19,394</u> \$ 22,114
th and Human Services, DPH,	05-95-90-902010-5896	184,436
Children, Youth and Families	05-095-042-421010-29730000-102-500734-42107306	9,557
Children, Youth and Families	05-085-045-450010-61460000-502-500891-42106603	162,321
	13-DHHS-BWWW-CSP-05	<u>94,698</u> 257,019
f Energy & Planning	01-02-02-024010-77050000-074-500587	2,234,146
f Energy & Planning	01-02-02-024010-77050000-074-500587	<u>180,189</u> 2,414,335
	05-95-045-450010-714800000-102-500731	357,287
	01CH996002 & 01HP000702	3,752,019
Children, Youth and Families	05-095-042-421010-29680000-102-500734-42106802	624
Children, Youth and Families	05-095-042-421010-29660000-102-500734-42106603	<u>35,836</u>
		<u>\$ 7,033,227</u>
		<u>\$ 8,176,713</u>
		<u>\$ 1,609,636</u>

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2019**

NOTE 1. BASIS OF PRESENTATION

The accompanying schedule of expenditures of Federal Awards (the Schedule) includes the federal award activity of Community Action Partnership of Strafford County under programs of the federal government for the year ended December 31, 2019. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Community Action Partnership of Strafford County, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Agency.

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 the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 3. INDIRECT COST RATE

Community Action Partnership of Strafford County has elected not to use the ten percent de minimis indirect cost rate allowed under the Uniform Guidance.

NOTE 4. FOOD DONATION

Nonmonetary assistance is reported in the Schedule at the fair value of the commodities received and disbursed.

NOTE 5. SUBRECIPIENTS

Community Action Partnership of Strafford County had no subrecipients for the year ended December 31, 2019.

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

**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 GOVERNMENT AUDITING STANDARDS**

To the Board of Directors of
Community Action Partnership of Strafford County
Dover, 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 Community Action Partnership of Strafford County (a New Hampshire nonprofit organization), which comprise the statements of financial position as of December 31, 2019 and 2018, and the related statements of activities, functional expenses, and cash flows, and the related notes to the financial statements, and have issued our report thereon dated June 24, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Community Action Partnership of Strafford County'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 Community Action Partnership of Strafford County's internal control. Accordingly, we do not express an opinion on the effectiveness of Community Action Partnership of Strafford County'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 entity'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 and therefore, material weaknesses or significant deficiencies may exist that have not been identified. 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 Community Action Partnership of Strafford County'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.

Leon, McDannell & Roberts
Professional Association

June 24, 2020
Wolfeboro, New Hampshire

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR
EACH MAJOR PROGRAM AND ON INTERNAL CONTROL
OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

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

Report on Compliance for Each Major Federal Program

We have audited Community Action Partnership of Strafford County's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Community Action Partnership of Strafford County's major federal programs for the year ended December 31, 2019. Community Action Partnership of Strafford County's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of Community Action Partnership of Strafford County'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 the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance 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 Community Action Partnership of Strafford County'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 Community Action Partnership of Strafford County's compliance.

Opinion on Each Major Federal Program

In our opinion, Community Action Partnership of Strafford County 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 December 31, 2019.

Report on Internal Control Over Compliance

Management of Community Action Partnership of Strafford County 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 Community Action Partnership of Strafford County'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 the Uniform Guidance, 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 Community Action Partnership of Strafford County'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 with 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. 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 the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Leon McDannell Roberts
Professional Association

June 24, 2020
Wolfeboro, New Hampshire

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2019

A. SUMMARY OF AUDITORS' RESULTS

1. The auditors' report expresses an unmodified opinion on whether the financial statements of Community Action Partnership of Strafford County were prepared in accordance with GAAP.
2. No significant deficiencies relating to the audit of the financial statements are reported in the *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 Government Auditing Standards*. No material weaknesses are reported.
3. No instances of noncompliance material to the financial statements of Community Action Partnership of Strafford County, which would be required to be reported in accordance with *Government Auditing Standards*, were disclosed during the audit.
4. No significant deficiencies in internal control over major federal award programs are reported in the *Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance*. No material weaknesses are reported.
5. The auditors' report on compliance for the major federal award programs for Community Action Partnership of Strafford County expresses an unmodified opinion on all major federal programs.
6. Audit findings that are required to be reported in accordance with 2 CFR section 200.516(a) are reported in this Schedule.
7. The programs tested as major were: U.S. Department of Health and Human Services, Low-Income Home Energy Assistance Program, CFDA 93.568, and U.S. Department of Agriculture, Child Nutrition Cluster, CFDA, 10.555 (National School Lunch Program), and CFDA, 10.559 (Summer Food Service Program for Children). **NON-FEDERAL**, Eversource Energy Service Company, Home Energy Assistance Program.
8. The threshold used for distinguishing between Type A and B programs was \$750,000.
9. Community Action Partnership of Strafford County was determined to be a low-risk auditee.

B. FINDINGS – FINANCIAL STATEMENTS AUDIT

None

C. FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT

None

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2019**

A. FINDINGS – FINANCIAL STATEMENTS AUDIT

2018-001 General Ledger Close and Adjusting Journal Entries

Condition: A significant quantity of adjusting journal entries were provided by the Organization during the audit. Significant adjusting entries related to the following areas: cash, accrued payroll, pledges receivable and property. The adjusting entries were provided by management, and in certain cases, identified by the auditor.

Recommendation: Procedures should be implemented to ensure all required month and year end journal entries are being recorded in a timely and accurate manner.

Current status: The recommendation was adopted during 2019.

2018-002 Monthly Reconciliations

Condition: Various statement of financial position accounts were not being reconciled to their subsidiary ledgers on a monthly basis.

Recommendation: Procedures should be implemented to ensure all monthly reconciliations are being performed.

Current status: The recommendation was adopted during 2019.



2020 Board of Directors

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Alan Brown, Vice Chair
Kristen Collins, Treasurer
Jean Miccolo, Secretary
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Petros Lazos
Terry Jarvis
Thomas Levasseur
Jason Thomas
Becky Sherburne
Cindy Brown
Don Chick
Alli Morris
Maureen Staples

PAULA GYURCSAN

SUMMARY:

M.Ed. in school counseling from Plymouth State University (GPA 4.0), certified guidance counselor (k-12), four courses in parent education, excellent communication skills, group & individual counseling, Experience in program management & supervision of staff of 6. Graduated Cum Laude from UNH (BA in English with minors in French and Social Work). Basic language skills in French; intermediate Hungarian. Member of Chi Sigma Iota and Golden Key Honor Society. CPR/First Aid certified. Personal note: I spent the school year of 2012-13 living in Hungary.

WORK EXPERIENCE:

Program Manager/Supervisor: Healthy Families America & Comprehensive Family Supports & Services offered through **Community Action Partnership of Strafford County** (Sept. 24, 2018 – currently). Supervise 6 staff, monthly reporting, program outreach, program management, budget management, work collaboratively with area & state partners, increased program capacity, gaining a new position.

Lead Home Visitor: Comprehensive Family Supports & Services offered through **Community Action Partnership of Strafford County** (Oct. 2, 2017 – Sept. 23, 2018) develop goals with families to increase knowledge in areas of parenting education, life skills, early childhood education, medical resources and communication and mental health & substance misuse support resources. Processed referrals, biweekly meeting with DCYF staff, mentor new staff

Home Visitor: Early Head Start offered through **Community Action Partnership of Strafford County** (Nov. 17, 2015 – Sept 29, 2017) I work with 9 families who have children ranging in age from 4 months to age three. I do weekly home visits using a curriculum called "Parents as Teachers." I also run a weekly socialization group for families to attend. I counsel families on nutrition and health initiatives. I work collaboratively with Early Support Services, the Reach program, DCYF & local health providers, mentor UNH early childhood education interns, complete fuel assistance applications.

Para: Strafford Learning Center (Oct. 5, 2015 – Dec. 10, 2015) I worked at the HOPE Program as a one-on-one with a student with Autism. I worked as part of a team with one teacher and three other paras. We worked with all the children at different times. I used discrete trials to educate.

Guidance Counselor: Webster Elementary School (March 25 2015 – June 19 2015, long-term substitute). I provided individual and group counseling, classroom guidance, and 504 case management three days per week.

Substitute Teacher, Rochester, NH school systems: Jan. 2014 – Sept. 2015; 2009- 2011 Working primarily in elementary schools, jobs ranging from covering para-educators as a one-on-one with autistic and downs children, to covering classroom teachers; worked with hearing-impaired children, children in behavioral programs and in special education.

Parent Aide: Employed through Child & Family Services (Jan. 2015 – May 23, 2015). Supervised home visits that are court-ordered by DCYF, collaborated with DCYF to develop family treatment plan.

Homemaker: 2001-2008: Implemented speech exercise programs and behavior plans for child with developmental delay.

Case Worker, State of NH (DHHS), Rochester, NH (1999-2001)
Worked for the Division of Family Assistance where I managed a large caseload; interviewed clients and determined eligibility for public assistance including Food Stamps and Medicaid; processed mail and phone calls from clients; made referrals to collateral agencies; worked in collaboration with Division of Child Support, Division of Elderly & Adult Services, and the Division of Youth and Family Services, issued benefit payments in a timely manner.

English Teacher, Budapest, Hungary: 1998-1999
Gave private, weekly English instruction to middle school students and taught adult classes.

VOLUNTEER EXPERIENCE:

Public Health Network Mental Health Work Group: March 2018 – Dec. 2018 (group dissolved)

Homeless Center for Center for Strafford County: 2015 – 2016.
Answer the phone, complete resident logs and enforce house rules.

St Mary Church, Rochester, NH: 2008-present
Religious education teacher, folk group and volunteering with church programs

EDUCATIONAL EXPERIENCE:

- Trauma-informed care
- Training in Infant Mental Health
- Training in Reflective Supervision
- Parents as Teachers
- Trainings on the effects of substance misuse & trauma on children
- Training on treating Selective Mutism
- HFA Core Trainings & Implementation Training
- Plymouth State University, Plymouth, NH – 2010-2014
 - *Earned M.Ed., K-12 School Counseling Certification
 - *Internship experience at Gilford High School (Aug. 2013 – Dec. 2013)

*Internship experience at McClelland Elementary School (Aug. 2013 – Dec. 2013) -Consulted with Occupational therapist, physical therapist, other professionals to develop IEP programs for students.

*Practicum at Dover Middle School

-University of New Hampshire, Durham, NH

*B.A. in English, with minors in French and Social Work

REFERENCES: Available upon request

ELENA V. ENGLE, MPA

EDUCATION

Master of Public Administration

December, 2006

Troy University, Troy Alabama: Florida Region

Bachelor of Arts in Sociology

December, 2000

University of Central Florida: Orlando, Florida

SUMMARY OF QUALIFICATIONS

- Strong knowledge of the Head Start Performance Standards, Early Learning Outcomes Framework, Head Start Act, Uniform Guidance, Best Practice Standards for Healthy Families America.
- Experience with federal grant writing/grant management.
- Demonstrated experience writing successfully state funded proposals.
- Experience successfully overseeing multiple agencies through an accreditation; The Council on Accreditation (COA), Praesidium, Inc., and Healthy Families America (HFA).
- Experience developing, analyzing and managing budgets.
- Leadership experience in government and non-profit spanning across 16 years.
- Former member of Toastmasters International.
- Strong computer skills in Microsoft Office (Word, Excel, PowerPoint, Excel)
- Experience utilizing multiple databases for tracking and analyzing client data, financial data in government, non-profit and the banking field.

EMPLOYMENT

Community Action Partnership of Strafford County- Dover, NH

September, 2014 - Present

Child and Family Services Director

October, 2018 - Present

- Responsible for the administration and oversight of the Head Start, Home Visiting, Child Care and Food & Nutrition Programs for the agency.
- Develops, analyzes, manages program grants, contracts and budgets (approximately \$3.4 million/annually).
- Develops and implements new programming as funding becomes available.
- Direct supervision of all Program Managers.

Contracts & Data Quality Manager

September, 2014-September, 2018

- Managed grants, contracts, accreditations and data for state and federally funded programs.
- Oversaw the ongoing monitoring, self-assessments and annual program improvement plans.
- Developed, analyzed and managed program budgets and non-federal match requirements for Head Start and state funded Home Visiting programs (approximately \$3.8 million/annually).

City of Rochester - Rochester, NH

November, 2012 – August, 2014

Community Development Specialist

- Developed investments for the Community Development Block Grant Program (CDBG) across public services, housing, economic development and facilities/infrastructure projects.
- Monitored and reported on sub-grantee compliance with the U.S. Dept. of HUD regulations.
- Developed and managed the annual CDBG program budget.

The New York Foundling – New York, NY
Policy Coordinator (Remote Position)

February, 2008 - June, 2012
August, 2011 – June, 2012

- Developed policies and procedures based on criteria of oversight agencies/funders and accreditors.
- Analyzed outcome data reports to drive policy and procedure development.
- Created an agency resource guide encompassing all agency, city and state child welfare policies, procedures, resources and applicable forms.

Director of Continuous Quality Improvement

February, 2008-August, 2011

- Oversaw the Continuous Quality Improvement Department and all agency QA/QI Initiatives.
- Analyzed program outcome data used to identify trends and develop program/system improvements.
- Coordinated ongoing re-accreditation efforts with the Council on Accreditation and Praesidium, Inc.

Orange County Government - Orlando, FL.

July, 2002 - January, 2008

All positions were promotions within the Division of Youth and Family Services

Monitoring and Evaluation Coordinator

February, 2007-January, 2008

- Established internal controls to monitor compliance with contracts, policies and standards.
- Analyzed program outcomes and outputs using the Balanced Quality Scorecard Report.
- Coordinated the Division's re-accreditation efforts with the Council on Accreditation.

Residential Youth Care Supervisor

August, 2006 – February 2007

- Coordinated all medical care for 84 foster care youth with local medical facilities and Medicaid.
- Provided oversight of the foster care medication clinics and psychotropic medication management.
- Trained all staff and monitored staff compliance with Medication Administration

Senior Children's Services Counselor/Supervisor

August, 2005 – July, 2006

- Trained and supervised direct care staff and oversaw care of youth in an 84-bed foster care program.
- Coordinated with local schools on youth's educational goals and individual plans.
- Supervised family visitations with foster care youth and family members.

Lead Case Manager

July, 2002-July, 2005

- Completed screenings, needs assessments and service plans for a 30-foster care youth caseload.
- Coordinated foster care services with the Florida Department of Children & Families, Orange County Family Court System, the Department of Juvenile Justice and the Orange County Schools.
- Attended treatment team meetings, educational conferences and court hearings for foster care youth.

Safehouse of Seminole - Sanford, FL

November, 2000-October, 2001

Victim and Child Advocate

- Conducted screenings through the safety hotline for placement of women and children in the shelter.
- Conducted intake assessments and provided referrals to victims and their children.
- Facilitated the women's and children's support groups in the shelter.

Deirdre Siede

Professional Summary

Seasoned Home Visitor skilled in providing support, parent education and referral to at risk, low income families and children. Services provided include promotion of healthy attachment and development, developmental screenings for children, screenings and referrals for substance issues, depression and domestic violence.

Practiced in intakes and family needs assessments

Parenting skills educator

Ability to maintain accurate client records

Able to manage client crises

Able to participate in multidisciplinary team approach

Able to work independently and as a member of a team

Aware of legal and ethical standards

Excellent relationship building skills

Extensive experience with low income and homeless populations

Child abuse prevention

Case Management skills

Motivational Interviewing

CPR and First Aid certified

Parents as Teachers curriculum certified

Experience

Healthy Families America Home Visitor 01/2012-current

Community Action Partnership of Strafford County, Dover, NH

Healthy Beginnings Home Visitor 03/1999-12/2011

The HUB Family Resource Center, Dover, NH

Family Support Worker 07/1988-03/1999

Child Health Services, Manchester, NH

Education

Wells College, Aurora, NY

BA Sociology

Elizabeth Hannagan

Work Experience

Elizabeth's Nanny Co-Op

Dover/Rochester

February 2017 to Present

Provide small group early care for not more than 4 children ages 2-6 years.

- Provide out-of-school time programming in client homes or at my home.
- Provide light housekeeping or other in-home supports as needed to bolster family and community.

Strafford YMCA - SOP Site-Director; Camp Cocheco Site Director; Coney Pine Camp & Family

Behavior Analyst Tech

Providence Service Corporation

August 2013 to Present

Transform, execute and maintain a tailored behavioral, social and functional life skill acquisition plan for youths diagnosed with autism spectrum disorders (ASD)

- Data collection through physical interaction and observation during skill acquisition and reports back for progress, analysis and necessary adjustments
- Provides crisis management, positive support behavior, community integration and problem solving skills to several youths ages 2-18 with ASD

substitute teacher

Sau 61 Regional School District - Farmington, NH

February 2012 to Present

in the classroom and as a 1-1 aid in the elementary and middle schools.

Director

Dover/Rochester

February 2013 to November 2016

Provide out-of-school time programming at partner school site & on-site for school-aged children, daily.

- Supervise & direct supporting teaching staff in providing care, lesson & activity planning and implementation, designing programming curriculum, and understanding & implementing behavior plans and site plans.
- Acts as liaison between YMCA, staff, students & families, and the larger community.
- Participate in necessary trainings, professional development and coursework to maintain state certification requirements and comply with site licensing guidelines.
- Extend programming to summer out-of-school time for both state licensed and unlicensed day camps.

Dondero PEAK Site-Director

Community Child Care Center - Portsmouth, NH

August 2012 to May 2013

Provide out-of-school time programming at partner school site for 35-40 school-aged children, daily.
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- Supervise & direct supporting teaching staff in providing care, lesson & activity planning and implementation, designing programming curriculum, and understanding & implementing behavior plans and site plans.
- Acts as liaison between CCCC, staff, students & families, Dondero School site & Portsmouth School District, and the larger community.
- Participate in necessary trainings, professional development and coursework to maintain state certification requirements and comply with site licensing guidelines.

Camp Halfmoon Assistant Director

YMCA Allard Center - Goffstown, NH

May 2012 to September 2012

Responsible for the supervision of camp staff including, Unit Leaders, counselors, Quarter Moon counselors, EMT/Nurse

- Provide coverage for all assigned staff in their absence, using substitute staff and or current staff
- Responsible for staffing schedules and daily break schedules
- Provided evaluations for assigned staff mid way through camp and at the conclusion of camp.
- Assist Camp Director with conducting proper disciplinary procedures for all assigned staff
- Attend, participate and assist in all pre-camp staff trainings, weekly staff meetings, and Family Nights
- Assist with daily opening and closing ceremonies, adhering to YMCA camp norms, standards, singing,

announcements and camper/staff recognition

- Monitor, supervise campers and ensure their safety and security at all times
- Provide direction and guidance for staff in the day to day logistics involving programming, when time

allows actively participate with campers and staff

- Conduct proper disciplinary procedures for campers, according to YMCA and Camp standards as needed
- Aid Camp Director in all aspects of record keeping.
- Help to develop creative ways to promote character development.
- Work with campers and staff to keep camp clean and comply with all safety policies

Primary Kindergarten classroom teacher

Prince George's County Schools - Upper Marlboro, MD

August 2010 to August 2011

Worked towards certification requirements by teaching Kindergarten under the Resident Teacher Certificate.

- Worked with a paraprofessional.

Metropolitan Human Services District - Peer Support Specialist

NOLA

July 2009 to September 2009

Offered a wide-range of peer-to-peer support mechanisms designed to enhance the ability of the mental

& behavioral health system to respond to & exceed expectations of consumers, by providing & advocating for effective recovery based services.

- Offered on-site assistance for agency consumers in emergency & non-emergency cases.
- Served as a consumer advocate & provided consumer information to a diverse audience - including techniques of how to identify & combat negative self-talk and fears.
- Utilized & teach problem solving techniques with individuals and groups.
- Assisted consumers in developing social skills through self-advocacy & the use of Human Experience

Language to combat stigma in order to enhance hiring prospects for these individuals

- Encouraged consumers to regain control over their own lives & over their own recovery process by assisting with the articulation of personal goals for recovery & determining the objectives they need to

take in order to reach those recovery goals.

- Informed consumers about community/natural supports & how to utilize these in the recovery process.
- Role modeled competency in recovery & support ongoing coping skills development by teaching & modeling effective coping techniques & self-help strategies, combined with self-directed recovery tools

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& mutually supportive peer mentor relationships.

- Taught & role modeled the value of every individuals recovery experience by leading & teaching consumers how to facilitate Recovery Dialogues.
- Assisted non-consumer staff in identifying program environments that are conducive to recovery; lend personal & unique insight into mental illness, support systems & what makes recovery possible.

Tutor (NOLA + MD)

Elizabeth Egan Tutoring Services

June 2009 to September 2009

Tutor for 1-6 clients (currently) of various ages, comprehension levels, and with a wide range of diverse backgrounds, needs, and services provided.

O.P.E.N

January 2009 to June 2009

Created documents to enhance infrastructure of summer cyber camp & CCRA technology assessment.

- Conducted outreach & partnership assessment at 3 Central City schools & with existing & potential community partners, organizations, & funders.
- Coordinated technology assessment of CCRA, made specific suggestions for improvements.
- Coordinated and posted on-going content updates for the eblast (template creation), CCRA and NPN

Websites.

Mission Coordinator

O.P.E.N

July 2008 to June 2009

Coordinated household associated with Mission

- Coordinated & implemented household improvements, remodeling, & installations
- Managed Whole Foods Market relationship bringing whole, organic food products to low income & transitional peoples.

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- Managed project & executive administration to move towards possible incorporation as non-profit.

Recruitment Coordinator

City Year New Hampshire - Stratham, NH

August 2007 to July 2008

Provided Direct Support to the Recruitment Manager as co-implementer of the site recruitment plan.

- Created & supported new capacity building initiatives, such as the "Gap Year" Alternatives Fair held in two locations & coinciding with the National Open House initiative.

- Administered programs to fully leverage the site in contributing towards recruitment goals - "Fill Your

Boots", community-based outreach, & created and implemented training workshops for the corps, etc.

- Participated in the screening, interviewing, & evaluation of candidates for Corps Member positions.

Client Services Coordinator

Sexual Assault Support Services - Portsmouth, NH

October 2006 to July 2007

Provided volunteer coordination & assisted Director of Client Services with all aspects of the Client Service program.

- Participated in the coordination & provision of agency support groups; developed/reevaluated trainings - special projects.

Paraoptometric Technician

Dr. Dexter's Vision Center - Keene, NH

March 2005 to October 2006

Assisted Optometrists in patient care: pre-appointment work ups, taking patient histories, performing initial tests, up-keep of technical equipment, inventory & product acquisitions, medical record maintenance, scheduling appointments, dispensing contact lenses, filing, & cleaning/care of all rooms associated with patient care.

- Managed professional development process & held responsible for knowledge of new products & Optometric pathology as well as assisting with marketing, office administration, & other human resources.

Institute Manager

Rose Institute - Cambridge, MA

May 2002 to August 2002

Provided Administrative support for practitioner, while learning to teach basic biomechanics & yoga.

- Answered phones, scheduled & managed appointments; provided client care; developed & implemented grassroots marketing campaign in Cambridge & Somerville areas to generate enrollment & registration; tracked effectiveness of advertising methods; & cared for the office, yoga studio, & garden.

Youth Enrichment Services - Boston, MA
November 2001 to March 2002

Prepared & implemented ski lessons to children who had never skied before & volunteered 3+ hours per week in the ski & snowboard shop, maintaining & fitting children for skis & boots.

- Acted as a positive role model & promoted the importance of outdoor activities in developmental process.

mentor

Tobin Community Center - Boston, MA
September 1999 to December 1999

Boston, MA) Sept 1999 - Dec 1999

- Volunteered to work with children ages 6-12 working to develop vital reading skills. Assisted with homework & served as a mentor.

Education

Granite State College - Rochester, NH
September 2014

Early Childhood Introduction Course ECE

Manchester Community College - Manchester, NH
September 2012

Certification

NH Community College
July 2012

Bachelor of Science in Anthropology / Cooperative Work Experience in Anthropology / Cooperative Work Experience

Northeastern University - Boston, MA
March 2004

Skills

Nanny, Babysitter, Babysitting, Child Care, Childcare Provider

Cree-Ann Jones, BSW

Objective: To overall help others by working towards improving their quality of life.

Skills & Abilities: - Able to help improve the quality of lives for others through advocacy, hard work, and dedication towards the clients being served. - Methodical worker, who works well with making sure all work gets completed by assigned deadline date, possessing excellent time management skills. - Excellent ability to multitask, pay attention to detail & be organized. - Excellent verbal and written communication skills. - Proficient in utilizing Microsoft Word, Powerpoint, and Excel. - Patience, attentiveness, clear communication skills, positive attitude, ability to handle stressful situations and/or crisis, ability to remain goal-oriented, willingness to learn, and adapts well to change.

Accomplishments:

- Adults Needs and Strengths Assessment (ANSA) certified
- Crisis Prevention Intervention (CPI) certified
- Motivational Interviewing certified
- Illness Management & Recovery (IMR) certified
- Both Youth & Adult Mental Health First Aid Certified 2018 & 2019
- Medicare Specialist Certification/SHIP Counselor

Education: Great Bay Community College (08/2008 - 06/2009) Major: Liberal Arts GPA: 3.5

***250+ hour Internship at Franklin Regional Hospital in New Hampshire from January 2012 to April 2012.**

Transferred to Plymouth State University (08/2009 - 05/2012) Major: Social Work with a concentration in Health Services GPA: 2.9 **Graduated in May 2012.*

Employment History:

Community Partners/ServiceLink Resource Center (Rochester & Dover, NH Offices) NPI #: 1184031742

Title: Case Manager/CFI Specialist/Medicare Specialist/ Resource Center Specialist (03/15/2017 through the present)

Responsibilities: - Refer & link clients & their families too local resources - Overseeing a caseload of 100+ clients - Intake clients into Choices for Independence (CFI) Accessing New Heights regularly to prevent benefits from lapsing & follow up & monitor the application status. Complete case management assessments & care plans - Enroll clients into Medicare D prescription and Advantage plans - Assist clients with applying for disability benefits through the Social Security Administration

Liberty Mutual - Group Insurance

*Title: Short-Term Complex Disability Claims Manager
(05/31/2016-01/10/2017)*

Responsibilities: conducted investigations to determine whether or not to accept liability. Document claim system and files on actions taken. Established future action plan and case direction. Identify, calculate, communicate and followed up on payments. Respond to various written and telephone inquiries with regard to benefit eligibility, approval/denial determinations, status and continuation or closure of benefits. Communication with claimants, employers and various medical professionals to gather information regarding ongoing management of the short-term benefits.

Community Partners/ServiceLink Resource Center (Rochester & Dover, NH Offices) NPI #: 1184031742

Title: Case Manager/ Resource Center Specialist/CFI Specialist (08/31/2015 - 05/20/2016)

Title: Adult Services Case Manager/Functional Support Specialist (03/25/2013 - 08/31/2015)

Responsibilities: - Work with severely mentally ill clients - Discharge planning - Secure housing for homeless clients - Medication monitoring & observations - Crisis stabilization with clients - Complete annual documentation & treatment plans - Referral & linking clients to local resources - Overseeing a caseload of 100+ clients - Enroll clients in Choices for Independence (CFI) - Secure housing for homeless clients - Access New Heights regularly to prevent benefits from lapsing & investigate application status - Complete case management assessments & care plans - Enroll clients in Medicare plans - Assist clients with applying for disability benefits through the Social Security Administration - Link clients to both inpatient and outpatient substance abuse treatment facilities.

Beth A. Clarke

Education: BS Business Administration

December 1999

College of Charleston

Charleston SC 29406

Diploma Advanced Therapeutic Massage

June 2004

Summa Cum Laude

Miller-Motte Technical College

North Charleston 29405

Experience:

Community Action Partnership, Dover NH

August 2013-present

Program Assistant

- Assistant to Child and Family Services Director
- Fiscal liaison
- Purchasing agent for Programming
- Assist Management and staff with travel
- Data entry, maintain in kind records
- Handle incoming calls and mail
- Create and distribute newsletters and documents as needed for the Center

Summer Feeding Program

June 2014-August 2014

- Data entry, maintain in kind records
- Logistics for travel and serve times for Summer Feeding Program
- Adjust and maintain accurate numbers for actual and projected number of meals served
- Supervise employees and assure they are performing at optimum level
- Assist the Program Coordinator with any duties she needs completed

Integrated Massage and Family Wellness, Dover NH

June 2013-Present

Licensed Massage Therapist

- Perform Manual Therapy
- Market to target market
- Documentation and implementation of procedures

Elements Therapeutic Spa, Portsmouth NH

November 2011- 2013

Licensed Massage Therapist

- Perform Manual Therapy

- Communicate with clients to provide superior service
- Documentation of procedures

Miller-Motte technical College, North Charleston, SC

January 2005-October 2010

Instructor/Clinic Supervisor

- Facilitate student learning for multi age groupings in the area of therapeutic massage, medical assisting, surgical technology, and health information technology.
- Create lesson plans and tests in line with the course syllabus
- Managing students and resolving classroom conflict.
- Prepare students for internship and dealing with the public.
- Manage the school's internal spa.
- Resolve customer complaints.
- Reconcile daily revenue.
- Coordinate scheduling for students and clients.
- Coordinate events for community outreach.
- Increase student retention.

OSI (Outsourcing Solutions Inc.), North Charleston, SC

August 1998- October 2004

- Hire and train employees for the fraud initiative and repetitive debt initiatives.
- Organize and distribute training materials for the client (AT&T).
- Quality Assurance, monitor calls and provide proper feedback to employees.
- Maintain good working communication between company and Client (AT&T).
- Create new working parameters for fraud and repetitive debt initiatives.
- Resolve AT&T customer disputes and claims.
- Improve accounts receivable for the client.
- Annual reviews for employees.

Additional training and Accolades: Medical terminology proficient, Microsoft Office proficient, Pacific University trained, Silver Key Honor Society Alumni

Taylor Damato

Objective

BSW graduate with aspirations to work in child welfare and social services. Received my BSW in August of 2019 and want experience in the field while working on obtaining my master's degree.

Education

- East Stroudsburg University, East Stroudsburg, PA
- Bachelor's Degree | August 2019
- Major in Social Work
- Major GPA 3.6
- Overall GPA 3.1
- Will be attending The University of New Hampshire beginning the fall of 2020 enrolled in the online Master of Social Work program

Experience

August 2015 – May 2019

Reference Assistant | Kemp Library | East Stroudsburg University

- Assist students, faculty, and community members in finding books and references they need.

Summer of 2016, 2017, 2018 and 2019

Customer Service Representative | Mr. Rooter Plumbing | Patchogue, NY

- Take phone calls and schedule appointments. Along with basic office work of scanning, filing, and use of computer software's such as Microsoft and excel.

August 2018 – May 2019

Intern | Pennsylvania Treatment and Healing | Stroudsburg, PA

- Co-facilitate the After-School Evening Group and the Intensive Adolescent Group. Helped plan and prepare group topics. Examined and read case files. Interacted with clients and participated in group discussions. Sat in on new employee training and restraint training.

September 2019 – Jan 17, 2020

Night Counselor | Transitional Services Long Island | Smithtown, NY

- Support and assist residents, who meet the criteria of severely and persistently mentally ill, in a twenty-four-hour supervised living program. Assist with training in daily living skills,

social/recreational activities and medication monitoring. Redirect and help residents utilize coping skills in times of behavioral crisis. Look after the overall well-being of all residents.

Skills and Abilities

- Leadership skills
- Works well with teams and groups
- Basic skills with Microsoft, excel, PowerPoint
- Communication Skills
- First Aid Certified
- Organizational Skills

Academic Achievement

- Dean's List Fall 2017
- Dean's List Spring 2019
- Crisis Intervention Class Training/ Certified



Vicki Senter, RN, BSN, CLC

[REDACTED]

[REDACTED]

Education:

- **Associate Degree in Accounting.** Nashua Community College, Nashua, NH.
- **Associate Degree in Nursing.** New Hampshire Technical Institute, Concord, NH.
- **Bachelor Degree in Nursing.** Franklin Pierce University, Portsmouth, NH.

Nursing Employment History:

Strafford County Community Action Partnerships, Dover, NH July, 2013 to Current
Health Coordinator for Head Start, Early Head Start, Healthy Families of America, and Home Visiting of New Hampshire

- Administer health screenings to all Head Start students.
- Write Individual Healthcare Plans for students when medically necessary.
- Visit clients in their homes to provide nursing support during pregnancy and promote child growth and development.
- Provide lactation support to clients as needed.
- Provide CPR/AED/First Aid instruction to staff and clients.

Farmington High School, SAU 61, Farmington, NH July, 2009 to June, 2013
Registered Nurse and 504 Coordinator

- Care for a population of 430 students and staff, with an average of 62 visits per day.
- Responsible for the smooth operation of the nurse's office including budget preparation, record keeping, statistical data reports, and State of New Hampshire reporting.
- Maintain and distribute 504 plans for 21 students and facilitate meetings.

Wah-Tut-Cah Scout Reservation, Northwood, NH July, 2007 to August, 2011
Registered Nurse

- Cared for an average of 200 overnight campers of a Boy Scouts of America summer camp.
- Responsibilities included camper and staff medical care, medication distribution, assisting with camper registration, record keeping, and the cleanliness of the Health Lodge.

Franklin High School, Franklin, NH July, 2006 to June, 2009
Registered Nurse

- Cared for a population of 430 students and staff.
- Responsible for nurse's office operations including budget preparation, record keeping, and statistical data reports.

Skills:

- **Registered Nurse, Licensed in State of New Hampshire**
- **Certified Lactation Counselor, certified by the Academy of Lactation Policy and Practice.**
- **Heartsaver CPR/AED/First Aid Instructor, American Heart Association certified.**
- **Certified Infant Massage Educator, Prepared Childbirth Educators, Inc.**
- **Microsoft and Excel Software, experienced.**
- **Child Plus Software, experienced.**
- **PROMIS Computer Software, experienced.**
- **ETO Computer Software, experienced.**
- **First Responder Certified, National Registry of Emergency Medical Technicians.**

Community Action Partnership of Strafford County

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Paula Gyurcsan	Home Visiting Manager	50,066	50%	\$25,033
Elena Engle	Child and Family Services Director	70,013	11%	7,876
Deirdre Siede	Home Visitor	29,344	100%	29,344
Elizabeth Hannagan	Home Visitor	38,189	100%	38,189
Cree-Ann Jones	Home Visitor-FRS	38,189	100%	38,189
Beth Clarke	Program Assistant	32,209	5%	1,695
Taylor Damato	Outreach and Enrollment Coordinator	36,067	5%	1,803
Vicki Senter	Health Services Coordinator	49,525	15%	7,429

CEO and Finance Director are paid completely from the indirect cost rate.

Community Action Partnership of Strafford County

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Vacant	Home Visiting Supervisor	36,400	100%	36,400

CEO and Finance Director are paid completely from the indirect cost rate.

**New Hampshire Department of Health and Human Services
Home Visiting Services**



**State of New Hampshire
Department of Health and Human Services
Amendment #2 to the Home Visiting Services Contract**

This 2nd Amendment to the Home Visiting Services contract (hereinafter referred to as "Amendment #2") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Waypoint, formerly known as Child and Family Services of New Hampshire (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 464 Chestnut Street, Manchester, NH 03101.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 20, 2018 (Item #27E), as amended on September 18, 2019, (Item #27), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-1, Revisions to General Provisions, Paragraph 3, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:
September 30, 2022.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$4,891,017.
3. Modify Exhibit A, Scope of Services, Section 1 Provisions Applicable to All Services, Subsection 1.5., to read:
 - 1.5. The Contractor shall provide home visiting services to a minimum of families as outlined below per contract year:
 - 1.5.1 City of Manchester = 39 families per year
 - 1.5.2 Hillsborough County = 27 families per year
 - 1.5.3 Merrimack County = 19 families per year
 - 1.5.4 Rockingham County = 27 families per year
4. Modify Exhibit A, Scope of Services, Section 2 Scope of Work, Subsection 2.2, Paragraph 2.2.4., to read:
 - 2.2.4. Ensure the twelve (12) critical elements that make up the essential components of the HFA Model are addressed in agency policies.
5. Modify Exhibit A, Scope of Services, Section 2 Scope of Work, Subsection 2.2, by adding Paragraph 2.2.6., to read:
 - 2.2.6 Participate in Continuous Quality Improvement Projects and collaborative efforts to serve families within designated catchment areas. The Contractor shall:
 - 2.2.6.1. Ensure staff are available to provide relevant data as well as key data and metrics, as requested by the Department.

BNT
8/6/20

**New Hampshire Department of Health and Human Services
Home Visiting Services**



- 2.2.6.2. Ensure staff are available to review data, discuss performance, learn from their peers, and identify action-steps that may improve client outcomes.
6. Modify Exhibit A, Scope of Services, Section 3 Staffing Requirements, Subsection 3.5 to read:
3.5. Reserved.
 7. Modify Exhibit A, Scope of Services, Section 3 Staffing Requirements, Subsection 3.6, to read
3.6. Reserved.
 8. Modify Exhibit A, Scope of Services, Section 4 Reporting and Deliverable Requirements, by adding Subsection 4.8., to read:
4.8 The Contractor shall participate in sub-recipient monitoring activities, as coordinated by the Department. The Contractor shall:
4.8.1 Provide fiscal documentation demonstrating that MIECHV funding is utilized solely to support activities under this contract, as requested by the Department.
4.8.2 Ensure expenses are reasonable, allowable and allocable per 45 CFR 75.
4.8.3. Provide documentation of funding utilization and reasonable expenses to the Department upon request.
 9. Modify Exhibit A, Scope of Services, Section 5 Work Plan, Subsection 5.2. to read:
5.2. The Contractor shall submit a Work Plan, utilizing a template as provided by the Department, that includes, but is not limited to:
5.2.1. Activities.
5.2.2. Performance Measures (Outcomes).
5.2.3. Action Plan for Improvement.
 10. Modify Exhibit A-2 Work Plan Template by deleting it in its entirety and replacing it with Exhibit A-2 Performance Measures, which is attached hereto and incorporated by reference herein.
 11. Modify Exhibit B - Amendment #1, Methods and Conditions Precedent to Payment, Section 2, Subsection 2.3 to read:
2.3 General Funds from Parental Assistance Funds
 12. Modify Exhibit B - Amendment #1, Methods and Conditions Precedent to Payment, Section 3, to read:
3. Payment for expenses shall be on a cost reimbursement basis for allowable costs only in accordance with Exhibit B-1 Budget through Exhibit B-25 Budget – Amendment #2.
 13. Modify Exhibit B-3 Budget by deleting it in its entirety and replacing it with Exhibit B-3 – Amendment #2, which is attached hereto and incorporated by reference herein.
 14. Modify Exhibit B-6 Budget by deleting it in its entirety and replacing it with Exhibit B-6 – Amendment #2, which is attached hereto and incorporated by reference herein.
 15. Modify Exhibit B-9 Budget by deleting it in its entirety and replacing it with Exhibit B-9 – Amendment #2, which is attached hereto and incorporated by reference herein.
 16. Modify Exhibit B-12 Budget by deleting it in its entirety and replacing it with Exhibit B-12 – Amendment #2, which is attached hereto and incorporated by reference herein.

New Hampshire Department of Health and Human Services
Home Visiting Services



17. Add Exhibit B-14 Budget - Amendment #2.
18. Add Exhibit B-15 Budget - Amendment #2.
19. Add Exhibit B-16 Budget - Amendment #2.
20. Add Exhibit B-17 Budget - Amendment #2.
21. Add Exhibit B-18 Budget - Amendment #2.
22. Add Exhibit B-19 Budget - Amendment #2.
23. Add Exhibit B-20 Budget - Amendment #2.
24. Add Exhibit B-21 Budget - Amendment #2.
25. Add Exhibit B-22 Budget - Amendment #2.
26. Add Exhibit B-23 Budget - Amendment #2.
27. Add Exhibit B-24 Budget - Amendment #2.

**New Hampshire Department of Health and Human Services
Home Visiting Services**



All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #2 remain in full force and effect. This amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire
Department of Health and Human Services

8/11/2020
Date

Leri Shibette
Name:
Title:

8/6/20
Date

Waypoint
Samuel de la Torre
Name: Samuel de la Torre
Title: President / CEO

**New Hampshire Department of Health and Human Services
Home Visiting Services**



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

08/17/20
Date

Catherine Pinos
Name:
Title: Catherine Pinos, Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: _____ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:



Exhibit A-2 Performance Measures

1. Performance Measures

- 1.1. For all measures, consider services provided during State Fiscal year 2021 (July 1, 2020– June 30, 2021) in accordance with Exhibit A, Scope of Services of this Contract.

Performance Measure #1 (EPDS)
HFA Best Practice Standard 7-4.D

Measure: 80% of women enrolled in the program received at least one Edinburgh Postnatal Depression Scale screening by 3 months postpartum.

Goal: All post-partum women enrolled in HFA will receive this formal, validated screening for depression at the optimal time.

Definition: **Numerator-** Of those in the denominator, the number of women that received an Edinburgh Postnatal Depression Scale (EPDS) screening by 3 months postpartum.

Denominator- The total number of women in the program who reached 3 months postpartum during the reporting period and were enrolled prior to 3 months after the birth of their baby.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → HFA EPDS 3 months rev [7/10/2019] Index child only

Performance Measure #2 (Retention)
HFA Best Practice Standard 3-4.A

Measure: Increase the percent of families who remain enrolled in HFA for at least 6 months from FFY 2019 average (10/1/2018-9/30/2019) baseline.

Goal: Families stay connected and maintain involvement with HFA services.

Definition: **Numerator-** Of those in the denominator, the number of families that remained in HFA services at least 6 months.

Denominator- The number of families who received a first home visit during the period 10/1/2019-9/30/2020:

Quarter 1 10/1/2019- 12/31/2019

Quarter 2 1/1/2020– 3/31/2020

Quarter 3 4/1/2020 – 6/30/2020

Quarter 4 7/1/2020 – 9/30/2020.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → HFA Retention Summary (Current) (Baseline is determined by performance in the prior fiscal year.)

7/18/21

8/6/20

New Hampshire Department of Health and Human Services
Home Visiting Services



Exhibit A-2 Performance Measures

Performance Measure #3

HFA Best Practice Standard 6-6.B

Measure: 90% of target children with a positive screen for developmental delays (scoring below the "cutoff" on the ASQ-3) receive services in a timely manner. Children already receiving developmental services should not be screened.

Goal: All children served who are determined to be at risk for developmental delays, and are not already receiving developmental services, will receive a referral for further evaluation or services. (If a family declines a referral this should be documented in the family's file and the Family Support Specialist shall continue efforts to advocate for accessing developmental services.)

Definition: **Numerator:** Number of children enrolled in home visiting who a) received individualized developmental support from a home visitor; b) were referred to early intervention services and received an evaluation within 45 days; OR c) were referred to other community services who received services within 30 days (and met the conditions specified in the denominator.)

Denominator: Total number of children enrolled in HFA with positive screens (scoring below the cutoff) for developmental delays, measured using the ASQ-3.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → HFA Child Development Screenings (Current)

Performance Measure #4

HFA Standard 12-1.B

Measure: All direct service staff receive a minimum of 75% of required weekly individual supervision according to the HFA Standards.

Goal: Service providers receive ongoing, effective supervision so they are able to develop realistic and effective plans to empower families.

Definition: **Numerator-** Of those in the denominator, the number of direct service staff who received 75% of required weekly individual supervision for a minimum of 1.5 hours for full-time (.75 to 1.0 FTE) and 1 hour for part-time staff (from .25 - .75 FTE).

Denominator- The number of direct service staff/home visitors employed in the HFA Program during quarter.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → Staff Supervision Rev [6-22-2018]

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

Bidder/Program Name: Waypoint (Hillsboro)

Budget Request for: Home Visiting

Budget Period: July 1, 2020 - June 30, 2021 (SFY 2021)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS/contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 136,072.00	\$ -	\$ 136,072.00	\$ -	\$ -	\$ -	\$ 136,072.00	\$ -	\$ 136,072.00
2. Employee Benefits	\$ 40,923.00	\$ -	\$ 40,923.00	\$ -	\$ -	\$ -	\$ 40,923.00	\$ -	\$ 40,923.00
3. Consultants	\$ 14,000.00	\$ -	\$ 14,000.00	\$ -	\$ -	\$ -	\$ 14,000.00	\$ -	\$ 14,000.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 600.00	\$ -	\$ 600.00	\$ -	\$ -	\$ -	\$ 600.00	\$ -	\$ 600.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ 749.00	\$ -	\$ 749.00	\$ -	\$ -	\$ -	\$ 749.00	\$ -	\$ 749.00
Office	\$ 10,077.00	\$ -	\$ 10,077.00	\$ -	\$ -	\$ -	\$ 10,077.00	\$ -	\$ 10,077.00
6. Travel	\$ 17,589.00	\$ -	\$ 17,589.00	\$ -	\$ -	\$ -	\$ 17,589.00	\$ -	\$ 17,589.00
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00
Telephone	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 100.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ 1,662.00	\$ -	\$ 1,662.00	\$ -	\$ -	\$ -	\$ 1,662.00	\$ -	\$ 1,662.00
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 750.00	\$ -	\$ 750.00	\$ -	\$ -	\$ -	\$ 750.00	\$ -	\$ 750.00
10. Marketing/Communications	\$ 800.00	\$ -	\$ 800.00	\$ -	\$ -	\$ -	\$ 800.00	\$ -	\$ 800.00
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00
Dues/Accreditation	\$ -	\$ 40,324.00	\$ 40,324.00	\$ -	\$ -	\$ -	\$ -	\$ 40,324.00	\$ 40,324.00
Indirect	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 227,822.00	\$ 40,324.00	\$ 268,146.00	\$ -	\$ -	\$ -	\$ 227,822.00	\$ 40,324.00	\$ 268,146.00

Indirect As A Percent of Direct

17.7%

Contractor Initials PA-

Date 8/6/20

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

Bidder/Program Name: Waypoint (Manchester)

Budget Request for: Home Visiting

Budget Period: July 1, 2020 - June 30, 2021 (SFY 2021)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 173,323.00	\$ -	\$ 173,323.00	\$ -	\$ -	\$ -	\$ 173,323.00	\$ -	\$ 173,323.00
2. Employee Benefits	\$ 30,637.00	\$ -	\$ 30,637.00	\$ -	\$ -	\$ -	\$ 30,637.00	\$ -	\$ 30,637.00
3. Consultants	\$ 9,500.00	\$ -	\$ 9,500.00	\$ -	\$ -	\$ -	\$ 9,500.00	\$ -	\$ 9,500.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 535.00	\$ -	\$ 535.00
Educational	\$ 535.00	\$ -	\$ 535.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 576.00	\$ -	\$ 576.00
Medical	\$ 576.00	\$ -	\$ 576.00	\$ -	\$ -	\$ -	\$ 4,219.00	\$ -	\$ 4,219.00
Office	\$ 4,219.00	\$ -	\$ 4,219.00	\$ -	\$ -	\$ -	\$ 14,464.00	\$ -	\$ 14,464.00
6. Travel	\$ 14,464.00	\$ -	\$ 14,464.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,287.00	\$ -	\$ 3,287.00
8. Current Expenses	\$ 3,287.00	\$ -	\$ 3,287.00	\$ -	\$ -	\$ -	\$ 73.00	\$ -	\$ 73.00
Telephone	\$ 73.00	\$ -	\$ 73.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,927.00	\$ -	\$ 1,927.00
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 1,927.00	\$ -	\$ 1,927.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,100.00	\$ -	\$ 4,100.00
10. Marketing/Communications	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 4,100.00	\$ -	\$ 4,100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 867.00	\$ -	\$ 867.00
13. Other (specific details mandatory):	\$ 867.00	\$ -	\$ 867.00	\$ -	\$ -	\$ -	\$ -	\$ 26,896.00	\$ 26,896.00
Dues/Accreditation	\$ -	\$ 26,896.00	\$ 26,896.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 244,508.00	\$ 26,896.00	\$ 271,404.00
TOTAL	\$ 244,508.00	\$ 26,896.00	\$ 271,404.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Indirect As A Percent of Direct

11.0%

Contractor Initials

Date

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

Bidder/Program Name: Waypoint (Merrimack)

Budget Request for: Home Visiting - Federal Funds

Budget Period: July 1, 2020 - June 30, 2021 (\$FY 2021)

Line Item	Total Program Costs			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 173,259.00	\$ -	\$ 173,259.00	\$ -	\$ -	\$ -	\$ 173,259.00	\$ -	\$ 173,259.00
2. Employee Benefits	\$ 26,029.00	\$ -	\$ 26,029.00	\$ -	\$ -	\$ -	\$ 26,029.00	\$ -	\$ 26,029.00
3. Consultants	\$ 7,000.00	\$ -	\$ 7,000.00	\$ -	\$ -	\$ -	\$ 7,000.00	\$ -	\$ 7,000.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ 360.00	\$ -	\$ 360.00	\$ -	\$ -	\$ -	\$ 360.00	\$ -	\$ 360.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ 480.00	\$ -	\$ 480.00	\$ -	\$ -	\$ -	\$ 480.00	\$ -	\$ 480.00
Office	\$ 5,451.00	\$ -	\$ 5,451.00	\$ -	\$ -	\$ -	\$ 5,451.00	\$ -	\$ 5,451.00
6. Travel	\$ 7,333.00	\$ -	\$ 7,333.00	\$ -	\$ -	\$ -	\$ 7,333.00	\$ -	\$ 7,333.00
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ 2,641.00	\$ -	\$ 2,641.00	\$ -	\$ -	\$ -	\$ 2,641.00	\$ -	\$ 2,641.00
Telephone	\$ 60.00	\$ -	\$ 60.00	\$ -	\$ -	\$ -	\$ 60.00	\$ -	\$ 60.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 780.00	\$ -	\$ 780.00	\$ -	\$ -	\$ -	\$ 780.00	\$ -	\$ 780.00
10. Marketing/Communications	\$ 4,500.00	\$ -	\$ 4,500.00	\$ -	\$ -	\$ -	\$ 4,500.00	\$ -	\$ 4,500.00
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ 900.00	\$ -	\$ 900.00	\$ -	\$ -	\$ -	\$ 900.00	\$ -	\$ 900.00
Does/Accreditation	\$ -	\$ 39,353.00	\$ 39,353.00	\$ -	\$ -	\$ -	\$ -	\$ 39,353.00	\$ 39,353.00
Indirect	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 228,793.00	\$ 39,353.00	\$ 268,146.00	\$ -	\$ -	\$ -	\$ 228,793.00	\$ 39,353.00	\$ 268,146.00

Indirect As A Percent of Direct

17.2%

Contractor Initials JS
Date 8/6/20

Exhibit B-12, Budget Amendment # 2

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

Bidder/Program Name: Waypoint (Rockingham)

Budget Request for: Home Visiting

Budget Period: July 1, 2020 - June 30, 2021 (SFY 2021)

Budget Period: July 1, 2020 - June 30, 2021 (SPY 2021)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share			Total
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total	
	Incremental	Fixed		Incremental	Fixed		Incremental	Fixed		
	\$ 148,066.00	\$ -	\$ 148,066.00	\$ -	\$ -	\$ -	\$ 148,066.00	\$ -	\$ 148,066.00	\$ 148,066.00
1. Total Salary/Wages	\$ 33,396.00	\$ -	\$ 33,396.00	\$ -	\$ -	\$ -	\$ 33,396.00	\$ -	\$ 33,396.00	\$ 33,396.00
2. Employee Benefits	\$ 9,000.00	\$ -	\$ 9,000.00	\$ -	\$ -	\$ -	\$ 9,000.00	\$ -	\$ 9,000.00	\$ 9,000.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ 900.00	\$ -	\$ 900.00	\$ -	\$ -	\$ -	\$ 900.00	\$ -	\$ 900.00	\$ 900.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ 500.00
Office	\$ 11,652.00	\$ -	\$ 11,652.00	\$ -	\$ -	\$ -	\$ 11,652.00	\$ -	\$ 11,652.00	\$ 11,652.00
6. Travel	\$ 12,007.00	\$ -	\$ 12,007.00	\$ -	\$ -	\$ -	\$ 12,007.00	\$ -	\$ 12,007.00	\$ 12,007.00
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ 3,010.00	\$ -	\$ 3,010.00	\$ -	\$ -	\$ -	\$ 3,010.00	\$ -	\$ 3,010.00	\$ 3,010.00
Telephone	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ 100.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,493.00	\$ -	\$ 1,493.00	\$ 1,493.00
Insurance	\$ 1,493.00	\$ -	\$ 1,493.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,736.00	\$ -	\$ 1,736.00	\$ 1,736.00
10. Marketing/Communications	\$ 1,736.00	\$ -	\$ 1,736.00	\$ -	\$ -	\$ -	\$ 4,636.00	\$ -	\$ 4,636.00	\$ 4,636.00
11. Staff Education and Training	\$ 4,636.00	\$ -	\$ 4,636.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,500.00
Dues/Accreditation	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ 40,130.00	\$ 40,130.00	\$ 40,130.00
Indirect	\$ -	\$ 40,130.00	\$ 40,130.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 228,016.00	\$ 40,130.00	\$ 268,146.00	\$ -	\$ -	\$ -	\$ 228,016.00	\$ 40,130.00	\$ 268,146.00	\$ 268,146.00
		17.6%								

Indirect As A Percent of Direct 17.6%

Contractor Initials *JK*
Date 8/6/20

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

Bidder/Program Name: Waypoint (Merrimack)

Budget Request for: Home Visiting - General Funds

Budget Period: July 1, 2020 - June 30, 2021 (SFY 2021)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 121,400.00	\$ -	\$ 121,400.00	\$ -	\$ -	\$ -	\$ 121,400.00	\$ -	\$ 121,400.00
2. Employee Benefits	\$ 18,186.00	\$ -	\$ 18,186.00	\$ -	\$ -	\$ -	\$ 18,186.00	\$ -	\$ 18,186.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ 240.00	\$ -	\$ 240.00	\$ -	\$ -	\$ -	\$ 240.00	\$ -	\$ 240.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ 320.00	\$ -	\$ 320.00	\$ -	\$ -	\$ -	\$ 320.00	\$ -	\$ 320.00
Office	\$ 3,634.00	\$ -	\$ 3,634.00	\$ -	\$ -	\$ -	\$ 3,634.00	\$ -	\$ 3,634.00
6. Travel	\$ 4,890.00	\$ -	\$ 4,890.00	\$ -	\$ -	\$ -	\$ 4,890.00	\$ -	\$ 4,890.00
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ 1,760.00	\$ -	\$ 1,760.00	\$ -	\$ -	\$ -	\$ 1,760.00	\$ -	\$ 1,760.00
Telephone	\$ 40.00	\$ -	\$ 40.00	\$ -	\$ -	\$ -	\$ 40.00	\$ -	\$ 40.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 520.00	\$ -	\$ 520.00	\$ -	\$ -	\$ -	\$ 520.00	\$ -	\$ 520.00
10. Marketing/Communications	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800.00	\$ -	\$ 800.00
13. Other (specific details mandatory):	\$ 600.00	\$ -	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ 26,589.00	\$ 26,589.00
Dues/Accreditation	\$ -	\$ 26,589.00	\$ 26,589.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 154,590.00	\$ 26,589.00	\$ 181,179.00	\$ -	\$ -	\$ -	\$ 154,590.00	\$ 26,589.00	\$ 181,179.00

Indirect As A Percent of Direct

17.2%

Contractor Initials

Date 8/6/20

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

Bidding/Program Name: Waypoint (Hillsboro)

Budget Request for: Home Visiting

Budget Period: July 1, 2021 - June 30, 2022 (SFY 2022)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 136,072.00	\$ -	\$ 136,072.00	\$ -	\$ -	\$ -	\$ 136,072.00	\$ -	\$ 136,072.00
2. Employee Benefits	\$ 40,923.00	\$ -	\$ 40,923.00	\$ -	\$ -	\$ -	\$ 40,923.00	\$ -	\$ 40,923.00
3. Consultants	\$ 14,000.00	\$ -	\$ 14,000.00	\$ -	\$ -	\$ -	\$ 14,000.00	\$ -	\$ 14,000.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ 600.00	\$ -	\$ 600.00	\$ -	\$ -	\$ -	\$ 600.00	\$ -	\$ 600.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ 749.00	\$ -	\$ 749.00	\$ -	\$ -	\$ -	\$ 749.00	\$ -	\$ 749.00
Office	\$ 10,077.00	\$ -	\$ 10,077.00	\$ -	\$ -	\$ -	\$ 10,077.00	\$ -	\$ 10,077.00
6. Travel	\$ 17,589.00	\$ -	\$ 17,589.00	\$ -	\$ -	\$ -	\$ 17,589.00	\$ -	\$ 17,589.00
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00
8. Current Expenses	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 100.00
Telephone	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ 1,662.00	\$ -	\$ 1,662.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750.00	\$ -	\$ 750.00
9. Software	\$ 750.00	\$ -	\$ 750.00	\$ -	\$ -	\$ -	\$ 800.00	\$ -	\$ 800.00
10. Marketing/Communications	\$ 800.00	\$ -	\$ 800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00
13. Other (specific details mandatory):	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ 40,324.00	\$ 40,324.00
Dues/Accreditation	\$ -	\$ 40,324.00	\$ 40,324.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 227,822.00	\$ 40,324.00	\$ 268,146.00
TOTAL	\$ 227,822.00	\$ 40,324.00	\$ 268,146.00	\$ -	\$ -	\$ -	\$ 227,822.00	\$ 40,324.00	\$ 268,146.00

Indirect As A Percent of Direct

17.7%

Contractor Initials

Date

8/1/20

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

Bidder/Program Name: Waypoint (Manchester)

Budget Request for: Home Visiting

Budget Period: July 1, 2021 - June 30, 2022 (SFY 2022)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 173,323.00	\$ -	\$ 173,323.00	\$ -	\$ -	\$ -	\$ 173,323.00	\$ -	\$ 173,323.00
2. Employee Benefits	\$ 30,637.00	\$ -	\$ 30,637.00	\$ -	\$ -	\$ -	\$ 30,637.00	\$ -	\$ 30,637.00
3. Consultants	\$ 9,500.00	\$ -	\$ 9,500.00	\$ -	\$ -	\$ -	\$ 9,500.00	\$ -	\$ 9,500.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 535.00	\$ -	\$ 535.00
Educational	\$ 535.00	\$ -	\$ 535.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lap	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 576.00	\$ -	\$ 576.00
Medical	\$ 576.00	\$ -	\$ 576.00	\$ -	\$ -	\$ -	\$ 4,219.00	\$ -	\$ 4,219.00
Office	\$ 4,219.00	\$ -	\$ 4,219.00	\$ -	\$ -	\$ -	\$ 14,464.00	\$ -	\$ 14,464.00
6. Travel	\$ 14,464.00	\$ -	\$ 14,464.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,287.00	\$ -	\$ 3,287.00
8. Current Expenses	\$ 3,287.00	\$ -	\$ 3,287.00	\$ -	\$ -	\$ -	\$ 73.00	\$ -	\$ 73.00
Telephones	\$ 73.00	\$ -	\$ 73.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,927.00	\$ -	\$ 1,927.00
Audit and Legal	\$ 1,927.00	\$ -	\$ 1,927.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,100.00	\$ -	\$ 4,100.00
9. Software	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 4,100.00	\$ -	\$ 4,100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 867.00	\$ -	\$ 867.00
13. Other (specific details mandatory):	\$ 867.00	\$ -	\$ 867.00	\$ -	\$ -	\$ -	\$ -	\$ 26,896.00	\$ 26,896.00
Dues/Accreditation	\$ -	\$ 26,896.00	\$ 26,896.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 244,508.00	\$ 26,896.00	\$ 271,404.00
TOTAL	\$ 244,508.00	\$ 26,896.00	\$ 271,404.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Indirect As A Percent of Direct

11.6%

Contractor Initials

Date

8/6/20

Exhibit B-17, Budget Amendment # 2

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

Bidder/Program Name: Waypoint (Merrimack)

Budget Request for: Home Visiting - Federal Funds

Budget Period: July 1, 2021 - June 30, 2022 (SFY 2022)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 173,259.00	\$ -	\$ 173,259.00	\$ -	\$ -	\$ -	\$ 173,259.00	\$ -	\$ 173,259.00
2. Employee Benefits	\$ 26,029.00	\$ -	\$ 26,029.00	\$ -	\$ -	\$ -	\$ 26,029.00	\$ -	\$ 26,029.00
3. Consultants	\$ 7,000.00	\$ -	\$ 7,000.00	\$ -	\$ -	\$ -	\$ 7,000.00	\$ -	\$ 7,000.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ 360.00	\$ -	\$ 360.00	\$ -	\$ -	\$ -	\$ 360.00	\$ -	\$ 360.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ 480.00	\$ -	\$ 480.00	\$ -	\$ -	\$ -	\$ 480.00	\$ -	\$ 480.00
Office	\$ 5,451.00	\$ -	\$ 5,451.00	\$ -	\$ -	\$ -	\$ 5,451.00	\$ -	\$ 5,451.00
6. Travel	\$ 7,333.00	\$ -	\$ 7,333.00	\$ -	\$ -	\$ -	\$ 7,333.00	\$ -	\$ 7,333.00
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ 2,641.00	\$ -	\$ 2,641.00	\$ -	\$ -	\$ -	\$ 2,641.00	\$ -	\$ 2,641.00
Telephone	\$ 60.00	\$ -	\$ 60.00	\$ -	\$ -	\$ -	\$ 60.00	\$ -	\$ 60.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 780.00	\$ -	\$ 780.00	\$ -	\$ -	\$ -	\$ 780.00	\$ -	\$ 780.00
10. Marketing/Communications	\$ 4,500.00	\$ -	\$ 4,500.00	\$ -	\$ -	\$ -	\$ 4,500.00	\$ -	\$ 4,500.00
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ 900.00	\$ -	\$ 900.00	\$ -	\$ -	\$ -	\$ 900.00	\$ -	\$ 900.00
Dues/Accreditation	\$ -	\$ 39,353.00	\$ 39,353.00	\$ -	\$ -	\$ -	\$ -	\$ 39,353.00	\$ 39,353.00
Indirect	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 228,783.00	\$ 39,353.00	\$ 268,136.00	\$ -	\$ -	\$ -	\$ 228,783.00	\$ 39,353.00	\$ 268,136.00

Indirect As A Percent of Direct

17.2%

Contractor Initials BA
Date 8/6/20

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

Bidder/Program Name: Waypoint (Merrimack)

Budget Request for: Home Visiting - General Funds

Budget Period: July 1, 2021 - June 30, 2022 (SFY 2022)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 121,400.00	\$ -	\$ 121,400.00	\$ -	\$ -	\$ -	\$ 121,400.00	\$ -	\$ 121,400.00
2. Employee Benefits	\$ 18,186.00	\$ -	\$ 18,186.00	\$ -	\$ -	\$ -	\$ 18,186.00	\$ -	\$ 18,186.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ 240.00	\$ -	\$ 240.00	\$ -	\$ -	\$ -	\$ 240.00	\$ -	\$ 240.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ 320.00	\$ -	\$ 320.00	\$ -	\$ -	\$ -	\$ 320.00	\$ -	\$ 320.00
Office	\$ 3,634.00	\$ -	\$ 3,634.00	\$ -	\$ -	\$ -	\$ 3,634.00	\$ -	\$ 3,634.00
6. Travel	\$ 4,890.00	\$ -	\$ 4,890.00	\$ -	\$ -	\$ -	\$ 4,890.00	\$ -	\$ 4,890.00
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ 1,760.00	\$ -	\$ 1,760.00	\$ -	\$ -	\$ -	\$ 1,760.00	\$ -	\$ 1,760.00
Telephone	\$ 40.00	\$ -	\$ 40.00	\$ -	\$ -	\$ -	\$ 40.00	\$ -	\$ 40.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 520.00	\$ -	\$ 520.00	\$ -	\$ -	\$ -	\$ 520.00	\$ -	\$ 520.00
10. Marketing/Communications	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ 600.00	\$ -	\$ 600.00	\$ -	\$ -	\$ -	\$ 600.00	\$ -	\$ 600.00
Dues/Accreditation	\$ -	\$ 26,589.00	\$ 26,589.00	\$ -	\$ -	\$ -	\$ -	\$ 26,589.00	\$ 26,589.00
Indirect	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 154,590.00	\$ 26,589.00	\$ 181,179.00	\$ -	\$ -	\$ -	\$ 154,590.00	\$ 26,589.00	\$ 181,179.00

Indirect As A Percent of Direct

17.2%

Contractor Initials

Date 8/6/20

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

Bidder/Program Name: Waypoint (Rockingham)

Budget Request for: Home Visiting

Budget Period: July 1, 2021 - June 30, 2022 (SFY 2022)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 148,086.00	\$ -	\$ 148,086.00	\$ -	\$ -	\$ -	\$ 148,086.00	\$ -	\$ 148,086.00
2. Employee Benefits	\$ 33,396.00	\$ -	\$ 33,396.00	\$ -	\$ -	\$ -	\$ 33,396.00	\$ -	\$ 33,396.00
3. Consultants	\$ 9,000.00	\$ -	\$ 9,000.00	\$ -	\$ -	\$ -	\$ 9,000.00	\$ -	\$ 9,000.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ 900.00	\$ -	\$ 900.00	\$ -	\$ -	\$ -	\$ 900.00	\$ -	\$ 900.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
Office	\$ 11,652.00	\$ -	\$ 11,652.00	\$ -	\$ -	\$ -	\$ 11,652.00	\$ -	\$ 11,652.00
6. Travel	\$ 12,007.00	\$ -	\$ 12,007.00	\$ -	\$ -	\$ -	\$ 12,007.00	\$ -	\$ 12,007.00
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ 3,010.00	\$ -	\$ 3,010.00	\$ -	\$ -	\$ -	\$ 3,010.00	\$ -	\$ 3,010.00
Telephone	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 100.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ 1,493.00	\$ -	\$ 1,493.00	\$ -	\$ -	\$ -	\$ 1,493.00	\$ -	\$ 1,493.00
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 1,736.00	\$ -	\$ 1,736.00	\$ -	\$ -	\$ -	\$ 1,736.00	\$ -	\$ 1,736.00
10. Marketing/Communications	\$ 4,636.00	\$ -	\$ 4,636.00	\$ -	\$ -	\$ -	\$ 4,636.00	\$ -	\$ 4,636.00
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00
Dues/Accreditation	\$ -	\$ 40,130.00	\$ 40,130.00	\$ -	\$ -	\$ -	\$ -	\$ 40,130.00	\$ 40,130.00
Indirect	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 228,016.00	\$ 40,130.00	\$ 268,146.00	\$ -	\$ -	\$ -	\$ 228,016.00	\$ 40,130.00	\$ 268,146.00

Indirect As A Percent of Direct

17.6%

Contractor Initials



Date 8/6/22

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

Bidden/Program Name: Waypoint (Hillsboro)

Budget Request for: Home Visiting

Budget Period: July 1, 2022 - September 30, 2022 (SFY 2023)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DPHS contract share			Total
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	
1. Total Salary/Wages	\$ 34,018.00	\$ -	\$ 34,018.00	\$ -	\$ -	\$ -	\$ 34,018.00	\$ -	\$ -	\$ 34,018.00
2. Employee Benefits	\$ 10,231.00	\$ -	\$ 10,231.00	\$ -	\$ -	\$ -	\$ 10,231.00	\$ -	\$ -	\$ 10,231.00
3. Consultants	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -	\$ -	\$ -	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ 150.00	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ 150.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ 187.00	\$ -	\$ 187.00	\$ -	\$ -	\$ -	\$ 187.00	\$ -	\$ -	\$ 187.00
Office	\$ 2,519.00	\$ -	\$ 2,519.00	\$ -	\$ -	\$ -	\$ 2,519.00	\$ -	\$ -	\$ 2,519.00
6. Travel	\$ 4,398.00	\$ -	\$ 4,398.00	\$ -	\$ -	\$ -	\$ 4,398.00	\$ -	\$ -	\$ 4,398.00
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ 750.00	\$ -	\$ 750.00	\$ -	\$ -	\$ -	\$ 750.00	\$ -	\$ -	\$ 750.00
Telephone	\$ 25.00	\$ -	\$ 25.00	\$ -	\$ -	\$ -	\$ 25.00	\$ -	\$ -	\$ 25.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ 416.00	\$ -	\$ 416.00	\$ -	\$ -	\$ -	\$ 416.00	\$ -	\$ -	\$ 416.00
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 188.00	\$ -	\$ 188.00	\$ -	\$ -	\$ -	\$ 188.00	\$ -	\$ -	\$ 188.00
10. Marketing/Communications	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ 200.00
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ 375.00	\$ -	\$ 375.00	\$ -	\$ -	\$ -	\$ 375.00	\$ -	\$ -	\$ 375.00
Dues/Accreditation	\$ -	\$ 10,081.00	\$ 10,081.00	\$ -	\$ -	\$ -	\$ -	\$ 10,081.00	\$ 10,081.00	\$ 10,081.00
Indirect	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 54,855.00	\$ 10,081.00	\$ 64,936.00	\$ -	\$ -	\$ -	\$ 54,855.00	\$ 10,081.00	\$ 64,936.00	\$ 64,936.00

Indirect As A Percent of Direct

17.7%

Contractor Initials

Date

8/16/20

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

Bidder/Program Name: Waypoint (Manchester)

Budget Request for: Home Visiting

Budget Period: July 1, 2022 - September 30, 2022 (SFY 2023)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct		Total	Direct		Total	Direct		Total
	Incremental	Fixed		Incremental	Fixed		Incremental	Fixed	
1. Total Salary/Wages	\$ 43,330.00	\$ -	\$ 43,330.00	\$ -	\$ -	\$ -	\$ 43,330.00	\$ -	\$ 43,330.00
2. Employee Benefits	\$ 7,659.00	\$ -	\$ 7,659.00	\$ -	\$ -	\$ -	\$ 7,659.00	\$ -	\$ 7,659.00
3. Consultants	\$ 2,375.00	\$ -	\$ 2,375.00	\$ -	\$ -	\$ -	\$ 2,375.00	\$ -	\$ 2,375.00
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies	\$ 134.00	\$ -	\$ 134.00	\$ -	\$ -	\$ -	\$ 134.00	\$ -	\$ 134.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ 144.00	\$ -	\$ 144.00	\$ -	\$ -	\$ -	\$ 144.00	\$ -	\$ 144.00
Office	\$ 1,055.00	\$ -	\$ 1,055.00	\$ -	\$ -	\$ -	\$ 1,055.00	\$ -	\$ 1,055.00
6. Travel	\$ 3,616.00	\$ -	\$ 3,616.00	\$ -	\$ -	\$ -	\$ 3,616.00	\$ -	\$ 3,616.00
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ 822.00	\$ -	\$ 822.00	\$ -	\$ -	\$ -	\$ 822.00	\$ -	\$ 822.00
Telephone	\$ 18.00	\$ -	\$ 18.00	\$ -	\$ -	\$ -	\$ 18.00	\$ -	\$ 18.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 482.00	\$ -	\$ 482.00	\$ -	\$ -	\$ -	\$ 482.00	\$ -	\$ 482.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ 250.00
11. Staff Education and Training	\$ 1,025.00	\$ -	\$ 1,025.00	\$ -	\$ -	\$ -	\$ 1,025.00	\$ -	\$ 1,025.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ 217.00	\$ -	\$ 217.00	\$ -	\$ -	\$ -	\$ 217.00	\$ -	\$ 217.00
Dues/Accreditation	\$ -	\$ 6,724.00	\$ 6,724.00	\$ -	\$ -	\$ -	\$ -	\$ 6,724.00	\$ 6,724.00
Indirect	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 61,127.00	\$ 6,724.00	\$ 67,851.00	\$ -	\$ -	\$ -	\$ 61,127.00	\$ 6,724.00	\$ 67,851.00

Indirect As A Percent of Direct

11.0%

Contractor Initials: *RA*Date: *8/6/20*

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

Bidding/Program Name: Waypoint (Merrimack)

Budget Request for: Home Visiting - Federal Funds

Budget Period: July 1, 2022 - September 30, 2022 (SFY 2023)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DPHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 43,315.00	\$ -	\$ 43,315.00	\$ -	\$ -	\$ -	\$ 43,315.00	\$ -	\$ 43,315.00
2. Employee Benefits	\$ 6,507.00	\$ -	\$ 6,507.00	\$ -	\$ -	\$ -	\$ 6,507.00	\$ -	\$ 6,507.00
3. Consultants	\$ 1,750.00	\$ -	\$ 1,750.00	\$ -	\$ -	\$ -	\$ 1,750.00	\$ -	\$ 1,750.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ 90.00	\$ -	\$ 90.00	\$ -	\$ -	\$ -	\$ 90.00	\$ -	\$ 90.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ 120.00	\$ -	\$ 120.00	\$ -	\$ -	\$ -	\$ 120.00	\$ -	\$ 120.00
Office	\$ 1,363.00	\$ -	\$ 1,363.00	\$ -	\$ -	\$ -	\$ 1,363.00	\$ -	\$ 1,363.00
6. Travel	\$ 1,832.00	\$ -	\$ 1,832.00	\$ -	\$ -	\$ -	\$ 1,832.00	\$ -	\$ 1,832.00
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 660.00	\$ -	\$ 660.00
8. Current Expenses	\$ 660.00	\$ -	\$ 660.00	\$ -	\$ -	\$ -	\$ 15.00	\$ -	\$ 15.00
Telephone	\$ 15.00	\$ -	\$ 15.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 195.00	\$ -	\$ 195.00
9. Schwab:	\$ 195.00	\$ -	\$ 195.00	\$ -	\$ -	\$ -	\$ 1,125.00	\$ -	\$ 1,125.00
10. Marketing/Communications	\$ 1,125.00	\$ -	\$ 1,125.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225.00	\$ -	\$ 225.00
13. Other (specific details mandatory):	\$ 225.00	\$ -	\$ 225.00	\$ -	\$ -	\$ -	\$ -	\$ 9,840.00	\$ 9,840.00
Dues/Accreditation	\$ -	\$ 9,840.00	\$ 9,840.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,197.00	\$ 9,840.00	\$ 67,037.00
TOTAL	\$ 57,197.00	\$ 9,840.00	\$ 67,037.00	\$ -	\$ -	\$ -	\$ 57,197.00	\$ 9,840.00	\$ 67,037.00

Indirect As A Percent of Direct

17.2%

Contractor Initials

Date

8/6/20

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

Bidder/Program Name: Waypoint (Merrimack)

Budget Request for: Home Visiting - General Funds


Budget Period: July 1, 2022 - September 30, 2022 (SFY 2023)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 30,350.00	\$ -	\$ 30,350.00	\$ -	\$ -	\$ -	\$ 30,350.00	\$ -	\$ 30,350.00
2. Employee Benefits	\$ 4,566.00	\$ -	\$ 4,566.00	\$ -	\$ -	\$ -	\$ 4,566.00	\$ -	\$ 4,566.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60.00	\$ -	\$ 60.00
Educational	\$ 60.00	\$ -	\$ 60.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80.00	\$ -	\$ 80.00
Office	\$ 80.00	\$ -	\$ 80.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ 909.00	\$ -	\$ 909.00	\$ -	\$ -	\$ -	\$ 909.00	\$ -	\$ 909.00
7. Occupancy	\$ 1,202.00	\$ -	\$ 1,202.00	\$ -	\$ -	\$ -	\$ 1,202.00	\$ -	\$ 1,202.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 440.00	\$ -	\$ 440.00
Telephone	\$ 440.00	\$ -	\$ 440.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ 10.00	\$ -	\$ 10.00	\$ -	\$ -	\$ -	\$ 10.00	\$ -	\$ 10.00
Subscriptions:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130.00	\$ -	\$ 130.00
10. Marketing/Communications	\$ 130.00	\$ -	\$ 130.00	\$ -	\$ -	\$ -	\$ 750.00	\$ -	\$ 750.00
11. Staff Education and Training	\$ 750.00	\$ -	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150.00	\$ -	\$ 150.00
Dues/Accreditation	\$ 150.00	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ 6,848.00	\$ 6,848.00
Indirect	\$ -	\$ 6,848.00	\$ 6,848.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 38,647.00	\$ 6,848.00	\$ 45,235.00	\$ -	\$ -	\$ -	\$ 38,647.00	\$ 6,848.00	\$ 45,235.00

Indirect As A Percent of Direct

17.2%

Contractor Initials


 Date 8/6/22

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

Bidder/Program Name: Waypoint (Rockingham)

Budget Request for: Home Visiting

Budget Period: July 1, 2022 - September 30, 2022 (SFY 2023)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 37,022.00	\$ -	\$ 37,022.00	\$ -	\$ -	\$ -	\$ 37,022.00	\$ -	\$ 37,022.00
2. Employee Benefits	\$ 8,348.00	\$ -	\$ 8,348.00	\$ -	\$ -	\$ -	\$ 8,348.00	\$ -	\$ 8,348.00
3. Consultants	\$ 2,250.00	\$ -	\$ 2,250.00	\$ -	\$ -	\$ -	\$ 2,250.00	\$ -	\$ 2,250.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ 225.00	\$ -	\$ 225.00	\$ -	\$ -	\$ -	\$ 225.00	\$ -	\$ 225.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ 125.00	\$ -	\$ 125.00	\$ -	\$ -	\$ -	\$ 125.00	\$ -	\$ 125.00
Office	\$ 2,913.00	\$ -	\$ 2,913.00	\$ -	\$ -	\$ -	\$ 2,913.00	\$ -	\$ 2,913.00
6. Travel	\$ 3,002.00	\$ -	\$ 3,002.00	\$ -	\$ -	\$ -	\$ 3,002.00	\$ -	\$ 3,002.00
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ 753.00	\$ -	\$ 753.00	\$ -	\$ -	\$ -	\$ 753.00	\$ -	\$ 753.00
Telephone	\$ 25.00	\$ -	\$ 25.00	\$ -	\$ -	\$ -	\$ 25.00	\$ -	\$ 25.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ 373.00	\$ -	\$ 373.00	\$ -	\$ -	\$ -	\$ 373.00	\$ -	\$ 373.00
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 434.00	\$ -	\$ 434.00	\$ -	\$ -	\$ -	\$ 434.00	\$ -	\$ 434.00
10. Marketing/Communications	\$ 1,159.00	\$ -	\$ 1,159.00	\$ -	\$ -	\$ -	\$ 1,159.00	\$ -	\$ 1,159.00
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375.00	\$ -	\$ 375.00
13. Other (specific details mandatory):	\$ 375.00	\$ -	\$ 375.00	\$ -	\$ -	\$ -	\$ -	\$ 10,033.00	\$ 10,033.00
Dues/Accreditation	\$ -	\$ 10,033.00	\$ 10,033.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,004.00	\$ 10,033.00	\$ 67,037.00
TOTAL	\$ 57,004.00	\$ 10,033.00	\$ 67,037.00	\$ -	\$ -	\$ -	\$ 57,004.00	\$ 10,033.00	\$ 67,037.00

Indirect As A Percent of Direct

17.6%

Contractor Initials *BT*

Date *8/6/22*

State of New Hampshire

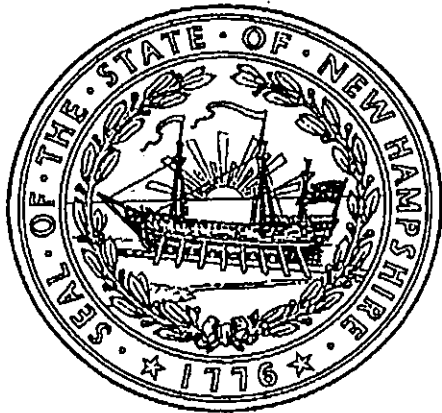
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that WAYPOINT is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on September 25, 1914. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 62585

Certificate Number: 0004898322



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 22nd day of April A.D. 2020.

A handwritten signature in cursive script, reading "William M. Gardner".

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

I, KENNETH SHELDON, Board Chair, do hereby certify that:
(Name of the elected Officer of the Agency; cannot be contract signatory)

1. I am a duly elected Officer of WAYPOINT.
(Agency Name)

2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of
the Agency duly held on 12/4/18.
(Date)

RESOLVED: That this corporation enters into a contract with the State of New Hampshire, acting through its
Department of Health and Human Services.

RESOLVED: That the PRESIDENT AND CEO
(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.

BORJA ALVAREZ DE TOLEDO is the duly elected PRESIDENT/CEO
(Name of Contract Signatory) (Title of Contract Signatory)

of the Agency.

3. The forgoing resolutions have not been amended or revoked, and remain in full force and effect as of
the 6 day of August, 2020

Kenneth R. Sheldon
(Signature of the Elected Officer)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/29/2020

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 have ADDITIONAL INSURED provisions or 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: Andrea Nicklin PHONE (A/C, Hq, Ext): (803) 869-3218 FAX (A/C, No): (803) 645-4331 E-MAIL ADDRESS: anicklin@crossagency.com
INSURED Waypoint Po Box 448 Manchester NH 03105	INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Ins Co NAIC # 18058 INSURER B: Granite State Health Care and Human Services Self- INSURER C: Travelers Casualty & Surety Co of America 31194 INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER: 20-21 All Lines

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 INSD	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER:			PHPK2151359	07/01/2020	07/01/2021	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 - COM/PROP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2151341	07/01/2020	07/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payments \$ 5,000
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB728723	07/01/2020	07/01/2021	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 PER STATUTE <input checked="" type="checkbox"/> OTH-ER <input type="checkbox"/>
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	HCHS20200000242	02/01/2020	02/01/2021	E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Fidelity & Forgery			105912198	04/01/2020	04/01/2021	Limit 500,000 Deductible 5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
DHHS: State of NH, Division for Children, Youth & Families are listed as additional insureds with respects to the CGL as per written contract.

CERTIFICATE HOLDER

CANCELLATION

DHHS: State of NH Director Division for Children, Youth
129 Pleasant Street

Concord

NH 03301

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

Jaletha S. Conaway

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WAYPOINT

Help Along the Way

Formerly
CHILD AND FAMILY SERVICES

MISSION STATEMENT:

Empowering people of all ages through an array of human services and advocacy



HEADQUARTERS

toll free (800) 640.6486

office (603) 518.4000

fax (603) 668.6260

464 Chestnut Street

PO Box 448

Manchester, NH 03105

waypointnh.org



WAYPOINT

Help Along the Way

WAYPOINT

Consolidated Financial Statements

For the Year Ended December 31, 2019

(With Independent Auditors' Report Thereon)

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INDEPENDENT AUDITORS' REPORT

To the Board of Trustees
Waypoint

Additional Offices:

Nashua, NH
Andover, MA
Greenfield, MA
Ellsworth, ME

Report on the Financial Statements

We have audited the accompanying consolidated financial statements of Waypoint, which comprise the consolidated statement of financial position as of December 31, 2019, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated 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 consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these consolidated 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 consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and

fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated 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 consolidated financial statements referred to above present fairly, in all material respects, the financial position of Waypoint as of December 31, 2019, and the changes in net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited Waypoint's 2018 consolidated financial statements, and we expressed an unmodified opinion on those audited consolidated financial statements in our report dated March 26, 2019. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2018 is consistent, in all material respects, with the audited consolidated financial statements from which it has been derived.

Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The Consolidated Schedules of Operating Expenses for 2019 and 2018 are presented for purposes of additional analysis and are not a required part of the consolidated 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 consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated 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 consolidated financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated May 26, 2020 on our consideration of Waypoint'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 solely 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 effectiveness of Waypoint's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Waypoint's internal control over financial reporting and compliance.

Melanson Heath

May 26, 2020

WAYPOINT

Consolidated Statement of Financial Position

December 31, 2019
(with comparative totals as of December 31, 2018)

	2019		2019	2018
	Without Donor Restrictions	With Donor Restrictions	Total	Total
ASSETS				
Current Assets:				
Cash and cash equivalents	\$ 177,479	\$ -	\$ 177,479	\$ 1,078,577
Accounts receivable, net	1,260,930	-	1,260,930	714,112
Contributions receivable	79,161	-	79,161	60,000
Prepaid expenses	145,979	-	145,979	192,744
Total Current Assets	1,663,549	-	1,663,549	2,045,433
Noncurrent Assets:				
Investments	15,894,841	2,992,179	18,887,020	16,140,394
Beneficial interest held in trusts	-	1,837,101	1,837,101	1,679,591
Property and equipment, net	6,460,382	-	6,460,382	6,358,505
Total Noncurrent Assets	22,355,223	4,829,280	27,184,503	24,178,490
Total Assets	\$ 24,018,772	\$ 4,829,280	\$ 28,848,052	\$ 26,223,923
LIABILITIES AND NET ASSETS				
Current Liabilities:				
Accounts payable	\$ 139,382	\$ -	\$ 139,382	\$ 217,685
Accrued payroll and related liabilities	646,070	-	646,070	564,736
Other liabilities	66,628	-	66,628	67,299
Bonds payable	150,000	-	150,000	140,000
Total Current Liabilities	1,002,080	-	1,002,080	989,720
Bonds payable, net of current portion	3,915,000	-	3,915,000	4,065,000
Deferred loans - NHHFA	1,250,000	-	1,250,000	1,250,000
Interest rate swap agreements	1,072,580	-	1,072,580	885,525
Total Liabilities	7,239,660	-	7,239,660	7,190,245
Net Assets:				
Without donor restrictions	16,779,112	-	16,779,112	14,373,688
With donor restrictions	-	4,829,280	4,829,280	4,659,990
Total Net Assets	16,779,112	4,829,280	21,608,392	19,033,678
Total Liabilities and Net Assets	\$ 24,018,772	\$ 4,829,280	\$ 28,848,052	\$ 26,223,923

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

WAYPOINT

Consolidated Statement of Activities

For the Year Ended December 31, 2019
(with comparative totals for the year ended December 31, 2018)

	2019		2019	2018
	Without Donor Restrictions	With Donor Restrictions	Total	Total
SUPPORT AND REVENUE:				
Support:				
Government grants	\$ 5,486,443	\$ 16,056	\$ 5,502,499	\$ 5,401,404
Contributions	426,853	869,431	1,296,284	1,722,592
In-kind contributions	87,864	-	87,864	94,633
Income from special events, net	487,018	-	487,018	369,175
Revenue:				
Service fees	5,524,270	-	5,524,270	5,422,960
Other	65,971	-	65,971	64,715
Net assets released from restriction:				
Program releases	1,194,247	(1,194,247)	-	-
Endowment releases	74,751	(74,751)	-	-
Endowment transfer to support operations	627,685	-	627,685	661,375
Total Support and Revenue	13,975,102	(383,511)	13,591,591	13,736,854
OPERATING EXPENSES:				
Program services	12,086,191	-	12,086,191	11,550,792
Management and general	1,308,438	-	1,308,438	1,380,172
Fundraising	517,402	-	517,402	427,546
Total Operating Expenses	13,912,031	-	13,912,031	13,358,510
Change in net assets before non-operating items	63,071	(383,511)	(320,440)	378,344
NON-OPERATING ITEMS:				
Investment income (loss)	2,985,010	395,291	3,380,301	(1,006,030)
Unrealized gain (loss) on interest rate swap	(187,054)	-	(187,054)	176,817
Change in beneficial interest	-	157,510	157,510	(188,315)
Interest income	1,851	-	1,851	1,608
Endowment transfer to support operations	(627,685)	-	(627,685)	(661,375)
Total Non-Operating Items	2,172,122	552,801	2,724,923	(1,677,295)
Change in net assets	2,235,193	169,290	2,404,483	(1,298,951)
Net Assets, Beginning of Year, as restated (NOTE 19)	14,543,919	4,659,990	19,203,909	20,332,629
Net Assets, End of Year	\$ 16,779,112	\$ 4,829,280	\$ 21,608,392	\$ 19,033,678

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

WAYPOINT

Consolidated Statement of Functional Expenses

For the Year Ended December 31, 2019
(with comparative totals for the year ended December 31, 2018)

	<u>Program Services</u>	<u>Management and General</u>	<u>Fundraising</u>	<u>2019 Total</u>	<u>2018 Total</u>
Personnel expense:					
Salaries and wages	\$ 6,901,838	\$ 814,197	\$ 340,669	\$ 8,056,704	\$ 7,780,410
Employee benefits	886,121	84,083	24,372	994,576	827,827
Payroll related costs	861,733	72,205	27,088	961,026	834,465
Mileage reimbursement	425,994	931	199	427,124	445,083
Contracted services	527,006	74,153	54,573	655,732	662,720
Subtotal personnel expense	<u>9,602,692</u>	<u>1,045,569</u>	<u>446,901</u>	<u>11,095,162</u>	<u>10,550,505</u>
Accounting	-	31,699	-	31,699	28,700
Assistance to individuals	716,800	-	-	716,800	718,608
Communications	139,255	8,358	4,741	152,354	166,740
Conferences, conventions, meetings	48,489	5,949	3,600	58,038	56,018
Depreciation	326,931	39,920	-	366,851	334,662
In-kind contributions	88,014	-	-	88,014	94,633
Insurance	65,690	9,585	2,597	77,872	74,104
Interest	251,532	67,874	-	319,406	317,772
Legal	-	20,671	-	20,671	3,949
Membership dues	22,789	1,916	3,152	27,857	29,992
Miscellaneous	30,221	14,869	1,959	47,049	40,193
Occupancy	543,136	29,481	13,070	585,687	548,507
Printing and publications	29,318	2,803	29,732	61,853	91,540
Rental and equipment maintenance	89,746	24,229	6,542	120,517	122,782
Supplies	80,964	3,366	5,099	89,429	115,040
Travel	50,614	2,149	9	52,772	64,765
Total Functional Expenses	<u>\$ 12,086,191</u>	<u>\$ 1,308,438</u>	<u>\$ 517,402</u>	<u>\$ 13,912,031</u>	<u>\$ 13,358,510</u>

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

WAYPOINT

Consolidated Statement of Cash Flows

For the Year Ended December 31, 2019

(with comparative totals for the year ended December 31, 2018)

	<u>2019</u>	<u>2018</u>
Cash Flows From Operating Activities:		
Change in net assets	\$ 2,404,483	\$ (1,298,951)
Adjustments to reconcile change in net assets to net cash from operating activities:		
Depreciation	366,851	334,662
Contributions restricted for endowment	-	(16,717)
Realized (gain) loss on investments	(129,565)	(136,619)
Unrealized (gain) loss on investments	(2,805,664)	1,688,070
Change in beneficial interest in trusts	(157,510)	188,315
Change in interest rate swap	187,055	(176,817)
Inclusion of new entity in consolidated financial statements	20,085	-
Changes in operating assets and liabilities:		
Accounts receivable	(546,818)	170,636
Contributions receivable	(19,161)	(20,000)
Prepaid expenses	46,765	48,802
Accounts payable	(78,303)	122,018
Accrued payroll and related liabilities	81,334	(101,766)
Other liabilities	(671)	(1,763)
Net Cash Provided (Used) By Operating Activities	(631,119)	799,870
Cash Flows From Investing Activities:		
Purchases of investments	(511,347)	(693,481)
Proceeds from sale of investments	699,950	631,845
Purchase of fixed assets	(318,582)	(426,805)
Net Cash Used By Investing Activities	(129,979)	(488,441)
Cash Flows From Financing Activities:		
Contributions restricted for endowment	-	16,717
Payment of long-term debt	(140,000)	(140,000)
Net Cash Used By Financing Activities	(140,000)	(123,283)
Net Change In Cash and Cash Equivalents	(901,098)	188,146
Cash and Cash Equivalents, Beginning	1,078,577	890,431
Cash and Cash Equivalents, Ending	\$ <u>177,479</u>	\$ <u>1,078,577</u>
SUPPLEMENTAL INFORMATION:		
Interest paid	\$ <u>319,406</u>	\$ <u>317,772</u>

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

WAYPOINT

Notes to Consolidated Financial Statements

For the Year Ended December 31, 2019

1. Organization

Waypoint (the Organization) is a nonprofit organization, founded in 1850, that currently aids more than 20,000 individuals, statewide, through an array of social services.

These services span the life cycle from prenatal to seniors, and can be grouped into the following categories:

Early Childhood – Family Support & Education Services

Over 4,500 parents received education and support to improve parenting, strengthen families, prevent child abuse and neglect, and ensure healthy development of children. Over 500 young children starting life at a disadvantage received critical services to ensure a good beginning and to optimize their chance for life-long success. Some of the programs focused on early childhood include:

Early Support and Services – Early Support and Services provides family-centered support and therapies to infants and toddlers who have developmental disabilities, delays or are at risk of developmental delays. Services work to optimize babies' cognitive, physical, emotional and social development, and chance for success. Services are provided in the child's natural environment (home, day care, playground, etc.).

Home Visiting Services – A number of different prevention programs are offered in the home during those critical early years of a child's life. A spectrum of services includes support to new mothers and those struggling to parent; services for children with chronic health conditions; prenatal services for babies being born at a disadvantage into low-income families; and programs to encourage positive early parent/child relationships and promote optimal early childhood development. Services are provided by nurses, social workers, developmental specialists, occupational therapists, health educators, and home visitors.

Adoption – A licensed child-placing agency, the Organization has been forming families through adoption since 1914. The Organization's adoption professionals provide home studies and adoption services for families looking to adopt and provide counselling and support to birthparents who are considering the adoption option.

Children, Youth, and Family - Intervention and Treatment Programs

The Organization contracts with the State of New Hampshire, the federal government, and insurance companies, to provide a continuum of services for children, adolescents and young adults. Programs are delivered in the home, schools, or community, and include mental health counseling and substance abuse treatment, as well as a complex system of family stabilization and preservation programs, child protection services, and services for at-risk youth. Some of the programs include:

Foster care – The Organization works with the State of New Hampshire in placing children who have been rescued from dangerous home environments, into safe, stable, loving homes. The Organization recruits and supports foster families and works to facilitate permanency for each child.

Home Based Services – The Organization has a number of programs provided in the family home that are designed to help families who are struggling through daily life - where children are at risk. Services work to thwart domestic violence, rebuild families, and to improve family functioning. The Organization empowers families with the skills and resources they need to provide for their children and become self-sufficient.

Runaway and Homeless Youth Services

The Organization is the sole provider of services for runaway and homeless youth in Manchester and the Seacoast. A full spectrum of services features outreach to at-risk youth that includes survival aid on the streets and basic needs fulfillment at the drop-in center, as well as crisis intervention, educational and vocational advocacy, housing, and case management. The Organization also provides behavioral health and substance use counseling where needed. The Organization works with school systems, police, and other agencies in addressing the needs of New Hampshire's homeless youth.

Senior Care and Independent Living

The Organization helps seniors and individuals with chronic illness or disability to live at home safely and with dignity, and to maintain quality of life. Under the title of Home Care, services are delivered by homemakers, companions, personal care service providers, and LNAs. The Organization's caregivers go to client homes to help with everything from cooking and cleaning to personal hygiene, medication reminders, mobility, travel to appointments; paying bills, help with daily tasks, and communication with family members.

Other Programs

Camp Spaulding – Since 1921, Camp Spaulding has helped campers from all types of backgrounds enjoy the benefits of a traditional, resident camp experience. In 2015, the Organization formed a partnership with the YMCA of Greater Nashua whereby the Organization will own the camp and the YMCA will handle daily

operations and summer programming. This collaboration will combine a 96-year camp history, an exceptional facility, strong community support, and the expertise of two premier New Hampshire nonprofit organizations.

The New Hampshire Children's Lobby – Established in 1971, the New Hampshire Children's Lobby is the advocacy wing of Child and Family Services. The program's mission is to improve the lives of children and families through legislative, judicial, and public policy initiatives. This combination of advocacy and direct service practice uniquely positions the Organization to serve the best interest of New Hampshire children.

The Children's Place and Parent Education Center – The Children's Place and Parent Education Center (TCP) in Concord, NH is a 501(c)(3) organization incorporated in 1978 to provide both educational and social programs and services to strengthen and enrich the lives of families with children, two months through six years old.

2. Significant Accounting Policies

Change in Accounting Principle

ASU 2014-09 Revenue from Contracts with Customers and 2018-08 Contributions Received and Contributions Made

The Organization has adopted Accounting Standards Update (ASU) No. 2014-09 - *Revenue from Contracts with Customers (Topic 606)*, as amended, and ASU No. 2018-08 *Not-for-Profit Entities: Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made (Topic 605)*, as management believes these standards improve the usefulness and understandability of the Organization's financial reporting.

ASU 2014-09 and 2018-08 have been implemented in 2019, and the presentation in these consolidated financial statements has been adjusted accordingly. Analysis of various provisions of these standards resulted in no significant changes in the way the Organization recognizes revenue, and therefore no changes to the previously issued audited consolidated financial statements (presented in these consolidated financial statements as comparative financial information) were required on a retrospective basis. The presentation and disclosures of revenue have been enhanced in accordance with the new standards.

ASU 2016-01 Equity Investments

In 2019, the Organization adopted Financial Accounting Standards Board Accounting Standards Update (ASU) 2016-01, *Financial Instruments – Overall (Subtopic 825-10): Recognition and Measurement of Financial Assets and Financial Liabilities*, which relates to the accounting for equity investments, financial liabilities under the fair value option, and the presentation and disclosure requirements for financial instruments.

Principles of Consolidation

The consolidated financial statements include Waypoint, Child and Family Realty Corporation, and The Children's Place and Parent Education Center, commonly controlled organizations. All inter-organization transactions have been eliminated.

Comparative Financial Information

The accompanying consolidated financial statements include certain prior-year summarized comparative information in total, but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the audited consolidated financial statements for the year ended December 31, 2018, from which the summarized information was derived.

Cash and Cash Equivalents

All cash and highly liquid financial instruments with original maturities of three months or less, and which are neither held for nor restricted by donors for long-term purposes, are considered to be cash and cash equivalents. Cash and highly liquid financial instruments invested for long-term purposes, including endowments that are perpetual in nature, are excluded from this definition.

Accounts Receivable

Accounts receivable consists primarily of noninterest-bearing amounts due for services and programs. The allowance for uncollectable accounts receivable is based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Accounts receivable are written off when deemed uncollectable.

Contributions Receivable

Unconditional contributions that are expected to be collected within one year are recorded at net realizable value. Unconditional contributions that are expected to be collected in future years are initially recorded at fair value using present value techniques incorporating risk-adjusted discount rates designed to reflect the assumptions market participants would use in pricing the asset. In subsequent years, amortization of the discounts is included in contribution revenue in the Consolidated Statement of Activities. The allowance for uncollectable contributions is based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Contributions receivable are written off when deemed uncollectable. Management has determined that contributions receivable are fully collectable, therefore no allowance has been recorded.

Investments

Investment purchases are recorded at cost, or if donated, at fair value on the date of donation. Thereafter, investments are reported at their fair values in the Consolidated Statement of Financial Position. Net investment return/(loss) is reported in the Consolidated Statement of Activities and consists of interest and dividend income, realized and unrealized gains and losses, less external investment expenses.

The Organization maintains pooled investment accounts for its restricted endowment. Realized and unrealized gains and losses are allocated to the individual endowments based on the relationship of the market value of each endowment to the total market value of the pooled investment accounts, as adjusted for additions to or deductions from those accounts.

Beneficial Interest Held in Trusts

The Organization is the beneficiary of perpetual charitable trusts. The beneficial interest in trusts is reported at its fair value, which is estimated as the fair value of the underlying trust assets. Distributions of income from trust assets are restricted as to use and are reported as increases in net assets with donor restrictions until expended in accordance with restrictions. The value of the beneficial interest in the trusts is adjusted annually for the change in its estimated fair value. Those changes in value are reported as increases in net assets with donor restrictions. The assets in the trusts will never be distributed to the Organization.

Property and Equipment

Property and equipment additions over \$1,000 are recorded at cost, if purchased, and at fair value at the date of donation, if donated. Depreciation is computed using the straight-line method over the estimated useful lives of the assets ranging from 5 to 50 years, or in the case of capitalized leased assets or leasehold improvements, the lesser of the useful life of the asset or the lease term. When assets are sold or otherwise disposed of, the cost and related depreciation is removed, and any resulting gain or loss is included in the Consolidated Statement of Activities. Costs of maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed. Assets not in service are not depreciated.

The carrying values of property and equipment are reviewed for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. When considered impaired, an impairment loss is recognized to the extent carrying value exceeds the fair value of the asset. There were no indicators of asset impairment in 2019 or 2018.

Interest-Rate Swap

An interest-rate swap is utilized to mitigate interest-rate risk on bonds payable. The related liability is reported at fair value in the Consolidated Statement of Financial Position, and unrealized gains or losses are included in the Consolidated Statement of Activities.

Net Assets

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions. The Board has designated, from net assets without donor restrictions, net assets for a board-designated endowment.

Net Assets With Donor Restrictions – Net assets subject to donor- (or certain grantor-) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity while permitting the Organization to expend the income generated by the assets in accordance with the provisions of additional donor-imposed stipulations or a Board approved spending policy. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Revenue and Revenue Recognition

The Organization recognizes contributions when cash, securities or other assets; an unconditional promise to give; or a notification of a beneficial interest is received. Conditional promises to give - that is, those with a measurable performance or other barrier and a right of return - are not recognized until the conditions on which they depend have been met. The Organization records special events revenue equal to the fair value of direct benefits to donors, and contribution income for the excess received when the event takes place.

A portion of the Organization's revenue is derived from cost-reimbursable contracts and grants, which are conditioned upon certain performance requirements and/ or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Organization has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as refundable advances in the Statement of Financial Position.

Revenues derived from providing program services, including facility rentals, are recognized as the services are provided. Revenue related to facility rentals is recognized when the performance obligation of providing the space is satisfied. Program services fees paid in advance are deferred to the period to which they relate. All other amounts paid in advance are deferred to the period in which the underlying event or rental takes place. Due to the nature and timing of the performance and/or transfer of services, certain contract liabilities at December 31 of each year are recognized in the following year.

Donated Services and In-Kind Contributions

Volunteers contribute significant amounts of time to program services, administration, and fundraising and development activities; however, the consolidated financial statements do not reflect the value of these contributed services because they do not meet recognition criteria prescribed by Generally Accepted Accounting Principles. Contributed goods are recorded at fair value at the date of donation. Donated professional services are recorded at the respective fair values of the services received.

Advertising Costs

Advertising costs are expensed as incurred and are reported in the Consolidated Statement of Activities and Consolidated Statement of Functional Expenses.

Functional Allocation of Expenses

The costs of program and supporting services activities have been summarized on a functional basis in the Consolidated Statement of Activities. The Consolidated Statement of Functional Expenses presents the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Measure of Operations

The Consolidated Statement of Activities reports all changes in net assets, including changes in net assets from operating and non-operating activities. Operating activities consist of those items attributable to the Organization's ongoing programs and services and include the Organization's annual endowment transfer to support operations. Non-operating activities are limited to resources outside of those programs and services and are comprised of non-recurring gains and losses on sales and dispositions, investment income, changes in the value of beneficial interests and interest rate swaps.

Income Taxes

Waypoint and the Children's Place and Parent Education Center have been recognized by the Internal Revenue Service (IRS) as exempt from federal income taxes under Internal Revenue Code (IRC) Section 501(a) as organizations described in IRC Section

501(c)(3), qualify for charitable contribution deductions, and have been determined not to be private foundations. Child and Family Realty Corporation is exempt from federal income tax under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c)(25).

Each entity is annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS. In addition, each is subject to income tax on net income that is derived from business activities that are unrelated to their exempt purpose. In 2019 and 2018, Waypoint was not subject to unrelated business income tax and did not file an Exempt Organization Business Income Tax Return (Form 990-T) with the IRS.

Estimates

The preparation of consolidated financial statements in conformity with Generally Accepted Accounting Principles requires estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results may differ from those estimates, and those differences could be material.

Financial Instruments and Credit Risk

Deposit concentration risk is managed by placing cash accounts with financial institutions believed to be creditworthy. At times, amounts on deposit may exceed insured limits. To date, no losses have been experienced in any of these accounts. Credit risk associated with accounts and contributions receivable is considered to be limited due to high historical collection rates. Investments are exposed to various risks such as interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such change could materially affect the amounts reported in the Consolidated Statement of Financial Position. Although the fair values of investments are subject to fluctuation on a year-to-year basis, the Investment Committee believes that the investment policies and guidelines are prudent for the long-term welfare of the Organization.

Fair Value Measurements and Disclosures

Certain assets and liabilities are reported at fair value in the consolidated financial statements. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction in the principal, or most advantageous, market at the measurement date under current market conditions regardless of whether that price is directly observable or estimated using another valuation technique. Inputs used to determine fair value refer broadly to the assumptions that market participants would use in pricing the asset or liability, including assumptions about risk. Inputs may be observable or unobservable. Observable inputs are inputs

that reflect the assumptions market participants would use in pricing the asset or liability based on market data obtained from sources independent of the reporting entity. Unobservable inputs are inputs that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset or liability based on the best information available. A three-tier hierarchy categorizes the inputs as follows:

Level 1 – Quoted prices (unadjusted) in active markets for identical assets or liabilities that are accessible at the measurement date.

Level 2 – Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. These include quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that are observable for the asset or liability, and market-corroborated inputs.

Level 3 – Unobservable inputs for the asset or liability. In these situations, inputs are developed using the best information available in the circumstances.

In some cases, the inputs used to measure the fair value of an asset or a liability might be categorized within different levels of the fair value hierarchy. In those cases, the fair value measurement is categorized in its entirety in the same level of the fair value hierarchy as the lowest level input that is significant to the entire measurement. Assessing the significance of a particular input to entire measurement requires judgment, taking into account factors specific to the asset or liability. The categorization of an asset within the hierarchy is based upon the pricing transparency of the asset and does not necessarily correspond to the assessment of the quality, risk, or liquidity profile of the asset or liability.

When available, the Organization measures fair value using Level 1 inputs because they generally provide the most reliable evidence of fair value. However, Level 1 inputs are not available for certain assets and liabilities that the Organization is required to measure at fair value (for example, unconditional contributions receivable and in-kind contributions).

The primary uses of fair value measures in the Organization's consolidated financial statements are:

- Initial measurement of noncash gifts, including gifts of investment assets and unconditional promises to give.
- Recurring measurement of endowment investments (Note 6) – Level 1.
- Recurring measurement of beneficial interests in trusts (Note 7) – Level 3.

- Recurring measurement of line of credit (Note 9) – Level 2.
- Recurring measurement of bonds payable and interest rate swap (Note 10) – Level 2.
- Recurring measurement of deferred loans (Note 11) – Level 2.

The carrying amounts of cash and cash equivalents, accounts and contributions receivable, prepaid expenses, accounts payable, accrued payroll and related liabilities, and other liabilities approximate fair value due to their short-term nature.

New Accounting Standards to be Adopted in the Future

Leases

In February 2016, the Financial Accounting Standards Board issued ASU 2016-02, *Leases*. The ASU requires all leases with lease terms more than 12 months to be capitalized as a right of use asset and lease liability on the Statement of Financial Position at the date of lease commencement. Leases will be classified as either finance leases or operating leases. This distinction will be relevant for the pattern of expense recognition in the Statement of Activities. This ASU will be effective for the Organization for the year ending December 31, 2021. The Organization is currently in the process of evaluating the impact of adoption of this ASU on the financial statements.

3. Liquidity and Availability

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the date of the Consolidated Statement of Financial Position, are comprised of the following at December 31, 2019:

Financial assets at year end:		\$	177,479
Cash and cash equivalents			1,260,930
Accounts receivable, net			79,161
Contributions receivable			18,887,020
Investments			<u>1,837,101</u>
Beneficial interest held in trusts			22,241,691
Total financial assets			
Less amounts not available to be used within one year:			
Net assets with donor restrictions	4,829,280		
Less:			
Net assets with purpose restrictions to be met in less than a year	(538,689)		
Donor-restricted endowment subject to spending policy rate (4.00%) and appropriation	<u>(98,140)</u>		4,192,451
Board-designated endowment	15,894,841		
Less: Board-designated endowment annual spending policy rate (4.00%)	<u>(563,860)</u>		<u>15,330,981</u>
Less total amounts not available to be used within one year			<u>19,523,432</u>
Financial assets available to meet general expenditures over the next year		\$	<u>2,718,259</u>

Endowment funds consist of donor-restricted endowments and funds designated by the Board to function as endowments. Income from donor-restricted endowments is restricted for specific purposes. The portion of endowment funds that are perpetual in nature are not available for general expenditure.

Board-designated endowment is subject to an annual spending rate as determined by the Board. Although there is no intention to spend from board-designated endowment (other than amounts appropriated for general expenditure as part of the Board's annual budget approval and appropriation), these amounts could be made available if necessary.

As part of its liquidity management plan, the Organization also has a \$1,500,000 revolving line of credit available to meet cash flow needs.

4. Accounts Receivable

Accounts receivable consist of the following at December 31, 2019 and 2018:

	2019			2018		
	<u>Receivable</u>	<u>Allowance</u>	<u>Net</u>	<u>Receivable</u>	<u>Allowance</u>	<u>Net</u>
Grants receivable	\$ 678,502	\$ -	\$ 678,502	\$ 379,362	\$ -	\$ 379,362
Fees for service	<u>584,728</u>	<u>(2,300)</u>	<u>582,428</u>	<u>338,650</u>	<u>(3,900)</u>	<u>334,750</u>
Total	<u>\$ 1,263,230</u>	<u>\$ (2,300)</u>	<u>\$ 1,260,930</u>	<u>\$ 718,012</u>	<u>\$ (3,900)</u>	<u>\$ 714,112</u>

5. Prepaid Expenses

Prepaid expenses at year end relate primarily to prepaid insurance and contracts.

6. Investments

Investments at fair value consist of mutual funds totaling \$18,887,020 and \$16,140,394 at December 31, 2019 and 2018, respectively. During 2019, the Organization recognized \$2,935,229 of net gains and losses on investments. Of that amount, \$2,935,229 was recognized on investments of equity securities held at December 31, 2019.

Under the terms of the Organization's line of credit agreement (Note 9), the Organization has agreed not to pledge these investments as security on any other debt.

The Organization's policy is to avail itself of a Board-approved percentage of investment income for operations with any remaining interest, dividends, or appreciation reinvested. The spending policy approved by the Board of Trustees for 2019 was 4.25% of the average fair market value of all investments over the previous twelve quarters.

As discussed in Note 2 to these consolidated financial statements, the Organization is required to report its fair value measurements in one of three levels, which are based on the ability to observe in the marketplace the inputs to the Organization's valuation techniques. Level 1, the most observable level of inputs, is for investments measured at quoted prices in active markets for identical investments as of the December 31, 2019. Level 2 is for investments measured using inputs such as quoted prices for similar assets, quoted prices for the identical asset in inactive markets, and for investments measured at net asset value that can be redeemed in the near term. Level 3 is for investments measured using inputs that are unobservable, and is used in situations for which there is little, if any, market activity for the investment.

The Organization uses the following ways to determine the fair value of its investments:

Mutual funds: Determined by the published value per unit at the end of the last trading day of the year, which is the basis for transactions at that date.

7. Beneficial Interest Held in Trusts

The Organization is the sole beneficiary of three funds that are administered by the New Hampshire Charitable Foundation (NHCF). Income from the funds is to provide assistance to children attending Camp Spaulding and for capital improvements to the camp. The fund resolution provides that distributions from the funds can be made at the discretion of the NHCF Board of Directors.

At December 31, 2019 and 2018, the fair market value of the funds, which approximates the present value of future benefits expected to be received, was \$858,994 and \$800,624, respectively.

In addition, the Organization has a split-interest in three charitable remainder trusts. The assets are held in trust by banks as permanent trustees of the trusts. The fair value of these beneficial interests is determined by applying the Organization's percentage interest to the fair value of the trust assets as reported by the trustee.

<u>Trust</u>	<u>Percentage Interest</u>	<u>2019</u>	<u>2018</u>
Greenleaf	100%	\$ 384,004	\$ 350,806
Spaulding	100%	332,956	297,837
Cogswell	50%	<u>261,147</u>	<u>230,324</u>
Total		\$ <u>978,107</u>	\$ <u>878,967</u>

Beneficial interest held in trusts is reported at fair value, which is estimated as the present value of expected future cash inflows on a recurring basis. As discussed in Note 2, the valuation technique used by the Organization is a Level 3 measure because there are no observable market transactions.

8. Property, Equipment, and Depreciation

Property and equipment is comprised of the following at December 31, 2019 and 2018:

	<u>2019</u>	<u>2018</u>
Land and land improvements	\$ 1,114,949	\$ 1,114,949
Buildings and improvements	8,862,063	8,335,089
Furniture, fixtures, and equipment	843,251	796,686
Vehicles	107,581	107,581
Software	377,333	285,372
Construction in progress	<u>5,415</u>	<u>38,870</u>
Subtotal	11,310,592	10,678,547
Less accumulated depreciation	<u>(4,850,210)</u>	<u>(4,320,042)</u>
Total	\$ <u>6,460,382</u>	\$ <u>6,358,505</u>

9. Line of Credit

The Organization has a \$1,500,000 revolving line of credit agreement with a bank. The line of credit expired on June 30, 2019 and was extended through June 30, 2020. The line is secured by a first lien on accounts receivable, double negative pledge on all investments of the borrower, and carries a variable rate of interest at the Wall Street Journal prime rate (4.75% at December 31, 2019), adjusted daily. At December 31, 2019, the balance on this line of credit was \$529.

10. Bonds Payable

During 2007, the New Hampshire Health and Education Facilities Authority (the "Authority") sold \$5,540,000 of its Revenue Bonds, Child and Family Services Issue, Series 2007, and loaned the proceeds of the bonds to the Organization to refund its Series 1999 Series Bonds and to finance certain improvements to the Organization's facilities. The Series 2007 Bonds were issued with a variable interest rate determined on a weekly basis. Prior to issuing the Bonds, the Organization entered into an interest rate swap agreement (the "Swap Agreement") with Citizens Bank of NH (the "Counterparty") for the life of the bond issue to hedge the interest rate risk associated with the Series 2007 Bonds. The interest rate swap agreement requires the Organization to pay the Counterparty a fixed rate of 3.915%; in exchange, the Counterparty will pay the Organization a variable rate on the notional amount based on the 67% of one month LIBOR. Counterparty payments to the Organization were intended to offset Organization payments of variable rate interest to bond holders. Counterparty credit worthiness and market variability can impact the variable rates received and paid by the Organization, with the potential of increasing Organization interest payments. As

a result, the cost of the interest rate swap for 2019 and 2018 is added to interest expense in the Consolidated Statement of Functional Expenses. The bonds mature in 2038 and can be repaid at any time.

The Organization is required to include the fair value of the swap in the Consolidated Statement of Financial Position, and annual changes, if any, in the fair value of the swap in the Consolidated Statement of Activities. For example, during the bond's 30-year holding period, the annually calculated value of the swap will be reported as an asset if interest rates increase above those in effect on the date of the swap was entered into (and as an unrealized gain in the Consolidated Statement of Activities), which will generally be indicative that the net fixed rate the Organization is paying on the swap is below market expectations of rates during the remaining term of the swap. The swap will be reported as a liability (and as an unrealized loss in the Consolidated Statement of Activities) if interest rates decrease below those in effect on the date the swap was entered into, which will generally be indicative that the net fixed rate the Organization is paying on the swap is above market expectations of rates during the remaining term of the swap. The annual accounting adjustments of value changes in the swap transaction are non-cash recognition requirements, the net effect of which will be zero at the end of the bond's 30-year term. At December 31, 2019 and 2018, the Organization recorded the swap liability position of \$1,072,580 and \$885,525, respectively. During 2009, there occurred a downgrading of the credit rating of the Counterparty to the letter of credit reimbursement agreement, which triggered a mandatory tender of the Series 2007 Bonds in whole and a temporary conversion of one-hundred percent of the principal amount to a bank purchase mode under the terms of said letter of credit reimbursement agreement. Since it became evident that the credit markets would not soon return to normalcy, the Organization elected to convert the Series 2007 Bonds from a weekly rate mode to a bank purchase mode. This new bank purchase mode created a rate period in which the Series 2007 Bonds bear interest at the tax adjusted bank purchase rate of 68% of the sum of the adjusted period LIBOR (30 day) rate and 325 basis points. The bank purchase mode commenced on July 31, 2009 and expired on July 31, 2014; however, the expiration date was extended by the Counterparty and the Organization had the option to convert back to the weekly rate mode. The Series 2007 Bond documents require the Organization to comply with certain financial covenants. As of December 31, 2019, the Organization was in compliance with these covenants.

The following is a summary of future payments on the previously mentioned bonds payable:

<u>Year</u>	<u>Amount</u>
2020	\$ 150,000
2021	160,000
2022	165,000
2023	175,000
2024	180,000
Thereafter	<u>3,235,000</u>
Total	\$ <u>4,065,000</u>

11. Deferred Loans - NHHFA

Note payable to the New Hampshire Housing and Finance Authority dated June 7, 2005. The face amount of the note is \$550,000, does not require the payment of interest, and is due in 30 years. The note is secured by real estate located in Dover, New Hampshire.

Note payable to the New Hampshire Housing and Finance Authority dated May 22, 2007. The face amount of the note is \$700,000, does not require the payment of interest, and is due in 30 years. The note is secured by real estate located in Manchester, New Hampshire.

12. Endowment Funds

The Organization's endowment consists of various individual funds established for a variety of purposes. Endowment includes both donor-restricted funds and funds designated by the Board of Trustees to function as endowments. As required by Generally Accepted Accounting Principles, net assets associated with endowment funds, including funds designated by the Board of Trustees to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions.

Board-designated Endowment

As of December 31, 2019, the Board of Trustees had designated \$15,894,841 of net assets without donor restrictions as a general endowment fund to support the mission of the Organization.

Donor-designated Endowments

The Board of Trustees of the Organization has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date for donor-restricted perpetual endowment funds, absent explicit donor stipulations to the contrary. As a result of this interpretation, the Organization classifies as perpetually restricted net assets (a) the original value of gifts donated to the endowment, (b) the original value of subsequent gifts to the endowment, and (c) accumulations to the endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added. The remaining portion of the donor-restricted endowment fund that is not classified as perpetually restricted is classified as net assets with donor restrictions until those amounts are appropriated for expenditure by the Organization in a manner consistent with the standard of prudence prescribed by UPMIFA. In accordance with UPMIFA, the Organization considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds: (1) the duration and preservation of the various funds, (2) the purposes of the donor-restricted endowment funds, (3) general economic conditions, (4) the possible effect of inflation and deflation, (5) the expected total return from income and the appreciation of investments, (6) other resources of the Organization, and (7) the Organization's investment policies.

Funds with Deficiencies

The Organization considers a fund to be underwater if the fair value of the fund is less than the sum of (a) the original value of initial and subsequent gift amounts donated to the fund and (b) any accumulations to the fund that are required to be maintained in perpetuity in accordance with the direction of the applicable donor gift instrument. The Organization complies with UPMIFA and has interpreted UPMIFA to permit spending from underwater funds in accordance with prudent measures required under the law. The Organization had no underwater endowment funds at December 31, 2019.

Investment Policy

The Organization has adopted an investment and spending policy to ensure a total return (income plus capital change) necessary to preserve and enhance the principal of the fund and, at the same time, provide a dependable source of support for current operations and programs. The withdrawal from the fund in support of current operations is expected to remain a constant percentage of the total fund, adjusted for new gifts to the fund.

In recognition of the prudence required of fiduciaries, reasonable diversification is sought where possible. Experience has shown financial markets and inflation rates are cyclical and, therefore, control of volatility will be achieved through investment styles. Asset allocation parameters have been developed for various funds within the

structure, based on investment objectives, liquidity needs, and time horizon for intended use.

Measurement of investment performance against policy objectives will be computed on a total return basis, net of management fees and transaction costs. Total return is defined as dividend or interest income plus realized and unrealized capital appreciation or depreciation at fair market value.

Spending Policy

The Organization's spending policy rate in 2019 was 4.25% of the average total endowment value over the trailing 12 quarters with a 1% contingency margin. This includes interest and dividends paid out to the Organization.

The net asset composition of endowment net assets as of December 31, 2019 and changes in endowment net assets for the year ended December 31, 2019 are as follows:

	Without Donor Restrictions	Purpose Restricted	With Donor Restrictions		Total	Total Net Endowment Assets
			Cumulative Appreciation	Perpetually Restricted		
Endowment net assets, beginning of year	\$ 14,007,444	\$ -	\$ 453,544	\$ 1,679,406	\$ 2,132,950	\$ 15,140,394
Contributions	66,325	-	-	-	-	66,325
Appropriations from endowment	(625,249)	-	(74,751)	-	(74,751)	(700,000)
Temporary appropriation for purpose-restricted net assets	(538,689)	538,689	-	-	538,689	-
Investment income, net	2,985,010	-	395,291	-	395,291	3,380,301
Endowment net assets, end of year	\$ 15,894,841	\$ 538,689	\$ 774,084	\$ 1,679,406	\$ 2,992,179	\$ 18,887,020

13. Net Assets

Net assets without donor restriction are comprised of the following at December 31, 2019 and 2018:

	2019	2018
Undesignated net assets	\$ 884,271	\$ 366,244
Board designated endowment	15,894,841	14,007,444
Total	\$ 16,779,112	\$ 14,373,688

Net assets with donor restrictions are comprised of the following at December 31, 2019 and 2018:

	<u>2019</u>	<u>2018</u>
Subject to expenditure for specified purpose:		
Camp	\$ 71,265	\$ 113,699
Child abuse prevention	98,265	153,836
Family counseling	9,398	14,160
Family resource center	34,569	-
Homecare	111,587	92,430
Human trafficking	10,000	30,000
IT and other projects	108,522	208,891
Teen and youth	<u>95,083</u>	<u>234,433</u>
	538,689	847,449
Endowment:		
Accumulated earnings restricted by donors for:		
General operations	176,893	131,716
Camp operations	198,902	92,896
Other purposes	<u>398,289</u>	<u>228,932</u>
	774,084	453,544
Original gift restricted by donors for:		
General operations	133,407	133,407
Camp operations	548,988	548,988
Other purposes	<u>997,011</u>	<u>997,011</u>
	<u>1,679,406</u>	<u>1,679,406</u>
Total restricted endowment	2,453,490	2,132,950
Not subject to spending policy or appropriation:		
Beneficial interest in trusts	<u>1,837,101</u>	<u>1,679,591</u>
Total	\$ <u>4,829,280</u>	\$ <u>4,659,990</u>

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purpose or by occurrence of the passage of time or other events specified by the donors as follows for the year ended December 31, 2019:

Satisfaction of purpose restrictions:	
Camp	\$ 119,417
Child abuse prevention	150,071
Family counseling	41,834
Family resource center	2,211
Homecare	295,499
Human trafficking	50,000
IT and other projects	312,866
Teen and youth	<u>222,349</u>
	1,194,247
Restricted-purpose spending-rate distributions and appropriations:	
General operations	11,268
Camp operations	27,789
Other purposes	<u>35,694</u>
	74,751
Total	\$ <u>1,268,998</u>

14. Assistance to Individuals

The \$716,800 in "Assistance to individuals" (see Consolidated Statement of Functional Expenses) is comprised of the following (rounded to the nearest thousand):

Payment to parents of foster children	\$ 302
Housing assistance to youth at risk of homelessness	144
Gift cards provided to families during holiday season	59
Food for at risk youth	25
Other assistance such as medical, childcare, transportation, and family activities	<u>186</u>
Total	\$ <u>716</u>

15. Functionalized Expenses

The consolidated financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses

require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include clerical, IT, and administration, which are allocated to program and supporting services based primarily on a percentage of personnel costs related to programs and supporting services.

16. Defined Contribution Plan

The Organization maintains a 403(b) Thrift Plan (the Plan). The Plan is a defined contribution plan that all eligible employees may immediately make elective participant contributions to upon hire. A pretax voluntary contribution is permitted by employees up to limits imposed by the Internal Revenue Code and other limitations specified in the Plan. There were no contributions made to the plan by the Organization for the years ended December 31, 2019 and 2018, respectively.

17. Operating Leases

The Organization leases office space under the terms of non-cancellable lease agreements that expired at various times during 2019. The Organization also rents additional facilities on a month to month basis. Rent expense under these agreements totaled \$182,763 and \$182,368 for the years ended December 31, 2019 and 2018, respectively.

18. Related Party Transactions

The Organization procures a portion of their legal services from a local law firm that employs an attorney who also serves on the Organization's Board of Directors. The attorney board member does not personally perform the legal services. For the year ended December 31, 2019, the total legal expense from related parties was \$15,680.

19. Prior Period Restatement

Beginning net assets for 2019 have been increased by \$170,231 to include the assets, liabilities, and net assets of The Children's Place and Parent Education Center, which is now included in these consolidated financial statements. On November 1, 2019 Waypoint's Board of Directors took over responsibility for this organization. The comparative totals that are presented with these consolidated financial statements have not been restated.

20. Concentration of Risk

The majority of the Organization's grants are received from agencies of the State of New Hampshire. As such, the Organization's ability to generate resources via grants is

dependent upon the economic health of that area and of the State of New Hampshire. An economic downturn could cause a decrease in grants that coincides with an increase in demand for the Organization's services.

21. Subsequent Events

Subsequent events have been evaluated through May 26, 2020, the date the consolidated financial statements were available to be issued.

The COVID-19 outbreak in the United States (and across the globe) has resulted in economic uncertainties. The disruption is expected to be temporary, but there is considerable uncertainty around the duration and scope. The extent of the impact of COVID-19 on our operational and financial performance will depend on certain developments, including the duration and spread of the outbreak, impact on our individuals served, employees, and vendors, all of which are uncertain and cannot be predicted. At this point, the extent to which COVID-19 may impact our financial condition or results of operations is uncertain. In response to the impact that COVID-19 has had on our Organization, a Paycheck Protection Program (PPP) Loan was applied for, and \$1,741,500 received on April 24, 2020.

WAYPOINT

Consolidated Schedule of Operating Expenses For the Year Ended December 31, 2019

	Family Counseling	Teen and Youth	Child Abuse Treatment & Family Strengthening	Child Abuse Prevention	Early Intervention	Homecare	Adoptions and Pregnancy Counseling	Child Advocacy	Summer Camp	Total Program	Management and General	Fundraising	2019 Total
Salaries and wages	\$ 392,683	\$ 811,578	\$ 1,797,236	\$ 1,565,113	\$ 359,348	\$ 1,758,488	\$ 88,632	\$ 121,616	\$ 7,144	\$ 6,901,838	\$ 814,197	\$ 340,669	\$ 8,056,704
Employee benefits	36,382	123,479	255,330	224,471	31,739	198,672	11,097	3,730	1,221	826,121	84,083	24,372	994,576
Payroll related costs	55,625	95,590	231,536	195,954	42,973	220,779	9,016	9,631	629	861,733	72,205	27,088	961,026
Mileage reimbursement	4,517	37,961	230,948	66,254	21,254	63,078	1,726	203	53	425,994	931	199	427,124
Contracted services	10,066	53,084	85,374	138,533	25,490	26,769	6,713	5,385	174,591	527,006	74,153	54,573	655,732
Accounting	-	-	-	-	-	-	-	-	-	-	31,699	-	31,699
Assistance to individuals	57	231,226	355,852	115,078	8	-	7,614	-	6,955	716,800	-	-	715,800
Communications	4,283	37,260	37,355	35,008	5,136	15,498	1,949	1,313	453	139,255	8,358	4,741	152,354
Conferences, conventions, meetings	1,480	5,540	4,918	8,887	868	9,187	350	16,987	272	48,489	5,949	3,600	58,038
Depreciation	8,408	130,051	49,246	44,442	8,408	8,408	4,804	2,402	70,762	326,931	39,920	-	366,851
In-kind contributions	-	45,647	42,367	-	-	-	-	-	-	88,014	-	-	88,014
Insurance	4,078	11,053	21,357	17,108	3,377	7,044	703	760	210	65,690	9,585	2,597	77,872
Interest	13,973	39,926	81,848	73,863	13,974	13,974	7,985	3,993	1,996	251,532	67,874	-	319,406
Legal	(7,826)	-	-	-	-	7,826	-	-	-	-	20,671	-	20,671
Membership dues	5,699	1,530	2,425	8,235	385	3,456	170	767	112	22,729	1,916	3,152	27,857
Miscellaneous	(28,712)	3,212	3,536	8,736	2,618	33,253	6,686	234	658	30,221	14,869	1,959	47,049
Occupancy	58,958	191,947	163,147	101,733	11,823	6,880	3,105	3,915	1,628	543,136	29,481	13,070	585,587
Printing and publications	1,565	4,042	3,924	10,568	1,356	5,734	1,020	951	158	29,318	2,803	29,732	61,853
Rental and equipment maintenance	(692)	14,221	28,684	26,300	4,936	11,373	2,754	1,414	756	89,746	24,229	6,542	120,517
Supplies	10,530	32,348	19,132	13,321	1,185	3,297	502	574	75	80,964	3,366	5,099	89,429
Travel	3,779	22,015	8,192	14,803	851	-	112	438	424	50,614	2,149	9	52,772
Total	\$ 574,853	\$ 1,891,710	\$ 3,423,407	\$ 2,658,407	\$ 535,729	\$ 2,394,726	\$ 154,938	\$ 174,314	\$ 268,107	\$ 12,086,191	\$ 1,308,438	\$ 517,402	\$ 13,912,031

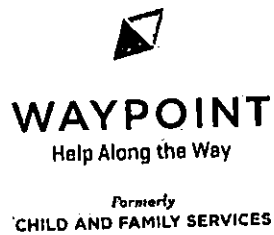
See Independent Auditors' Report.

WAYPOINT

Consolidated Schedule of Operating Expenses For the Year Ended December 31, 2018

	Family Counseling	Teen and Youth	Child Abuse Treatment & Family Strengthening	Child Abuse Prevention	Early Intervention	Homecare	Adoptions and Pregnancy Counseling	Child Advocacy	Summer Camp	Total Program	Management and General	Fundraising	2018 Total
Salaries and wages	\$ 466,270	\$ 940,297	\$ 1,571,090	\$ 1,435,811	\$ 344,092	\$ 1,649,913	\$ 81,328	\$ 118,831	\$ 6,728	\$ 6,614,360	\$ 849,923	\$ 316,127	\$ 7,780,410
Employee benefits	39,799	135,622	190,979	181,757	33,660	144,054	12,964	2,883	897	742,615	66,141	19,071	827,827
Payroll related costs	56,967	100,911	173,279	161,282	37,294	196,825	7,437	9,278	521	743,794	65,549	25,122	834,465
Mileage reimbursement	5,860	41,849	249,506	66,137	18,647	59,274	1,294	69	156	442,792	1,878	413	445,083
Contracted services	28,809	43,507	95,385	165,055	20,355	23,245	9,429	2,312	171,937	560,035	96,132	6,553	662,720
Accounting	-	-	-	-	-	-	-	-	-	-	28,700	-	28,700
Assistance to individuals	5,064	190,794	358,345	133,826	-	3,014	10,071	-	7,494	718,608	-	-	718,608
Communications	8,493	38,575	41,973	33,808	4,940	16,451	1,998	1,522	584	148,344	10,147	8,249	166,740
Conferences, conventions, meetings	3,014	3,681	2,415	19,919	1,544	1,649	3	1,957	1	34,183	19,533	2,302	56,018
Depreciation	7,672	118,639	44,925	40,542	7,570	7,670	4,383	2,191	64,553	298,245	36,417	-	334,662
In-kind contributions	1,510	61,077	27,625	-	-	-	-	-	-	90,213	3,420	1,000	94,633
Insurance	5,681	11,048	17,880	15,802	3,228	6,877	711	775	168	62,170	9,468	2,466	74,104
Interest	13,902	39,721	81,429	73,485	13,903	13,903	7,944	3,972	1,986	250,245	67,527	-	317,772
Legal	-	-	-	-	-	-	-	-	-	-	3,949	-	3,949
Membership dues	1,531	1,254	1,224	7,241	8	6,365	3	502	3	18,132	7,947	3,913	29,992
Miscellaneous	1,647	4,518	6,725	3,475	1,052	5,881	648	174	232	24,352	13,167	2,674	40,193
Occupancy	45,179	148,763	140,092	111,318	10,107	27,452	3,222	3,597	5,889	495,619	41,182	11,700	548,507
Printing and publications	2,831	9,092	14,541	12,070	3,003	12,054	435	1,220	672	55,968	12,656	22,916	91,540
Rental and equipment maintenance	5,310	15,574	30,365	27,270	5,186	6,293	2,860	1,435	823	95,167	25,586	2,029	122,782
Supplies	10,874	26,700	21,931	17,739	3,589	12,408	654	719	71	94,685	17,700	2,655	115,040
Travel	958	36,453	4,662	14,225	989	3,233	134	147	464	61,265	3,144	356	64,765
Total	\$ 711,421	\$ 1,968,075	\$ 3,084,373	\$ 2,520,762	\$ 509,267	\$ 2,196,563	\$ 145,518	\$ 151,634	\$ 263,179	\$ 11,550,792	\$ 1,380,172	\$ 427,546	\$ 13,358,510

See Independent Auditors' Report.



BOARD OF TRUSTEES

JUNE 2020

Borja Alvarez de Toledo
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Jeffrey Seifert

Jennifer Stebbins



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waypointnh.org

Borja Alvarez de Toledo, M.Ed.

464 Chestnut St, Manchester, NH. 03105/ 603-782-6442
alvarezdetoledob@waypointnh.org

Professional Profile

- A seasoned leader with more than 18 years of senior level non-profit management experience.
- Strong business acumen with emphasis on developing processes to ensure the alignment of strategy, operations, and outcomes with a strength based approach to leadership development.
- Collaborative leader using systemic and strategic framework in program development, supervision and conflict resolution.

Professional Experience

Waypoint, formerly Child and Family Services of New Hampshire
Manchester, NH

December 2013- Present

~ President and CEO

- Responsible for program planning and development, insuring that Waypoint meets the community needs.
- Advance the public profile of Waypoint by developing innovative approaches and building productive relationships with government, regional and national constituencies.
- Acts as advisor to the Board of Directors and maintains relationships with the regional Boards
- Responsible for all aspects of financial planning, sustainability and oversight of Waypoint's assets
- Work with Development staff and Board of Directors to design and implement all fundraising activities, including cultivation and solicitation of key individuals, foundations and corporations

Riverside Community Care
Dedham, MA

2009- 2013

~ Division Director, Child and Family Services

- Responsible for strategic vision, planning and implementation of the programmatic, operational and financial sustainability of a \$17M division with more than 300 employees.
- In partnership with The Guidance Center, Inc.'s board of directors, played leadership role in successfully merging with Riverside Community Care, through a process that involved strategic planning, analysis and selection of a viable partner.
- Provide supervision to managers using a strength based approach and a collaborative coaching model to leadership development.

The Guidance Center, Inc.
Cambridge, MA

1998 - 2009

~ Chief Operating Officer

2007 - 2009

- Hired initially as Director of an intensive home-based family program and through successive promotions became responsible for all operations in the organization.
- Responsible for supervision of Division Directors, strategic planning and development of new initiatives.
- Developed strategic relationships with state and local funders, and partnered with community agencies to support the healthy growth of children and families.

Private Practice in Psychotherapy and Clinical Consultation
Madrid, Spain

1992 - 1998

Universidad Pontificia de Comillas
Madrid, Spain

1991 - 1998

~Adjunct Faculty

- Taught graduate level courses in Family and Couples Therapy program
- Practicum program supervisor: Supervised first year Master's Degree students through live supervision in the treatment of multi-problem families.

Centro Médico-Psicopedagógico
Madrid, Spain

1994 - 1997

~Clinical Coordinator/Director of Training.

- Member of a multi-disciplinary team that provided assessment and treatment to families victims of terrorism and had developed Post Traumatic Stress Disorder.

ITAD (Institute for Alcohol and Drug Treatment),
Madrid, Spain

1991- 1994

~ Senior Drug and Alcohol Counselor, Drug and Alcohol Program

- Provided evaluation and treatment for chemically dependent adults and their families.

~ Senior Family Therapist, Couples and Family Therapy Program

- Worked as a family therapist in the evaluation and treatment of adolescents and families.

Charles River Health Management
Boston, MA

1989 - 1991

~ Senior Family Therapist, Home Based Family Treatment Program.

Education

Graduate Certificate of Business
University of Massachusetts, Lowell, 2000.
Master's Degree in Education
Counseling Psychology Program. Boston University, 1989.
B.A. in Clinical Psychology
Universidad Pontificia de Comillas, Madrid, Spain. 1988

Publications

- 2009 Ayers, S & Alvarez de Toledo, B. Community Based Mental Health with Children and Families. In A. R. Roberts (Ed.), *Social Worker's Desk Reference* (2nd ed.), New York: Oxford University Press, 2009
- 2006 *Topical Discussion: Advancing Community-Based Clinical Practice and Research: Learning in the Field.* Presented at the 19th Annual Research Conference: A System of Care for Children's Mental Health: Expanding the Research Base, February 2006, Tampa, FL.
- 2001 Lyman, D.R.; Siegel, R.; Alvarez de Toledo, B.; Ayers, S.; Mikula, J. *How to be little and still think big: Creating a grass roots, evidence based system of care.* Symposium presented at the 14th Annual Research Conference in Children's Mental Health, Research and Training Center for Children's Mental Health, February 2001, Tampa, FL.
- 2006 Lyman, D.R., B. Alvarez de Toledo, *The Ecology of intensive community based intervention.* In Lightburn, A., P. Sessions. *Handbook of Community Based Clinical Practice.* Oxford University Press, 2006, England.
- 2001 Lyman, D.R., B. Alvarez de Toledo (2001) *Risk factors and treatment outcomes in a strategic intensive family program.* In Newman, C., C. Liberton, K. Kutash and R. Friedman, (Eds.) *A System of Care for Children's Mental Health: Expanding the Research Base* (2002), pp. 55-58. Research and Training Center for Children's Mental Health, University of South Florida, Tampa, FL.
- 1994-98 Research papers and professional presentations in peer reviewed journals in Spain

Languages

Fluent in Spanish, French and Italian.

COLLEEN M. IVES

2605 Elm Street • Manchester, New Hampshire 03104
(603) 630-8239 • cives2605@gmail.com

CHIEF OPERATING OFFICER

Proactive executive with a formidable record of driving systemic change and business expansion. Nimble administrator with strategic planning, business process improvement, cost controls and performance management experience. Collaborative leader with inspirational and decisive management style who achieves exceptional, rather than expected, results. Catalyst for open communications towards a climate of learning to benefit company and individuals.

PROFESSIONAL EXPERIENCE

WAYPOINT, Manchester, NH • 2018-Present

Statewide private nonprofit that works to advance the well-being of children and families through an array of community-based services.

Chief Operating Officer

- Oversees all aspects of program delivery including; fiscal and personnel management, quality assurance and program development

ROCKPORT MORTGAGE CORPORATION, Gloucester, MA • 2008-2017

Leading national lender of US Housing & Urban Development insured commercial loans in healthcare, multifamily and affordable housing sectors.

Vice President, Operations & Quality Control

- Report to principals with overall responsibility for achieving strategic objectives through oversight of the day-to-day operations of five multi-disciplinary underwriting teams by providing support at the transactional level as well as in the development of procedures and operating practices to match RMC's continued growth.
- Ensure RMC's compliance with their federally mandated Quality Control Plan through employee development initiatives, monitoring of RMC's operational practices while integrating new HUD directives into RMC's existing best practices.

IVES DEVELOPMENT ASSOCIATES, Manchester, NH • 2005-2016

Consultancy providing strategic planning and leadership development to public, private and nonprofit companies throughout New England.

Principal

Design and facilitate customized corporate retreats, including strategic planning sessions, executive and Board of Directors' training and development, creation or re-affirmation of vision, mission and values and efforts to re-align leadership around key priorities and future direction of the organization. Integrate opportunities to shift organizational culture to more open and candid communications.

- Led an 18-month comprehensive change initiative that:
 - Resulted in the development of a transition plan for the assimilation of an Interim Executive Director including an operations plan that aimed to recalibrate the culture;
- Transformed climate of accountability for a \$55M client by implementing Balanced Scorecard strategic measurement system. Designed, coordinated and facilitated on-site internal and external analysis of 11 retail locations in 9 states, analyzing threats and weaknesses in business to build a platform for growth.

CAREER NOTE: Concurrent with consulting enterprise (2006 – 2010), designed and taught introductory and upper level psychology and sociology courses at Granite State College in Concord, Manchester and Portsmouth, New Hampshire.

GRANITE STATE INDEPENDENT LIVING, Concord, NH • 2001-2005

Statewide nonprofit offering long-term care, employment, transportation, advocacy, and other community-based services.

Acting Executive Director & Chief Operating Officer

Led internal operations, including service and program delivery, finance, human resources, fundraising and marketing. Transformed organization's culture by promoting a climate of excellence, systemic solutions and learning that benefited the organization and individual employees. Evaluated operational results and facilitated business processes and controls that promoted efficiency and internal information flow. Developed short- and long-range operating plans. Supported up to 14 management-level employees, staff of 90, and \$13M annual operating budget. Held complete performance management authority as well as autonomy to engage in private and state/federal contracts.

- Increased revenue by 78% with more effective grant administration, successful applications for new competitive grants, initiating a comprehensive development / fundraising plan, and increasing the fee-for-service lines of business.
- Increased consumers served from 400 to 3,000+ individuals within three-year period by restructuring existing programs, developing new programs and increasing program accountability with monthly management reports.
- Established foundation for 36-month capacity building plan to enhance infrastructure and overall operations by conducting full organizational audit and successfully presenting to Board of Directors.
- Expanded services and leveraged long-term grant opportunity through company acquisition. Successfully integrated organizational cultures and business practices, including human resource policies, management teams and compensation/benefits.
- Recommended, designed and implemented internal controls and operating procedures for all departments (Human Resources, Finance, Public Relations/ Development, Long-Term Care, Community Living and Employment Services).
- Increased efficiency, raised credibility of financial reporting and reduced headcount by implementing state of the art technology with expertise of retained IT consultant.

NEW HAMPSHIRE DEPARTMENT OF EDUCATION, VOCATIONAL REHABILITATION, SERVICES FOR BLIND AND VISUALLY IMPAIRED, Concord, NH • 1992-2000

Statewide organization providing Registry of Legal Blindness, Sight Services for Independent Living, Vocational Rehabilitation and a Business Enterprise program.

Statewide Director

Managed professional staff of 8 to deliver services that included 15 statewide rehabilitative support groups, career counseling and vending machine/food service enterprises in State and Federal buildings.

- Awarded \$1.2M 3-year federal grant to provide peer support services in 15 locations across the state
- Led Department to highest rank in standards and benchmarks among 7 other regional offices.
- Enhanced team atmosphere by integrating 4 distinct statewide programs into a cohesive unit.
- Cultivated relationships and formal partnerships with various stakeholders in the statewide network of social and human services and employment arenas.

EDUCATION

Doctorate in Human and Organizational Systems
Master of Arts in Human Development
Fielding Graduate University, Santa Barbara, California

Master of Arts/CAGS in Rehabilitation Counseling
Bachelor of Arts in Psychology and Philosophy
Assumption College, Worcester, Massachusetts

Gina Corey Ferrante, C.P.A.

Core Skills:

- System Integration
- Internal Controls
- Audit Preparation
- Policies and Procedures
- Budget Preparation and Analysis
- Streamlining accounting processes

Work Experience:

Community Teamwork, Inc. 2013-2019 Lowell, Massachusetts

Director of Finance and Accounting

Reporting to the CFO, manage staff in the accounting department and coordinating annual budget for \$90 million agency providing housing, WIC, Energy and Child Care Services to low-income individuals

- Prepare agency cost allocations
- Ensure compliance with agency's 150 federal, state and private contracts
- Prepare agency budgets and analyze financial results
- Analyze and improve accounting processes and fiscal controls throughout the agency
- Oversees the financial management of the organization and monitoring of organizational performance and fiscal controls
- Coordinate Annual Audit and review Accounting Pronouncements for applicability

Michael F. Reilly, PC 2006-2013

Haverhill, Massachusetts

Audit Manager

- Planned and managed the audit process for several non-public companies and not-for-profit organizations including the Northern Essex Community College Foundation, ARC of Northeast Haverhill and Simple Living, Inc.
- Worked with clients to help improve efficiencies and establish accounting controls
- Prepared tax returns for individuals and non-public and not-for-profit corporations

Digital Equipment Corporation 1987-1992 Acton, Massachusetts

Accounting Systems Analyst

- Designed and installed accounting systems for Digital and Digital customers
- Internal Auditor
- Audited departments internal to Digital in preparation for the outside auditors

Epsilon Data Management 1985-1987

Burlington, Massachusetts

Director of Accounting

- Managed the monthly/quarterly closing process
- Prepared financial statements (B/S, P&L, & Cash flows)
- Performed analytical analysis
- Managed, supported and prepared the quarterly and year-end audit schedules

Ryder Systems, Inc. 1984-1985

Miami, Florida

Manager of Accounting

- Managed the monthly/quarterly closing process
- Prepared financial statements (B/S, P&L, & Cash flows)
- Performed analytical analysis
- Prepared the quarterly and year-end audit schedules

Price Waterhouse 1981-1984

Miami, Florida

Senior Accountant

- Planned, and managed the audit process for several non-public companies including the Miami Dolphins, and area construction companies
- Prepared tax returns for individuals and small corporations during the busy season

Education:

Florida International University

Masters of Science in Taxation

University of Miami

BBA Accounting

Systems: Abila Fund Accounting, Office (Word, Excel, PowerPoint), Outlook, QuickBooks, Profx

[illegible]

**New Hampshire Department of Health and Human Services
Home Visiting Services**



**State of New Hampshire
Department of Health and Human Services
Amendment #2 to the Home Visiting Services Contract**

This 2nd Amendment to the Home Visiting Services contract (hereinafter referred to as "Amendment #2") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and The Family Resource Center at Gorham (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 123 Main Street, Gorham, NH 03581.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 20, 2018 (Item #27E), as amended on September 18, 2019, (Item #27), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-1, Revisions to General Provisions, Paragraph 3, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:
September 30, 2022.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$1,771,141.
3. Modify Exhibit A, Scope of Services, Section 1 Provisions Applicable to All Services, Subsection 1.5., to read:
 - 1.5. The Contractor shall provide home visiting services to a minimum of families as outlined below per contract year:
 - 1.5.1 Coos County = 25 families per year
 - 1.5.2 Grafton County = 20 families per year
4. Modify Exhibit A, Scope of Services, Section 2 Scope of Work, Subsection 2.2, Paragraph 2.2.4., to read:
 - 2.2.4. Ensure the twelve (12) critical elements that make up the essential components of the HFA Model are addressed in agency policies.
5. Modify Exhibit A, Scope of Services, Section 2 Scope of Work, Subsection 2.2, by adding Paragraph 2.2.6., to read:
 - 2.2.6 Participate in Continuous Quality Improvement Projects and collaborative efforts to serve families within designated catchment areas. The Contractor shall:
 - 2.2.6.1. Ensure staff are available to provide relevant data as well as key data and metrics, as requested by the Department.

New Hampshire Department of Health and Human Services
Home Visiting Services



2.2.6.2. Ensure staff are available to review data, discuss performance, learn from their peers, and identify action-steps that may improve client outcomes.

6. Modify Exhibit A, Scope of Services, Section 3 Staffing Requirements, Subsection 3.5 to read:

3.5. Reserved.

7. Modify Exhibit A, Scope of Services, Section 3 Staffing Requirements, Subsection 3.6, to read

3.6. Reserved.

8. Modify Exhibit A, Scope of Services, Section 4 Reporting and Deliverable Requirements, by adding Subsection 4.8., to read:

4.8 The Contractor shall participate in sub-recipient monitoring activities, as coordinated by the Department. The Contractor shall:

4.8.1 Provide fiscal documentation demonstrating that MIECHV funding is utilized solely to support activities under this contract, as requested by the Department.

4.8.2 Ensure expenses are reasonable, allowable and allocable per 45 CFR 75.

4.8.3. Provide documentation of funding utilization and reasonable expenses to the Department upon request.

9. Modify Exhibit A, Scope of Services, Section 5 Work Plan, Subsection 5.2. to read:

5.2. The Contractor shall submit a Work Plan, utilizing a template as provided by the Department, that includes, but is not limited to:

5.2.1. Activities.

5.2.2. Performance Measures (Outcomes).

5.2.3. Action Plan for Improvement.

10. Modify Exhibit A-2 Work Plan Template by deleting it in its entirety and replacing it with Exhibit A-2 Performance Measures, which is attached hereto and incorporated by reference herein.

11. Modify Exhibit B - Amendment #1, Methods and Conditions Precedent to Payment, Section 2, Subsection 2.3 to read:

2.3 General Funds from Parental Assistance Funds

12. Modify Exhibit B - Amendment #1, Methods and Conditions Precedent to Payment, Section 3, to read:

3. Payment for expenses shall be on a cost reimbursement basis for allowable costs only in accordance with Exhibit B-1 Budget through Exhibit B-18 Budget – Amendment #2.

13. Modify Exhibit B-3 Budget by deleting it in its entirety and replacing it with Exhibit B-3 – Amendment #2, which is attached hereto and incorporated by reference herein.

14. Modify Exhibit B-6 Budget by deleting it in its entirety and replacing it with Exhibit B-6 – Amendment #2, which is attached hereto and incorporated by reference herein.

15. Add Exhibit B-9 Budget - Amendment #2.

16. Add Exhibit B-10 Budget - Amendment #2.

17. Add Exhibit B-11 Budget – Amendment #2.

PS

8/1/20

**New Hampshire Department of Health and Human Services
Home Visiting Services**



18. Add Exhibit B-12 Budget – Amendment #2.
19. Add Exhibit B-13 Budget – Amendment #2.
20. Add Exhibit B-14 Budget – Amendment #2.
21. Add Exhibit B-15 Budget – Amendment #2.
22. Add Exhibit B-16 Budget – Amendment #2.
23. Add Exhibit B-17 Budget – Amendment #2.
24. Add Exhibit B-18 Budget – Amendment #2.

**New Hampshire Department of Health and Human Services
Home Visiting Services**



All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #2 remain in full force and effect. This amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire
Department of Health and Human Services

8/11/2020
Date

Lori Shinkette
Name:
Title:

The Family Resource Center at Gorham

8-10-2020
Date

Patricia Stolle
Name: Patricia Stolle
Title: Executive Director

**New Hampshire Department of Health and Human Services
Home Visiting Services**



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

08/17/20
Date

Catherine Pinos
Name:
Title: Catherine Pinos, Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: _____ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:



Exhibit A-2 Performance Measures

1. Performance Measures

- 1.1. For all measures, consider services provided during State Fiscal year 2021 (July 1, 2020– June 30, 2021) in accordance with Exhibit A, Scope of Services of this Contract.

Performance Measure #1 (EPDS)
HFA Best Practice Standard 7-4.D

Measure: 80% of women enrolled in the program received at least one Edinburgh Postnatal Depression Scale screening by 3 months postpartum.

Goal: All post-partum women enrolled in HFA will receive this formal, validated screening for depression at the optimal time.

Definition: **Numerator-** Of those in the denominator, the number of women that received an Edinburgh Postnatal Depression Scale (EPDS) screening by 3 months postpartum.

Denominator- The total number of women in the program who reached 3 months postpartum during the reporting period and were enrolled prior to 3 months after the birth of their baby.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → HFA EPDS 3 months rev [7/10/2019] Index child only

Performance Measure #2 (Retention)
HFA Best Practice Standard 3-4.A

Measure: Increase the percent of families who remain enrolled in HFA for at least 6 months from FFY 2019 average (10/1/2018-9/30/2019) baseline.

Goal: Families stay connected and maintain involvement with HFA services.

Definition: **Numerator-** Of those in the denominator, the number of families that remained in HFA services at least 6 months.

Denominator- The number of families who received a first home visit during the period 10/1/2019-9/30/2020:

Quarter 1 10/1/2019- 12/31/2019

Quarter 2 1/1/2020– 3/31/2020

Quarter 3 4/1/2020 – 6/30/2020

Quarter 4 7/1/2020 – 9/30/2020.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → HFA Retention Summary (Current) (Baseline is determined by performance in the prior fiscal year.)



Exhibit A-2 Performance Measures

Performance Measure #3

HFA Best Practice Standard 6-6.B

Measure: 90% of target children with a positive screen for developmental delays (scoring below the "cutoff" on the ASQ-3) receive services in a timely manner. Children already receiving developmental services should not be screened.

Goal: All children served who are determined to be at risk for developmental delays, and are not already receiving developmental services, will receive a referral for further evaluation or services. (If a family declines a referral this should be documented in the family's file and the Family Support Specialist shall continue efforts to advocate for accessing developmental services.)

Definition: **Numerator:** Number of children enrolled in home visiting who a) received individualized developmental support from a home visitor; b) were referred to early intervention services and received an evaluation within 45 days; OR c) were referred to other community services who received services within 30 days (and met the conditions specified in the denominator.)

Denominator: Total number of children enrolled in HFA with positive screens (scoring below the cutoff) for developmental delays, measured using the ASQ-3.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → HFA Child Development Screenings (Current)

Performance Measure #4

HFA Standard 12-1.B

Measure: All direct service staff receive a minimum of 75% of required weekly individual supervision according to the HFA Standards.

Goal: Service providers receive ongoing, effective supervision so they are able to develop realistic and effective plans to empower families.

Definition: **Numerator-** Of those in the denominator, the number of direct service staff who received 75% of required weekly individual supervision for a minimum of 1.5 hours for full-time (.75 to 1.0 FTE) and 1 hour for part-time staff (from .25 - .75 FTE).

Denominator- The number of direct service staff/home visitors employed in the HFA Program during quarter.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → Staff Supervision Rev [6-22-2018]

Exhibit B-3, Budget Amendment #2

New Hampshire Department of Health and Human Services

Contractor name: The Family Resource Center Gorham

Budget Request for: Healthy Families America (Coos)

Budget Period: October 1, 2020 through June 30, 2021

Line Item	Contractor Share / Match			Funded by DHHS contract where appropriate		
	Direct / Incremental	Indirect / Fixed	Total	Direct / Incremental	Indirect / Fixed	Total
1. Total Salary/Wages	\$ 130,000.00	\$ -	\$ 130,000.00	\$ 130,000.00	\$ -	\$ 130,000.00
2. Employee Benefits	\$ 23,000.00	\$ -	\$ 23,000.00	\$ 23,000.00	\$ -	\$ 23,000.00
3. Consultants	\$ 100.00	\$ -	\$ 100.00	\$ 100.00	\$ -	\$ 100.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 100.00	\$ -	\$ 100.00	\$ 100.00	\$ -	\$ 100.00
6. Travel	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00
7. Occupancy	\$ 3,500.00	\$ -	\$ 3,500.00	\$ 3,500.00	\$ -	\$ 3,500.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 150.00	\$ -	\$ 150.00	\$ 150.00	\$ -	\$ 150.00
11. Staff Education and Training	\$ 1,370.00	\$ -	\$ 1,370.00	\$ 1,370.00	\$ -	\$ 1,370.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specify details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FBNH annual fee	\$ 50.00	\$ -	\$ 50.00	\$ 50.00	\$ -	\$ 50.00
Printing	\$ 50.00	\$ -	\$ 50.00	\$ 50.00	\$ -	\$ 50.00
Admin / Indirect Fee for FRC	\$ -	\$ 18,282.00	\$ 18,282.00	\$ -	\$ 18,282.00	\$ 18,282.00
TOTAL	\$ 162,830.00	\$ 18,282.00	\$ 179,112.00	\$ 162,830.00	\$ 18,282.00	\$ 179,112.00
Indirect As A Percent of Direct		10.0%				
				\$ 3,875.75	\$ 13,406.18	\$ 17,281.93

Exhibit B-6, Budget Amendment #2

New Hampshire Department of Health and Human Services

Contractor name: The Family Resource Center Gorham

Budget Request for: Healthy Families America (Grafton)

Budget Period: October 1, 2020 through June 30, 2021

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 140,000.00	\$ -	\$ 140,000.00				\$ 140,000.00	\$ -	\$ 140,000.00
2. Employee Benefits	\$ 37,750.91	\$ -	\$ 37,750.91				\$ 37,750.91	\$ -	\$ 37,750.91
3. Consultants	\$ 500.00	\$ -	\$ 500.00				\$ 500.00	\$ -	\$ 500.00
4. Equipment:									
Rental	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
5. Supplies:									
Educational	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Office	\$ 500.00	\$ -	\$ 500.00				\$ 500.00	\$ -	\$ 500.00
6. Travel	\$ 5,000.00	\$ -	\$ 5,000.00				\$ 5,000.00	\$ -	\$ 5,000.00
7. Occupancy	\$ 4,500.00	\$ -	\$ 4,500.00				\$ 4,500.00	\$ -	\$ 4,500.00
8. Current Expenses:									
Telephone	\$ 1,000.00	\$ -	\$ 1,000.00				\$ 1,000.00	\$ -	\$ 1,000.00
Postage	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Insurance	\$ 1,500.00	\$ -	\$ 1,500.00				\$ 1,500.00	\$ -	\$ 1,500.00
Board Expenses	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 1,000.00	\$ -	\$ 1,000.00				\$ 1,000.00	\$ -	\$ 1,000.00
11. Staff Education and Training	\$ 1,500.00	\$ -	\$ 1,500.00				\$ 1,500.00	\$ -	\$ 1,500.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
FSNH annual fee	\$ 50.00	\$ -	\$ 50.00				\$ 50.00	\$ -	\$ 50.00
Printing	\$ 400.00	\$ -	\$ 400.00				\$ 400.00	\$ -	\$ 400.00
Admin / Indirect Fee for FRC	\$ -	\$ 19,370.09	\$ 19,370.09				\$ -	\$ 19,370.09	\$ 19,370.09
TOTAL	\$ 193,790.91	\$ 19,370.09	\$ 213,071.00				\$ 193,790.91	\$ 19,370.09	\$ 213,071.00
Indirect As A Percent of Direct		10.0%				\$ 5,875.75		33,840.16	

Contractor Initials

Date

PS
 8-10-20

Exhibit B-9, Budget Amendment #2

New Hampshire Department of Health and Human Services

Contractor name: The Family Resource Center Gorham

Budget Request for: Healthy Families America (Cocoe)

Budget Period: October 1, 2020 through June 30, 2021

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct / Incremental	Indirect / Fixed	Total	Direct / Incremental	Indirect / Fixed	Total	Direct / Incremental	Indirect / Fixed	Total
1. Total Salary/Wages	\$ 14,480.00	\$ -	\$ 14,480.00	\$ -	\$ -	\$ -	\$ 14,480.00	\$ -	\$ 14,480.00
2. Employee Benefits	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 100.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ 347.27	\$ -	\$ 347.27	\$ -	\$ -	\$ -	\$ 347.27	\$ -	\$ 347.27
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
6. Travel	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
7. Occupancy	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ 750.00	\$ -	\$ 750.00	\$ -	\$ -	\$ -	\$ 750.00	\$ -	\$ 750.00
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FENH annual fee	\$ 50.00	\$ -	\$ 50.00	\$ -	\$ -	\$ -	\$ 50.00	\$ -	\$ 50.00
Printing	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ 300.00	\$ -	\$ 300.00
Admin / Indirect Fee for FRC	\$ -	\$ 2,272.73	\$ 2,272.73	\$ -	\$ -	\$ -	\$ -	\$ 2,272.73	\$ 2,272.73
TOTAL	\$ 22,727.27	\$ 2,272.73	\$ 25,000.00	\$ -	\$ -	\$ -	\$ 22,727.27	\$ 2,272.73	\$ 25,000.00
Indirect As A Percent of Direct									
		10.0%				5,675.75			

Exhibit B-10, Budget Amendment #2

New Hampshire Department of Health and Human Services

Contractor name: The Family Resource Center Gorham

Budget Request for: Healthy Families America (Coos)

Budget Period: July 1, 2021 through June 30, 2022

Line Item	Total Program Cost			Contractor Share / Match			Funds Funded by DHHS contract where contractor share is not required		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 14,480.00	\$ -	\$ 14,480.00	\$ -	\$ -	\$ -	\$ 14,480.00	\$ -	\$ 14,480.00
2. Employee Benefits	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 100.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ 347.27	\$ -	\$ 347.27	\$ -	\$ -	\$ -	\$ 347.27	\$ -	\$ 347.27
5. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
6. Travel	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
7. Occupancy	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ 750.00	\$ -	\$ 750.00	\$ -	\$ -	\$ -	\$ 750.00	\$ -	\$ 750.00
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
12. Subcontract/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FSNH annual fee	\$ 50.00	\$ -	\$ 50.00	\$ -	\$ -	\$ -	\$ 50.00	\$ -	\$ 50.00
Printing	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ 300.00	\$ -	\$ 300.00
Admin / Indirect Fee for FRC	\$ -	\$ 2,272.73	\$ 2,272.73	\$ -	\$ -	\$ -	\$ -	\$ 2,272.73	\$ 2,272.73
TOTAL	\$ 23,727.27	\$ 2,272.73	\$ 26,000.00	\$ -	\$ -	\$ -	\$ 23,727.27	\$ 2,272.73	\$ 26,000.00
Indirect As A Percent of Direct		10.0%						3,875.75	

Exhibit B-11, Budget Amendment #2

New Hampshire Department of Health and Human Services

Contractor name: The Family Resource Center Gorham

Budget Request for: Healthy Families America (Coos)

Budget Period: July 1, 2020 through June 30, 2022

Line Item	Direct			Indirect			Contractor Share / Match			Funded by DPH		
	Incremental	Fixed	Total	Incremental	Fixed	Total	Incremental	Fixed	Total	Incremental	Fixed	Total
1. Total Salaries/Wages	\$ 130,000.00	\$ -	\$ 130,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130,000.00	\$ -	\$ 130,000.00
2. Employee Benefits	\$ 23,000.00	\$ -	\$ 23,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,000.00	\$ -	\$ 23,000.00
3. Consultants	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 100.00
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 100.00
6. Travel	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00
7. Occupancy	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500.00	\$ -	\$ 3,500.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 150.00	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150.00	\$ -	\$ 150.00
11. Staff Education and Training	\$ 1,370.00	\$ -	\$ 1,370.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,370.00	\$ -	\$ 1,370.00
12. Subcontractor/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FBIH annual fee	\$ 50.00	\$ -	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50.00	\$ -	\$ 50.00
Pending	\$ 50.00	\$ -	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50.00	\$ -	\$ 50.00
Admin / Indirect Fee for FRC	\$ -	\$ -	\$ -	\$ 16,282.00	\$ -	\$ 16,282.00	\$ -	\$ -	\$ -	\$ -	\$ 16,282.00	\$ 16,282.00
TOTAL	\$ 162,820.00	\$ -	\$ 162,820.00	\$ 16,282.00	\$ -	\$ 16,282.00	\$ -	\$ -	\$ -	\$ 162,820.00	\$ 16,282.00	\$ 179,102.00
Indirect As A Percent of Direct												
				10.0%					3,875.75		33,840.18	

Exhibit B-12, Budget Amendment #2

New Hampshire Department of Health and Human Services

Contractor name: The Family Resource Center at Goshen

Budget Request for: Healthy Families America (Coos)

Budget Period: July 1, 2022 through September 30, 2022

Line Item	Total Program Cost			Contractor Share / Match			Funded by DPHS contract share		
	Direct (Incremental)	Indirect (Fixed)	Total	Direct (Incremental)	Indirect (Fixed)	Total	Direct (Incremental)	Indirect (Fixed)	Total
1. Total Salary/Wages	\$ 3,620.00	\$ -	\$ 3,620.00	\$ -	\$ -	\$ -	\$ 3,620.00	\$ -	\$ 3,620.00
2. Employee Benefits	\$ 25.00	\$ -	\$ 25.00	\$ -	\$ -	\$ -	\$ 25.00	\$ -	\$ 25.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ 66.78	\$ -	\$ 66.78	\$ -	\$ -	\$ -	\$ 66.78	\$ -	\$ 66.78
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 125.00	\$ -	\$ 125.00	\$ -	\$ -	\$ -	\$ 125.00	\$ -	\$ 125.00
6. Travel	\$ 1,250.00	\$ -	\$ 1,250.00	\$ -	\$ -	\$ -	\$ 1,250.00	\$ -	\$ 1,250.00
7. Occupancy	\$ 125.00	\$ -	\$ 125.00	\$ -	\$ -	\$ -	\$ 125.00	\$ -	\$ 125.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 50.00	\$ -	\$ 50.00	\$ -	\$ -	\$ -	\$ 50.00	\$ -	\$ 50.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ 175.00	\$ -	\$ 175.00	\$ -	\$ -	\$ -	\$ 175.00	\$ -	\$ 175.00
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 125.00	\$ -	\$ 125.00	\$ -	\$ -	\$ -	\$ 125.00	\$ -	\$ 125.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FBNH annual fee	\$ 12.00	\$ -	\$ 12.00	\$ -	\$ -	\$ -	\$ 12.00	\$ -	\$ 12.00
Printing	\$ 66.04	\$ -	\$ 66.04	\$ -	\$ -	\$ -	\$ 66.04	\$ -	\$ 66.04
Admin / Indirect Fee for FRC	\$ -	\$ 568.18	\$ 568.18	\$ -	\$ -	\$ -	\$ -	\$ 568.18	\$ 568.18
TOTAL	\$ 6,681.83	\$ 568.18	\$ 7,250.00	\$ -	\$ -	\$ -	\$ 6,681.83	\$ 568.18	\$ 7,250.00
Indirect As A Percent of Direct		10.0%							

Exhibit B-13, Budget Amendment #2

New Hampshire Department of Health and Human Services

Contractor name: The Family Resource Center Gorham

Budget Request for: Healthy Families America (Coes)

Budget Period: July 1, 2022 through September 30, 2022

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed F	Total	Direct Incremental	Indirect Fixed F	Total	Direct Incremental	Indirect Fixed F	Total
1. Total Salary/Wages	\$ 32,500.00	\$ -	\$ 32,500.00				\$ 32,500.00		\$ 32,500.00
2. Employee Benefits	\$ 5,750.00	\$ -	\$ 5,750.00				\$ 5,750.00		\$ 5,750.00
3. Consultants	\$ 25.00	\$ -	\$ 25.00				\$ 25.00		\$ 25.00
4. Equipment:	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Office	\$ 25.00	\$ -	\$ 25.00				\$ 25.00		\$ 25.00
6. Travel	\$ 500.00	\$ -	\$ 500.00				\$ 500.00		\$ 500.00
7. Occupancy	\$ 875.00	\$ -	\$ 875.00				\$ 875.00		\$ 875.00
8. Current Expenses	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Telephone	\$ 250.00	\$ -	\$ 250.00				\$ 250.00		\$ 250.00
Postage	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Insurance	\$ 375.00	\$ -	\$ 375.00				\$ 375.00		\$ 375.00
Board Expenses	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 37.75	\$ -	\$ 37.75				\$ 37.75		\$ 37.75
11. Staff Education and Training	\$ 342.60	\$ -	\$ 342.60				\$ 342.60		\$ 342.60
12. Subcontracts/Agreements	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
FBNH annual fee	\$ 12.55	\$ -	\$ 12.55				\$ 12.55		\$ 12.55
Printing	\$ 12.55	\$ -	\$ 12.55				\$ 12.55		\$ 12.55
Admin / Indirect Fee for FRC	\$ -	\$ 4,070.55	\$ 4,070.55				\$ -	\$ 4,070.55	\$ 4,070.55
TOTAL	\$ 40,766.48	\$ 4,070.55	\$ 44,778.00				\$ 40,766.48	\$ 4,070.55	\$ 44,778.00
Indirect As A Percent of Direct		10.0%				\$ 3,075.75		\$ 33,640.18	

Exhibit B-14, Amendment # 2

New Hampshire Department of Health and Human Services

Contractor name: The Family Resource Center Gorham

Budget Request for: Healthy Families America (Grafton)

Budget Period: October 1, 2020 through June 30, 2021

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 31,000.53	\$ 200.00	\$ 31,200.53	\$ 2,000.00	\$ 200.00	\$ 2,200.00	\$ 29,000.53		\$ 29,000.53
2. Employee Benefits	\$ 704.02		\$ 704.02				\$ 704.02		\$ 704.02
3. Consultants									
4. Equipment:									
Rental									
Repair and Maintenance									
Purchase/Depreciation	\$ 1,200.00		\$ 1,200.00				\$ 1,200.00		\$ 1,200.00
5. Supplies:									
Educational									
Lab									
Pharmacy									
Medical									
Office	\$ 2,000.00		\$ 2,000.00				\$ 2,000.00		\$ 2,000.00
6. Travel	\$ 7,000.00		\$ 7,000.00				\$ 7,000.00		\$ 7,000.00
7. Occupancy	\$ 1,000.00		\$ 1,000.00				\$ 1,000.00		\$ 1,000.00
8. Current Expenses									
Telephone	\$ 200.00		\$ 200.00				\$ 200.00		\$ 200.00
Postage									
Subscriptions									
Audit and Legal	\$ 1,500.00		\$ 1,500.00				\$ 1,500.00		\$ 1,500.00
Insurance									
Board Expenses									
9. Software							\$ 1,000.00		\$ 1,000.00
10. Marketing/Communications	\$ 1,000.00		\$ 1,000.00				\$ 1,000.00		\$ 1,000.00
11. Staff Education and Training	\$ 1,500.00		\$ 1,500.00				\$ 1,500.00		\$ 1,500.00
12. Subcontracts/Agreements									
13. Other (specific details mandatory):									
FSNH annual fee	\$ 50.00		\$ 50.00				\$ 50.00		\$ 50.00
Printing	\$ 300.00		\$ 300.00				\$ 300.00		\$ 300.00
Admin / Indirect Fee for FRC		\$ 4,545.45	\$ 4,545.45					\$ 4,545.45	\$ 4,545.45
TOTAL	\$ 47,484.55	\$ 4,745.45	\$ 52,230.00	\$ 2,000.00	\$ 200.00	\$ 2,200.00	\$ 45,484.55	\$ 4,545.45	\$ 50,030.00

Indirect As A Percent of Direct

10.0%

\$ 3,875.75

Contractor Initials

Date 8/2/20

Exhibit B-15, Budget Amendment #2

New Hampshire Department of Health and Human Services

Contractor name: The Family Resource Center Grafton

Budget Request for: Healthy Families America (Grafton)

Budget Period: July 1, 2020 through June 30, 2022

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 28,000.53	\$ -	\$ 28,000.53			\$ -	\$ 28,000.53		\$ 28,000.53
2. Employee Benefits	\$ 704.02	\$ -	\$ 704.02			\$ -	\$ 704.02		\$ 704.02
3. Consultants	\$ -	\$ -	\$ -			\$ -	\$ -		\$ -
4. Equipment:	\$ -	\$ -	\$ -			\$ -	\$ -		\$ -
Rental	\$ -	\$ -	\$ -			\$ -	\$ -		\$ -
Repair and Maintenance	\$ -	\$ -	\$ -			\$ -	\$ -		\$ -
Purchase/Depreciation	\$ 1,200.00	\$ -	\$ 1,200.00			\$ -	\$ 1,200.00		\$ 1,200.00
5. Supplies:	\$ -	\$ -	\$ -			\$ -	\$ -		\$ -
Educational	\$ -	\$ -	\$ -			\$ -	\$ -		\$ -
Lab	\$ -	\$ -	\$ -			\$ -	\$ -		\$ -
Pharmacy	\$ -	\$ -	\$ -			\$ -	\$ -		\$ -
Medical	\$ -	\$ -	\$ -			\$ -	\$ -		\$ -
Office	\$ 2,000.00	\$ -	\$ 2,000.00			\$ -	\$ 2,000.00		\$ 2,000.00
6. Travel	\$ 7,000.00	\$ -	\$ 7,000.00			\$ -	\$ 7,000.00		\$ 7,000.00
7. Occupancy	\$ 1,000.00	\$ -	\$ 1,000.00			\$ -	\$ 1,000.00		\$ 1,000.00
8. Current Expenses	\$ -	\$ -	\$ -			\$ -	\$ -		\$ -
Telephone	\$ 200.00	\$ -	\$ 200.00			\$ -	\$ 200.00		\$ 200.00
Postage	\$ -	\$ -	\$ -			\$ -	\$ -		\$ -
Subscriptions	\$ -	\$ -	\$ -			\$ -	\$ -		\$ -
Audit and Legal	\$ 1,500.00	\$ -	\$ 1,500.00			\$ -	\$ 1,500.00		\$ 1,500.00
Insurance	\$ -	\$ -	\$ -			\$ -	\$ -		\$ -
Board Expenses	\$ -	\$ -	\$ -			\$ -	\$ -		\$ -
9. Software	\$ -	\$ -	\$ -			\$ -	\$ -		\$ -
10. Marketing/Communications	\$ 1,000.00	\$ -	\$ 1,000.00			\$ -	\$ 1,000.00		\$ 1,000.00
11. Staff Education and Training	\$ 1,500.00	\$ -	\$ 1,500.00			\$ -	\$ 1,500.00		\$ 1,500.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -			\$ -	\$ -		\$ -
13. Other (specify details mandatory):	\$ -	\$ -	\$ -			\$ -	\$ -		\$ -
FBI annual fee	\$ 50.00	\$ -	\$ 50.00			\$ -	\$ 50.00		\$ 50.00
Printing	\$ 300.00	\$ -	\$ 300.00			\$ -	\$ 300.00		\$ 300.00
Admin / Indirect Fee for FRC	\$ -	\$ 4,545.45	\$ 4,545.45			\$ -	\$ -	\$ 4,545.45	\$ 4,545.45
TOTAL	\$ 48,434.53	\$ 4,545.45	\$ 52,980.00			\$ -	\$ 48,434.53	\$ 4,545.45	\$ 52,980.00
Indirect As A Percent of Direct		10.0%				3,875.75			50,000.00

Exhibit B-16, Budget Amendment #2

New Hampshire Department of Health and Human Services

Contractor name: The Family Resource Center Gorham

Budget Request for: Healthy Families America (Gorham)

Budget Period: July 1, 2021 through June 30, 2022

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHH contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 140,000.00	\$ -	\$ 140,000.00				\$ 140,000.00		\$ 140,000.00
2. Employee Benefits	\$ 37,750.91	\$ -	\$ 37,750.91				\$ 37,750.91		\$ 37,750.91
3. Consultants	\$ 500.00	\$ -	\$ 500.00				\$ 500.00		\$ 500.00
4. Equipment:									
Rental	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
5. Supplies:									
Educational	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Office	\$ 500.00	\$ -	\$ 500.00				\$ 500.00	\$ -	\$ 500.00
6. Travel	\$ 5,000.00	\$ -	\$ 5,000.00				\$ 5,000.00	\$ -	\$ 5,000.00
7. Occupancy	\$ 4,500.00	\$ -	\$ 4,500.00				\$ 4,500.00	\$ -	\$ 4,500.00
8. Current Expenses	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Telephone	\$ 1,000.00	\$ -	\$ 1,000.00				\$ 1,000.00	\$ -	\$ 1,000.00
Postage	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Insurance	\$ 1,500.00	\$ -	\$ 1,500.00				\$ 1,500.00	\$ -	\$ 1,500.00
Board Expenses	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 1,000.00	\$ -	\$ 1,000.00				\$ 1,000.00	\$ -	\$ 1,000.00
11. Staff Education and Training	\$ 1,500.00	\$ -	\$ 1,500.00				\$ 1,500.00	\$ -	\$ 1,500.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
13. Other (specify details mandatory):	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
FBH annual fee	\$ 50.00	\$ -	\$ 50.00				\$ 50.00	\$ -	\$ 50.00
Printing	\$ 400.00	\$ -	\$ 400.00				\$ 400.00	\$ -	\$ 400.00
Admin / Indirect Fee for FRC	\$ -	\$ 19,370.09	\$ 19,370.09				\$ -	\$ 19,370.09	\$ 19,370.09
TOTAL	\$ 163,750.91	\$ 19,370.09	\$ 183,121.00				\$ 163,750.91	\$ 19,370.09	\$ 183,121.00
Indirect As A Percent of Direct		10.0%							
						\$ 1,875.75		\$ 33,640.19	\$ 213,071.00

Exhibit B-17, Budget Amendment #2

New Hampshire Department of Health and Human Services

Contractor name: The Family Resource Center Gorham

Budget Request for: Healthy Families America (Grafton)

Budget Period: July 1, 2022 through September 30, 2022

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 7,250.14	\$ -	\$ 7,250.14	\$ -	\$ -	\$ -	\$ 7,250.14	\$ -	\$ 7,250.14
2. Employee Benefits	\$ 178.00	\$ -	\$ 178.00	\$ -	\$ -	\$ -	\$ 178.00	\$ -	\$ 178.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ 300.00	\$ -	\$ 300.00
5. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
6. Travel	\$ 1,750.00	\$ -	\$ 1,750.00	\$ -	\$ -	\$ -	\$ 1,750.00	\$ -	\$ 1,750.00
7. Occupancy	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ 250.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 50.00	\$ -	\$ 50.00	\$ -	\$ -	\$ -	\$ 50.00	\$ -	\$ 50.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ 375.00	\$ -	\$ 375.00	\$ -	\$ -	\$ -	\$ 375.00	\$ -	\$ 375.00
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ 250.00
11. Staff Education and Training	\$ 375.00	\$ -	\$ 375.00	\$ -	\$ -	\$ -	\$ 375.00	\$ -	\$ 375.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FSNH annual fee	\$ 12.50	\$ -	\$ 12.50	\$ -	\$ -	\$ -	\$ 12.50	\$ -	\$ 12.50
Printing	\$ 75.00	\$ -	\$ 75.00	\$ -	\$ -	\$ -	\$ 75.00	\$ -	\$ 75.00
Admin / Indirect Fee for FRC	\$ -	\$ 1,136.36	\$ 1,136.36	\$ -	\$ -	\$ -	\$ -	\$ 1,136.36	\$ 1,136.36
TOTAL	\$ 11,363.84	\$ 1,136.36	\$ 12,500.20	\$ -	\$ -	\$ -	\$ 11,363.84	\$ 1,136.36	\$ 12,500.20
Indirect As A Percent of Direct									
			10.0%				3,875.75		

Contractor Initials

PS

Date 8-10-20

Exhibit B-18, Budget Amendment #2

New Hampshire Department of Health and Human Services

Contractor name: The Family Resource Center Gorham

Budget Request for: Healthy Families America (Draft)

Budget Period: July 1, 2012 through September 30, 2012

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct / Incremental	Indirect / Fixed	Total	Direct / Incremental	Indirect / Fixed	Total	Direct / Incremental	Indirect / Fixed	Total
1. Total Salary/Wages	\$ 35,000.00	\$ -	\$ 35,000.00				\$ 35,000.00		\$ 35,000.00
2. Employee Benefits	\$ 9,437.72	\$ -	\$ 9,437.72				\$ 9,437.72		\$ 9,437.72
3. Consultants	\$ 125.00	\$ -	\$ 125.00				\$ 125.00		\$ 125.00
4. Equipment	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
5. Supplies	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Office	\$ 125.00	\$ -	\$ 125.00				\$ 125.00		\$ 125.00
6. Travel	\$ 750.23	\$ -	\$ 750.23				\$ 750.23		\$ 750.23
7. Occupancy	\$ 1,125.00	\$ -	\$ 1,125.00				\$ 1,125.00		\$ 1,125.00
8. Current Expenses	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Telephone	\$ 250.00	\$ -	\$ 250.00				\$ 250.00		\$ 250.00
Postage	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Insurance	\$ 375.00	\$ -	\$ 375.00				\$ 375.00		\$ 375.00
Board Expenses	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 250.00	\$ -	\$ 250.00				\$ 250.00		\$ 250.00
11. Staff Education and Training	\$ 375.00	\$ -	\$ 375.00				\$ 375.00		\$ 375.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
13. Other (specific details mandatory)	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
FENH annual fee	\$ 512.50	\$ -	\$ 512.50				\$ 512.50		\$ 512.50
Printing	\$ 100.00	\$ -	\$ 100.00				\$ 100.00		\$ 100.00
Admin / Indirect Fee for FRC	\$ -	\$ 4,842.55	\$ 4,842.55				\$ -	\$ 4,842.55	\$ 4,842.55
TOTAL	\$ 48,425.48	\$ 4,842.55	\$ 53,268.03				\$ 48,425.48	\$ 4,842.55	\$ 53,268.03
Indirect As A Percent of Direct		10.0%				\$ 5,842.55		\$ 5,842.55	

State of New Hampshire

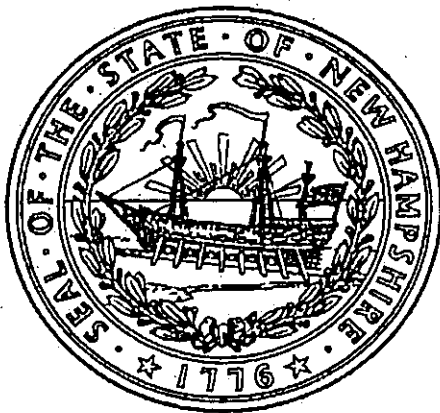
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that THE FAMILY RESOURCE CENTER AT GORHAM is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on April 03, 1997. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 270161

Certificate Number: 0004916605



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 18th day of May A.D. 2020.

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

William M. Gardner
Secretary of State

CERTIFICATE OF AUTHORITY

I, Linda Lamirande, hereby certify that:

1. I am a duly elected Officer of The Family Resource Center at Gorham.

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on June 17 2020, at which a quorum of the Directors/shareholders were present and voting.

VOTED: That Patricia Stolte, Executive Director,

is duly authorized on behalf of The Family Resource Center at Gorham to enter into contracts or agreements with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority **remains valid for thirty (30)** days from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: August 10, 2020



Signature of Elected Officer

Name: Linda Lamirande

Title: President, Board of Directors



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/05/2020

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 have ADDITIONAL INSURED provisions or 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 E & S Insurance Services LLC 21 Meadowbrook Lane P O Box 7425 Gilford NH 03247-7425		CONTACT NAME: Fairley Kenneally PHONE (A/C, No, Ext): (603) 293-2791 FAX (A/C, No): (603) 293-7188 E-MAIL ADDRESS: fairley@esinsurance.net	
INSURED Family Resource Center at Gorham 123 Main Street Gorham NH 03581		INSURER(S) AFFORDING COVERAGE INSURER A: Great American Insurance Group INSURER B: Travelers Property Casualty Co of America INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # GAIG 25674	

COVERAGES**CERTIFICATE NUMBER:** 20-21**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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<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 type="checkbox"/> LOC OTHER:			MAC3793560-14	05/10/2020	05/10/2021	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 \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 AbMol Daycare, Inc/AnoPA \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			UMB113778406	05/10/2020	05/10/2021	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N N N/A			6JUB4N33995320	01/01/2020	01/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Professional Liability			MAC3793560-14	05/10/2020	05/10/2021	per occurrence \$1,000,000 aggregate \$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

State of NH DHHS 129 Pleasant Street Concord NH 03301-3857	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 <i>Fairley Kenneally</i>
--	---

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the family
resource center
at Gorham

MISSION:

**To build healthier families and stronger communities through
positive relations, programs and collaborations in the North
Country of New Hampshire.**

Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

**FOR THE YEARS ENDED JUNE 30, 2019 AND 2018
AND
INDEPENDENT AUDITORS' REPORT**

**Leone,
McDonnell
& Roberts**
PROFESSIONAL ASSOCIATION

CERTIFIED PUBLIC ACCOUNTANTS

FAMILY RESOURCE CENTER AT GORHAM
FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2019 AND 2018

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To the Board of Directors
Family Resource Center at Gorham
Gorham, New Hampshire

INDEPENDENT AUDITORS' REPORT

Report on the Financial Statements

We have audited the accompanying financial statements of Family Resource Center at Gorham (a New Hampshire nonprofit organization), which comprise the statements of financial position as of June 30, 2019 and 2018, and the related statements of activities, cash flows, and functional expenses for the years 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.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. 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 from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' 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 Family Resource Center at Gorham as of June 30, 2019 and 2018, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated October 4, 2019, on our consideration of Family Resource Center at Gorham's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering Family Resource Center at Gorham's internal control over financial reporting and compliance.

Leone, McDonnell & Roberts
Professional Association

October 4, 2019
North Conway, New Hampshire

FAMILY RESOURCE CENTER AT GORHAM

**STATEMENTS OF FINANCIAL POSITION
AS OF JUNE 30, 2019 AND 2018**

	<u>2019</u>	<u>2018</u>
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$ 414,332	\$ 238,341
Certificates of deposit	81,893	80,127
Grants receivable	417,558	251,249
Prepaid expenses	<u>15,149</u>	<u>9,441</u>
Total current assets	<u>928,932</u>	<u>579,158</u>
PROPERTY		
Leasehold improvements	74,932	74,932
Furniture and equipment	<u>51,575</u>	<u>51,575</u>
Total	126,507	126,507
Less: accumulated depreciation	<u>(95,385)</u>	<u>(90,919)</u>
Property, net	<u>31,122</u>	<u>35,588</u>
OTHER ASSETS		
Investments	207,279	209,058
Agency deposits - cash	<u>22,240</u>	<u>22,226</u>
Total other assets	<u>229,519</u>	<u>231,284</u>
TOTAL ASSETS	<u>\$ 1,189,573</u>	<u>\$ 846,030</u>
<u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES		
Accounts payable	\$ 7,144	\$ 8,890
Accrued expenses	35,014	28,856
Agency deposits	22,240	22,226
Refundable advances	<u>9,649</u>	<u>14,799</u>
Total current liabilities	<u>74,047</u>	<u>74,771</u>
NET ASSETS		
Without donor restrictions	902,278	550,100
With donor restrictions	<u>213,248</u>	<u>221,159</u>
Total net assets	<u>1,115,526</u>	<u>771,259</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 1,189,573</u>	<u>\$ 846,030</u>

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2019

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
REVENUE AND SUPPORT			
Grants	\$ 1,635,790	\$ -	\$ 1,635,790
Medicaid	574,200	-	574,200
Donations	60,168	-	60,168
Agency rents	36,602	-	36,602
Investment income	-	547	547
Other income	13,043	-	13,043
Interest income	2,406	-	2,406
Net unrealized investment loss	-	(4,780)	(4,780)
Net realized investment gain	-	1,322	1,322
Net assets released from restrictions	<u>5,000</u>	<u>(5,000)</u>	<u>-</u>
Total revenues, support and net assets released from restrictions	<u>2,327,209</u>	<u>(7,911)</u>	<u>2,319,298</u>
EXPENSES			
Program services	1,772,364	-	1,772,364
Management and general	<u>202,667</u>	<u>-</u>	<u>202,667</u>
Total expenses	<u>1,975,031</u>	<u>-</u>	<u>1,975,031</u>
INCREASE (DECREASE) IN NET ASSETS	352,178	(7,911)	344,267
NET ASSETS, BEGINNING OF YEAR	<u>550,100</u>	<u>221,159</u>	<u>771,259</u>
NET ASSETS, END OF YEAR	<u>\$ 902,278</u>	<u>\$ 213,248</u>	<u>\$ 1,115,526</u>

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2018

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
REVENUE AND SUPPORT			
Grants	\$ 1,242,118	\$ -	\$ 1,242,118
Medicaid	172,738	-	172,738
Donations	39,023	- 5,000	44,023
Agency rents	37,205	-	37,205
Investment income	-	1,034	1,034
Other income	1,560	-	1,560
Interest income	370	-	370
Net unrealized investment loss	-	(7,607)	(7,607)
Net realized investment gain	-	11,475	11,475
	<u>1,493,014</u>	<u>9,902</u>	<u>1,502,916</u>
Total revenues and support			
	<u>1,493,014</u>	<u>9,902</u>	<u>1,502,916</u>
EXPENSES			
Program services	1,222,386	-	1,222,386
Management and general	156,483	-	156,483
	<u>1,378,869</u>	<u>-</u>	<u>1,378,869</u>
Total expenses			
	<u>1,378,869</u>	<u>-</u>	<u>1,378,869</u>
INCREASE IN NET ASSETS	114,145	9,902	124,047
NET ASSETS, BEGINNING OF YEAR	<u>435,955</u>	<u>211,257</u>	<u>647,212</u>
NET ASSETS, END OF YEAR	<u>\$ 550,100</u>	<u>\$ 221,159</u>	<u>\$ 771,259</u>

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

**STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2019 AND 2018**

	<u>2019</u>	<u>2018</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Increase in net assets	\$ 344,267	\$ 124,047
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Unrealized loss on investments	4,780	7,607
Realized gains on investments	(1,322)	(11,475)
Depreciation	4,466	5,574
(Increase) decrease in assets:		
Grants receivable	(166,309)	(67,349)
Prepaid expenses	(5,708)	1,107
Increase (decrease) in liabilities:		
Accounts payable	(1,746)	(3,487)
Accrued expenses	6,158	(1,576)
Agency deposits	14	(3,357)
Refundable advances	<u>(5,150)</u>	<u>(14,461)</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>179,450</u>	<u>36,630</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Proceeds from the sale of investments	390,324	55,979
Purchase of investments and certificates of deposit	<u>(393,769)</u>	<u>(57,554)</u>
NET CASH USED IN INVESTING ACTIVITIES	<u>(3,445)</u>	<u>(1,575)</u>
NET INCREASE IN CASH AND EQUIVALENTS	176,005	35,055
CASH AND EQUIVALENTS, BEGINNING OF YEAR	<u>260,567</u>	<u>225,512</u>
CASH AND EQUIVALENTS, END OF YEAR	<u>\$ 436,572</u>	<u>\$ 260,567</u>

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

**STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2019**

	<u>Program Services</u>	<u>Management and General</u>	<u>Total</u>
Personnel Costs			
Salaries and wages	\$ 1,121,186	\$ 136,380	\$ 1,257,566
Payroll taxes	79,700	11,909	91,609
Employee benefits	112,243	22,322	134,565
Travel	144,838	1,531	146,369
Program activities	86,905	1,125	88,030
Conferences and meetings	28,584	5,445	34,029
Contractors and consultants	29,997	1,663	31,660
Food and supplies	28,946	1,931	30,877
Heat and utilities	19,620	1,033	20,653
Telephone, internet, fax and cable	17,985	117	18,102
Rent	15,025	-	15,025
Accounting fees	12,003	2,154	14,157
Training	13,283	176	13,459
Maintenance, cleaning and inspections	9,714	2,429	12,143
Small equipment	11,486	470	11,956
Liability insurance	10,134	1,060	11,194
Technology	-	7,774	7,774
Advertising	7,404	204	7,608
Student transportation	7,560	-	7,560
Printing	6,567	283	6,850
Depreciation	3,573	893	4,466
Payroll processing service	-	2,896	2,896
Property insurance	995	405	1,400
Postage and shipping	742	158	900
Bank charges	-	309	309
Other	3,874	-	3,874
Total	<u>\$ 1,772,364</u>	<u>\$ 202,667</u>	<u>\$ 1,975,031</u>

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

**STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2018**

	<u>Program Services</u>	<u>Management and General</u>	<u>Total</u>
Personnel Costs			
Salaries and wages	\$ 769,290	\$ 105,510	\$ 874,800
Payroll taxes	57,002	7,818	64,820
Employee benefits	96,469	12,161	108,630
Program activities	90,579	-	90,579
Travel	80,917	530	81,447
Food and supplies	19,748	793	20,541
Heat and utilities	18,039	949	18,988
Telephone, internet, fax and cable	12,014	2,288	14,302
Accounting fees	-	12,852	12,852
Contractors and consultants	10,550	1,449	11,999
Small equipment	10,027	925	10,952
Conferences and meetings	8,441	1,704	10,145
Liability insurance	9,578	-	9,578
Rent	8,166	-	8,166
Maintenance, cleaning and inspections	6,027	1,506	7,533
Depreciation	4,459	1,115	5,574
Printing	4,885	373	5,258
Student transportation	5,185	-	5,185
Advertising	3,071	1,468	4,539
Training	3,526	369	3,895
Technology	2,216	1,672	3,888
Payroll processing service	-	2,445	2,445
Property insurance	1,078	360	1,438
Postage and shipping	1,119	7	1,126
Bank charges	-	189	189
	<u>-</u>	<u>189</u>	<u>189</u>
Total	<u>\$ 1,222,386</u>	<u>\$ 156,483</u>	<u>\$ 1,378,869</u>

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

NOTES TO FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2019 AND 2018

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

The Family Resource Center at Gorham (the Resource Center) is a voluntary, not-for-profit corporation incorporated under the laws of the State of New Hampshire (RSA 292) and organized exclusively for tax exempt charitable and educational purposes. The principal activity of the Resource Center is to deliver programming that works to build healthier families and stronger communities. These programs remove obstacles to healthy family function and development, providing access to social and educational services to at-risk and underserved North Country populations. Primary programs include:

Home visiting programs that deliver evidence based early child development and parenting support curricula which empowers parents and gives them the motivations and skills to improve parenting and foster healthy family dynamics;

Afterschool programs that support the academic, social and emotional developmental needs of students in grades K-8;

An IRS sanctioned Volunteer Income Tax Assistance (VITA) program that provides free tax preparation services to community members in need maximizing income tax refunds;

A Substance Misuse program that utilizes peer support for recovery and family reunification.

Basis of Accounting

The financial statements have been prepared on the accrual basis of accounting.

Basis of Presentation

The financial statements of the Resource Center have been prepared in accordance with U.S. generally accepted accounting principles (US GAAP), which require the Resource Center to report information regarding its financial position and activities according to the following net asset classifications:

Net assets without donor restrictions – Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Resource Center. These net assets may be used at the discretion of the Resource Center's management and board of directors.

Net assets with donor restrictions – Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Resource Center or by passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statement of activities.

Use of Estimates

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

Cash and Cash Equivalents

Cash and cash equivalents include all monies in banks and liquid investments with maturity dates of less than three months. The carrying value of cash and cash equivalents approximates fair value because of the short maturities of those financial instruments.

Investments

Investments are accounted for according to Accounting Standards Codification (ASC) 958-320 *Not For Profit Entities – Investments – Debt and Equity Securities*. Under ASC 958-320, investments in marketable securities with readily determinable fair values and all investments in debt securities are valued at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets. Fair values of investments are based on quoted prices in active markets for identical investments.

Property and Equipment

Property and equipment is recorded at cost if purchased and at fair value if donated. Depreciation is computed using the straight-line method over the estimated useful lives of the related assets as follows:

Furniture and equipment	5 - 15 years
Leasehold improvements	20 years

The Resource Center's policy is to capitalize all assets over \$2,500 with an expected life of one year or longer. Assets sold or otherwise disposed of are removed from the accounts, along with the related depreciation allowance, and any gain or loss is recognized.

Contributions

Contributions received are recorded as increases in net assets without donor restrictions or net assets with donor restrictions depending on the existence and/or nature of any donor or time restrictions. A purpose restriction permits the Resource Center to use donated assets as specified for a particular purpose. Net assets restricted in perpetuity are those that are required to be permanently maintained, but income from such investments may be used for specified purposes. All donor restricted support is reported as an increase in net assets with donor restrictions, depending on the nature of the restriction.

When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Contributed Services

From time to time, the Resource Center receives donated services in carrying out the mission and fundraising activities of the Resource Center. Such donations do not meet the criteria for recognition under ASC 958 and accordingly no amounts are reflected in the financial statements for those services.

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis. Accordingly, costs have been allocated among the program services and supporting activities benefited. Such allocations have been determined by management on an equitable basis.

The expenses that are allocated include the following:

<u>Expense</u>	<u>Method of allocation</u>
Salaries and benefits	Time and effort
Occupancy	Square footage/revenues
Depreciation	Square footage
All other expenses	Direct assignment

Refundable Advances

The Resource Center records grant/contract revenue as a refundable advance until it is expended for the purpose of the grant/contract, at which time it is recognized as revenue.

Income Taxes

The Resource Center is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. In addition, the Resource Center qualifies for the charitable contribution deduction under Section 170(b)(1)(a) and has been classified as an organization that is not a private foundation.

Management has evaluated the Resource Center's tax positions and concluded that the Resource Center has maintained its tax-exempt status and has taken no uncertain tax positions that would require adjustment to the financial statements. With few exceptions, the Resource Center is no longer subject to income tax examinations by the United States Federal or State tax authorities prior to 2015.

Leased Facilities

The Resource Center leases its current facility from the Town of Gorham. In lieu of rent, the Resource Center is responsible for the cost of repairs and maintenance, insurance, utilities and rubbish removal. The lease was for a 20 year period and expired on May 19, 2018. The lease continues under the same terms on a month to month basis.

The Resource Center in turn sublets space in the facility to other nonprofit and community agencies at an average rate of approximately \$10 - \$16 per square foot. All participating organizations must provide services to a client base that is at least 66% low and moderate income.

Grants Receivable

Grants receivable from various public and other nonprofit organizations at June 30, 2019 and 2018 were considered fully collectable and therefore no provisions for bad debts have been made in these financial statements.

Advertising

Advertising costs are expensed as incurred.

Reclassifications

Certain amounts in the prior year financial statements have been reclassified for comparative purposes to conform with the presentation in the current year financial statements.

Fair Value of Financial Instruments

ASC Topic No. 820-10, *Fair Value Measurement*, provides a definition of fair value which focuses on an exit price rather than an entry price, establishes a framework in generally accepted accounting principles for measuring fair value which emphasizes that fair value is a market based measurement, not an entity specific measurement, and requires expanded disclosures about fair value measurements. In accordance with FASB ASC 820-10, the Resource Center may use valuation techniques consistent with market, income and cost approaches to measure fair value. As a basis for considering market participant assumptions in fair value measurements, ASC Topic 820-10 establishes a fair value hierarchy, which prioritizes the inputs used in measuring fair values. The hierarchy gives the highest priority to Level 1 measurements and the lowest priority to Level 3 measurements. The three levels of the fair value hierarchy under ASC Topic 820-10 are described as follows:

Level 1 – Inputs to the valuation methodology are quoted prices available in active markets for identical investments as of the reporting date.

Level 2 - Inputs to the valuation methodology are other than quoted market prices in active markets, which are either directly or indirectly observable as of the reporting date, and fair value can be determined through the use of models or other valuation methodologies.

Level 3 - Inputs to the valuation methodology are unobservable inputs in situations where there is little or no market activity for the asset or liability and the reporting entity makes estimates and assumptions related to the pricing of the asset or liability including assumptions regarding risk.

At June 30, 2019 and 2018, the Resource Center's investments were all classified as Level 1 and were based on fair value.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

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 June 30, 2019 and 2018.

Mutual Funds: Valued at the net asset value (NAV) of shares held by the Resource Center at year end.

The preceding method may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although the Resource Center believes its valuation method is appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

New Accounting Pronouncement

On August 18, 2016, FASB issued ASU 2016-14, Not-for-Profit Entities (Topic 958) – *Presentation of Financial Statements of Not-for-Profit Entities*. The update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return. The Resource Center has adjusted the presentation of these statements accordingly. The ASU has been applied retrospectively to all periods presented.

2. **AVAILABILITY AND LIQUIDITY**

The following represents the Resource Center's financial assets as of June 30, 2019 and 2018:

Financial assets at year-end:

	<u>2019</u>	<u>2018</u>
Cash and cash equivalents	\$ 414,332	\$ 238,341
Certificates of deposit	81,893	80,127
Grants receivable	417,558	251,249
Investments	207,279	209,058
Agency deposits - cash	<u>22,240</u>	<u>22,226</u>
Total financial assets	\$ 1,143,302	\$ 801,001
Less amounts not available to be used within one year:		
Net assets with donor restrictions	\$ 213,248	\$ 221,159
Less net assets with purpose and time restrictions to be met in less than a year	-	(5,000)
Amount board designated for long-term maintenance	21,654	19,244
Agency deposits - cash	<u>22,240</u>	<u>22,226</u>
Amounts not available within one year	<u>257,142</u>	<u>257,629</u>
Financial assets available to meet general expenditures over the next twelve months	<u>\$ 886,160</u>	<u>\$ 543,372</u>

The Resource Center's goal is generally to maintain financial assets to meet 90 days of operating expenses (approximately \$500,000). As part of its liquidity plan, excess cash is invested in short-term investments, including money market accounts.

3. **INVESTMENTS**

Investments held in the form of mutual funds at Bank of America are stated at fair value. Realized gains and losses are determined on the specific identification method. Gains and losses (realized and unrealized) are reported in the statement of activities as increases or decreases to net assets without donor restrictions, except for those investments for which their use is restricted. Information on investments at June 30, 2019 and 2018 is presented as follows:

<u>Year</u>	<u>Investment</u>	<u>Cost</u>	<u>Market Value</u>	<u>Excess of Market Over Cost</u>	<u>Investment Income</u>
2019	Bank of America	\$197,027	\$207,279	\$10,252	\$4,721
2018	Bank of America	\$194,026	\$209,058	\$15,032	\$5,405

4. **AGENCY DEPOSITS**

The Resource Center served as a fiscal agent for the Androscoggin Valley Community Partners (formerly the Berlin Area Healthcare Consortium), a collaborative effort of area health and social services agencies intended to provide health related education, information and communications to the communities of Berlin and Gorham. The amounts held on behalf of the consortium as of June 30, 2019 and 2018 were \$22,240 and \$22,226, respectively. During August of 2019, the money was returned and the fiscal agent relationship ended.

5. **DEMAND NOTE PAYABLE**

In April 2013, the Resource Center entered into a revolving line of credit agreement with a bank. The revolving line of credit agreement provides for maximum borrowings up to \$75,000 and is collateralized by a certificate of deposit held at the same bank. The revolving line of credit and the certificate of deposit both renew every six months. At June 30, 2019 and 2018, the interest rate on the revolving line of credit was stated at the bank's prime rate of 5.20% and 3.20%, respectively. There were no balances outstanding as of June 30, 2019 and 2018.

6. **CONCENTRATION OF CREDIT RISK - CASH**

The Resource Center maintains cash balances that, at times, may exceed federally insured limits. The cash balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 per bank at June 30, 2019 and 2018. The Resource Center has not experienced any losses in such accounts and believes it is not exposed to any significant risk with these accounts. Cash balances in excess of FDIC insured limits amounted to \$211,709 at June 30, 2019. Cash balances did not exceed FDIC insured limits at June 30, 2018.

7. **NET ASSETS**

Net assets with donor restrictions were as follows for the years ended June 30, 2019 and 2018:

	<u>2019</u>	<u>2018</u>
Time Restrictions:		
Contributions	\$ -	\$ 5,000
Restrictions in Perpetuity:		
Endowment	<u>213,248</u>	<u>216,159</u>
Total net assets with donor restrictions	<u>\$ 213,248</u>	<u>\$ 221,159</u>

Net assets without donor restrictions for the years ended June 30, 2019 and 2018 are as follows:

	<u>2019</u>	<u>2018</u>
Undesignated	\$ 880,624	\$ 530,856
Board designated	<u>21,654</u>	<u>19,244</u>
Total net assets without donor restrictions	<u>\$ 902,278</u>	<u>\$ 550,100</u>

Net assets released from donor restrictions are as follows:

	<u>2019</u>	<u>2018</u>
Satisfaction of Time Restrictions:		
Contributions	\$ 5,000	\$ -
Total net assets released	<u>\$ 5,000</u>	<u>\$ -</u>

8. **NET ASSETS WITHOUT DONOR RESTRICTIONS – BOARD DESIGNATED**

By vote of the Board of Directors, funds have been designated for long term building maintenance. Unrestricted net assets designated by the board was \$21,654 and \$19,244 at June 30, 2019 and 2018, respectively.

9. **ENDOWMENT FUND**

In 2007, the Resource Center established a permanent endowment fund for the organization with the intent of accumulating donations and interest earnings of one million dollars. Per the laws of the State of New Hampshire (RSA 292-B:4), 7% of the fair market value of the endowment fund, calculated on the basis of fair market value determined at least quarterly and averaged over a period of not less than three years may be appropriated for operating account expenditures. No distributions were taken during the years ended June 30, 2019 and 2018.

The Not-for-Profit Entities Topic of the FASB ASC (ASC 958-205 and subsections) intends to improve the quality of consistency of financial reporting of endowments held by not-for-profit organizations. This Topic provides guidance on classifying the net assets associated with donor-restricted endowment funds held by organizations that are subject to an enacted version of the Uniform Prudent Management Institutional Funds Act (UPMIFA). New Hampshire has adopted UPMIFA. The Topic also requires additional financial statement disclosures on endowments and related net assets.

The Resource Center has followed an investment and spending policy to ensure a total return (income plus capital change) necessary to preserve the principal of the fund and at the same time, provide a dependable source of support to help build healthier families and stronger communities.

In recognition of the prudence required of fiduciaries, the Resource Center only invests the fund in cash and mutual funds. The Resource Center has taken a risk adverse approach to managing the endowment fund in order to mitigate financial market risk such as interest rate, credit and overall market volatility, which could substantially impact the fair value of the endowment fund at any given time.

Fund activity for June 30, 2019 and 2018 was as follows:

	Balances as of June 30, 2018	Activity for the Year Ended June 30, 2019	Balances as of June 30, 2019
Permanent gifts	\$ 175,809	\$ -	\$ 175,809
Investment earnings	48,741	4,721	53,462
Realized gain	51,337	1,322	52,659
Transfer to unrestricted	(41,590)	-	(41,590)
Investment expense	(33,170)	(4,174)	(37,344)
Unrealized gain (loss)	<u>15,032</u>	<u>(4,780)</u>	<u>10,252</u>
	<u>\$ 216,159</u>	<u>\$ (2,911)</u>	<u>\$ 213,248</u>

	Balances as of June 30, 2017	Activity for the Year Ended June 30, 2018	Balances as of June 30, 2018
Permanent gifts	\$ 175,809	\$ -	\$ 175,809
Investment earnings	43,336	5,405	48,741
Realized gain	39,862	11,475	51,337
Transfer to unrestricted	(41,590)	-	(41,590)
Investment expense	(28,799)	(4,371)	(33,170)
Unrealized gain (loss)	<u>22,639</u>	<u>(7,607)</u>	<u>15,032</u>
	<u>\$ 211,257</u>	<u>\$ 4,902</u>	<u>\$ 216,159</u>

10. **SUBSEQUENT EVENTS**

Subsequent events are events or transactions that occur after the statement of financial position date, but before financial statements are available to be issued. Recognized subsequent events are events or transactions that provide additional evidence about conditions that existed at the statement of financial position date, including the estimates inherent in the process of preparing financial statements. Non recognized subsequent events are events that provide evidence about conditions that did not exist at the statement of financial position date, but arose after that date. Management has evaluated subsequent events through October 4, 2019, the date the June 30, 2019 financial statements were available for issuance.

FAMILY RESOURCE CENTER AT GORHAM

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2019**

FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/ PROGRAM TITLE	FEDERAL CFDA NUMBER	PASS THROUGH GRANTOR NUMBER	FEDERAL EXPENDITURES
<u>U.S. DEPT. OF HEALTH AND HUMAN SERVICES</u>			
Passed through State of New Hampshire			
Department of Health and Human Services, Office of Human Services, Division of Children, Youth and Families			
Stephanie Tubbs Jones Child Welfare Services Program	93.645	42106802	\$ 8,979
Promoting Safe and Stable Families	93.556	42107306	41,306
Social Services Block Grant	93.667	42106603	154,881
TANF CLUSTER			
Temporary Assistance for Needy Families	93.558	45030206	72,839
Temporary Assistance for Needy Families	93.558	45030353	131,439
			<u>204,278</u>
Maternal & Child Health Services Block Grant for States	93.994	90004009	11,025
MATERNAL, INFANT AND EARLY CHILDHOOD HOME VISITING CLUSTER			
Maternal, Infant and Early Childhood Home Visiting Program	93.870	05-95-90-902010-5896	146,901
Maternal, Infant and Early Childhood Home Visiting Program	93.870	05-95-90-902010-5896	176,092
			<u>322,993</u>
Division of Behavioral Health, Bureau of Drug and Alcohol Services			
Opioid STR	93.788	05-95-92-920510-7040	195,743
Opioid STR	93.788	05-95-92-920510-2559	132,686
			<u>328,429</u>
Passed through Easter Seals			
MEDICAID CLUSTER			
Medical Assistance Program	93.778	None	300
Total U.S. Department of Health and Human Services			<u>\$ 1,072,191</u>
<u>U.S. DEPARTMENT OF EDUCATION</u>			
Passed through State of New Hampshire Department of Education			
Twenty-First Century Community Learning Centers	84.287	20190037	\$ 141,895
Twenty-First Century Community Learning Centers	84.287	20190011	186,031
Total U.S. Department of Education			<u>\$ 327,926</u>
Total expenditures of federal awards			<u>\$ 1,400,117</u>

NOTE A - BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of Family Resource Center at Gorham under programs of the federal government for the year ended June 30, 2019. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Family Resource Center at Gorham, it is not intended to and does not present the financial position, changes in net assets, or cash flows of Family Resource Center.

NOTE B - 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 Uniform Guidance, where in certain types of expenditures are not allowable or are limited to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years.

NOTE C - INDIRECT COST RATE

Family Resource Center at Gorham has elected to use the 10-percent de minimis indirect cost rate allowed under Uniform Guidance. Note, based upon US Department of Education regulations, the State of New Hampshire has limited the indirect cost rate of the Twenty-first Century Community Learning Centers program to 4.4%.

FAMILY RESOURCE CENTER AT GORHAM

**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 GOVERNMENT AUDITING STANDARDS**

To the Board of Directors
Family Resource Center at Gorham
Gorham, 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 Family Resource Center at Gorham (a New Hampshire nonprofit organization), which comprise the statements of financial position as of June 30, 2019 and 2018, and the related statements of activities, cash flows and functional expenses for the years then ended, and the related notes to the financial statements, and have issued our report thereon dated October 4, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Family Resource Center at Gorham'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 Family Resource Center at Gorham's internal control. Accordingly, we do not express an opinion on the effectiveness of Family Resource Center at Gorham'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 entity'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 Family Resource Center at Gorham'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.

*Leone McDonnell & Roberts,
Professional Association*

October 4, 2019
North Conway, New Hampshire

FAMILY RESOURCE CENTER AT GORHAM

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE
FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL
OVER COMPLIANCE REQUIRED BY UNIFORM GUIDANCE**

To the Board of Directors
Family Resource Center at Gorham
Gorham, New Hampshire

Report on Compliance for Each Major Federal Program

We have audited Family Resource Center at Gorham's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Family Resource Center at Gorham's major federal programs for the year ended June 30, 2019. Family Resource Center at Gorham's major federal programs are identified in the summary of auditors' 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 its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of Family Resource Center at Gorham'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 the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Those standards and the Uniform Guidance 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 Family Resource Center at Gorham'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 Family Resource Center at Gorham's compliance.

Opinion on Each Major Federal Program

In our opinion, Family Resource Center at Gorham 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 June 30, 2019.

Report on Internal Control Over Compliance

Management of Family Resource Center at Gorham 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 Family Resource Center at Gorham'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 the Uniform Guidance, 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 Family Resource Center at Gorham'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 with 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. 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 the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Leane McDonnell's Roberts,
Professional Association*

October 4, 2019
North Conway, New Hampshire

FAMILY RESOURCE CENTER AT GORHAM

SCHEDULE OF FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2019

A. SUMMARY OF AUDITORS' RESULTS

1. The auditors' report expresses an unmodified opinion on the financial statements of Family Resource Center at Gorham.
2. No significant deficiencies relating to the audit of the financial statements are reported in the *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 Government Auditing Standards*. No material weaknesses are reported.
3. No instances of noncompliance material to the financial statements of Family Resource Center at Gorham, which would be required to be reported in accordance with Government Auditing Standards, were disclosed during the audit.
4. No significant deficiencies in internal control over major federal award programs are reported in the *Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by Uniform Guidance*. No material weaknesses are reported.
5. The auditors' report on compliance for the major federal award programs for Family Resource Center at Gorham expresses an unmodified opinion on all major federal programs.
6. There were no audit findings that are required to be reported in accordance with 2 CFR 200.516(a).
7. The programs tested as major programs were: U.S. Department of Education; Twenty-First Century Community Learning Centers, CFDA – 84.287, U.S. Department of Health and Human Services, Maternal, Infant and Early Childhood Home Visiting Grant, CFDA – 93.870
8. The threshold for distinguishing between Type A and B programs was \$750,000.
9. Family Resource Center at Gorham was determined to be a low-risk auditee.

B. FINDINGS – FINANCIAL STATEMENTS AUDIT

None

C. FINDINGS AND QUESTIONED COSTS—MAJOR FEDERAL AWARD PROGRAM AUDIT

None

the family resource center

The Family Resource Center at Gorham

2020 BOARD OF DIRECTORS

Linda Lamirande
Accountant
President

Donna Piet
NH-DHHS
Vice-President

Karen Moore
Edward Fenn Elementary
Secretary

Cathy Conway
Horizons Engineering
Board Member

Ann Marie Gagne
SAU 3
Board Member

James Gibbons
Retired Purchasing Manager
Board Member

Les Glover
NH Employment Security
Board Member

Bridget Laflamme
Coos County Family Health
Board Member

Vicky McGillicuddy
Board Member

Gretchen Taillon
White Mountain Community College
Board Member

the family resource center

PATRICIA STOLTE

PROFESSIONAL SKILLS

ADMINISTRATIVE

Over thirty-five years' experience in positions requiring administrative responsibility and problem solving abilities including; nonprofit agencies, marketing departments and human service programs:

- Knowledge of all aspects of operational, financial and compliance for non-profit and for-profit businesses
- Responsible for managing resources, developing annual budgets, monitoring and managing budgets and overseeing contracts and compliance with DHHS.
- Supervision and leadership for multiple non-profit programs with 50+ staff members
- Program design and implementation
- Development; grant writing, annual appeals and donor program implementation
- Human Resources creating policies & procedures, job descriptions, orientation and training for several agencies
- Initiated Strategic Planning process and Board Development within agencies
- Agency delegate for several state conferences, involved in coordination of all aspects of annual events, fundraising projects and marketing campaigns
- Facility and building management for several site locations
- Volunteer management, recruitment and recognition

FISCAL MANAGEMENT

- Managing agency budget of \$2+million with multiple program budgets
- Budget management of 3 programs with reporting to Board of Directors and agency CEO overseeing \$1.3million budget
- Budget management of advertising campaigns from \$500k to \$6 million for businesses
- Proposals for funding to state, federal and local governments for annual contracts
- Fiscal management of annual grants from NH Charitable Trust and other foundations.

SKILLS:

- Work collaboratively with board members, staff and colleagues
- Create partnerships within the community to combine and extend resources
- Possess solid presentation, communication and organizational skills
- Knowledge of Microsoft Office, graphics programs and social media

PROFESSIONAL EXPERIENCE:

The Family Resource Center,
Gorham NH - Executive Director

August 2015 to present

Tri-County Community Action Programs, Inc., Berlin, NH –
ServiceLink Resource Center Director - 2004 to 2006
TCCAP Division Director - 2006 to 2015

August 2004 to August 2015

Mountain View Grand Resort
Whitefield, NH Public Relations Director

January 2003 to July 2004

Berlin Main Street Program
Berlin, NH Executive Director

November 1997 to January 2003

Zale Corporation/Karten's
Dallas/New Bedford, MA - Marketing Manager
1991 to 1997

Pierce-Cote Advertising Agency
Osterville, MA – PR & Media Manager
1989 to 1991

Shreve, Crump & Low,
Boston - Marketing Director - 1984 to 1989

Wolfe Publishing, Pittsford NY - Advertising Sales Representative - 1984

EDUCATION & TRAINING

State University of New York at Fredonia, BA in Mass Communications & Business
Monroe Community College, Rochester, New York, Associates in Business Administration
Brighton High School, Rochester, New York

VOLUNTEER ENGAGEMENT – PAST & PRESENT

- Involved on area non-profit boards, community groups and projects with organizations such as Coos Country Health Services, Androscoggin Valley Home Care, AV Economic Recovery Committee, Head Start Board of Advisors, The Main Street Program and Androscoggin Valley Hospital Wellness Committee
- Member of NH Wellness & Prevention Council, Leadership NH North Country, Statewide Coalition of Aging Services, the Planning Committee for NH State Conference on Aging, the Coos County Coalition for Families & Children, The Endowment for Health Planning Committee and the Androscoggin Valley Community Partners

RESUME Ron Fini

WORK HISTORY

1999-present Finance Manager, The Family Resource Center at Gorham.
2014-2019 Computer Support Educator, Hillside Elementary School
2013-2013 Staff Accountant at Androscoggin Valley Hospital
2010-2016 Software Systems Educator, Androscoggin Valley Hospital
2008-2014 Volunteer at the Androscoggin Valley Hospital
1980-2008 Business Technology/Education *Department, Chairperson*
1975-2008 Self-employed *Disc Jockey* for Rockin' Ron's Music
1980-1983 *G.E.D. Instructor*, General Adult Education, Berlin
1971-1975 Manpower, *Adult Job Training Instructor*, Berlin

EDUCATION

1965-1967 *Northampton Commercial College*; Northampton, Massachusetts; Majored in Accounting/Business Management; Diploma
1967-1969 *Western Kentucky University*; Bowling Green, Kentucky; Majored in Accounting, Business Administration, Business Education; BS. Minor in Economics.
1969-Present Various *Professional Development* courses, and other activities.

COMMUNITY ACTIVITIES

- Server on the Gorham (GRS) School Board.
- Established and manage the Rotating Arts Program at the Androscoggin Valley Hospital.
- Role in organizing the Androscoggin Valley Hospital Recycling Program.
- A volunteer at the Androscoggin Valley Hospital.
- Volunteer for a variety of charitable organizations, community projects, and people/families in need. *Holy Family Church*: Past member of Finance Committee (4 years), Parish Council (3 years) and member or chair of many fund raising committees.
- *Gorham Knight of Columbus*: Active member for over 25 years
- *Big Brother/Big Sister*

COMPUTER SKILLS

- Have been giving instruction on computers and computer software since 1980.
- Have knowledge on the following software application: Sage Accounting (Once known as Peachtree Accounting), Various Windows applications (including XP, Vista, Windows 7, Windows 10), Quicken, Microsoft Word (all versions), Microsoft Publisher (all versions), Microsoft Access Power Point, Google Docs-Sheets-Slide, and many other application/utilities software packages.

AWARDS RECEIVED

- *Volunteer of the Year* from the Androscoggin Valley Hospital
- *Knight of the Year* from the local Gorham council.
- First place in state *Council Bulletin Competition*.

PROFESSIONAL ASSOCIATION

- Gorham Teachers' Association, past Vice-President 1970, member from 1969 to June 2008.
- National Education Association, life member from 1969.

REFERENCES: *Upon Request*

RESUME

NAOMI LEVESQUE

EDUCATION

B.S. Environmental Science and Wildlife Studies, Graduated June 2012
Granite State College, Berlin, NH
GPA 3.91/4.0 summa cum laude

EMPLOYMENT

THE FAMILY RESOURCE CENTER

Organization Manager – HR/IT/Staff Support 05/2019 – present
Assistant Program Director 02/2016 – 05/2019
Site Director 09/2014 - 02/2016
Interim Program Director 11/2013 – 09/2014
Site Director 09/2009 – 11/2013
Group Leader and Administrative Assistant 11/2005 – 09/2009

The Family Resource Center- Project Youth, Gorham, NH.

- Human Resources and Information Technology
 - Coordinate onboarding and completion of all paperwork; manage employee files
 - Ensure Federal and State HR compliance; address employee HR matters
 - Assist with FRC employee policy updates and adherence
 - Configure and issue all employee technology
 - Research, procure and launch new technology; ensure security compliance
 - Manage Google Suite, primary website and phone system portal
 - Record Board Meeting minutes, manage room bookings, answer phones, greet clients, supervise special projects staff
- Leadership of the Project Youth Afterschool and Summer Programs
 - Programs hosted in five schools serving @180 students in grades K-8
 - Provide quality, hands-on staff development and support for @25 staff
 - Knowledge of and compliance with NH DHHS Childcare Licensing Standards
 - Manage budgets
 - Strengthen and expand community partnerships and relationships
 - Maintain database
 - Surveys and data collection, tabulation and analysis
 - Direct leadership of K-2 elementary and middle school grades 6-8 programs
 - Delivering services to 35-55 students including homework help
 - Training staff to create and implement scaffolded lesson plans linking to NH Common Core Standards
 - Lead health and nutrition, environmental science and STEM curriculums
 - Monthly activity calendars and newsletters, pamphlets, permission forms
 - Preparation of daily USDA approved snack menus and serving
 - Event planning and implementation; fundraising
 - Partnership development with local companies and organizations
 - Coordinate with Site Directors and school day staff for consistent practices
 - Prepare and facilitate age appropriate enrichment curriculum/activities for staff and grades K-8 students
- Interim Director duties not listed above
 - Management of funding from Federal, State, local and small grants
 - Co-write two NH 21 CCLC grants and fulfillment of the terms there-in
 - Completion of required annual reports in relation to funding and program goals
 - Projecting and balancing budgets
 - Performing background checks and employee hiring forms
- Administrative Assistant duties not listed above
 - Creation of client accounts in QuickBooks; billing/payments
 - Conversion to new billing management database

- NH DHHS Child Care Web Billing
- Managing files, answering phones, verbal and written communication, registration forms and document creation with Microsoft Office Programs, press releases; support for Program Director, Site Directors and Group Leaders

CREDENTIALS/ CERTIFICATIONS

- ◆ NH DHHS Afterschool Professional Development Credential- Afterschool Direct Service Level 6
- ◆ First Aid/CPR/AED- June 18, 2019 (expires 06/2021)
- ◆ NH 4-H Shooting Sports Leader Class II Archery Instructor- May 22, 2011-present
- ◆ Project WILD and WET/WILD Aquatic Instructor since 2010 (updated May 2016)
- ◆ Stream Safari Instructor since May 2016
- ◆ New Hampshire Coverts Cooperator since 2012
- ◆ Project Learning Tree Instructor since 2009
- ◆ Courage to Care Instructor- December 14, 2011-2019
- ◆ Leadership North Country alumni- 2010-2011

VOLUNTEER EXPERIENCE

- ◆ **City of Berlin Planning Board Member** 2016-present
 - Review and understand materials
 - Communicate professionally with Board Members and members of the public
 - Utilize connections to facilitate student presentations on local matters
- ◆ **Ammonoosuc Chapter of NH Audubon Board member and Secretary** 2011-present
 - Mailing list maintenance and management of bulk mailings
 - Communication with the public
 - Record meeting minutes, prepare annual report and present to the public
 - Co-leader of family friendly bird walks
- ◆ **NH Volunteer River Assessment Program participant** 2012-2019
 - Ability to follow specific protocols and accurate completion of paperwork
- ◆ **Committee member and Secretary for The Medallion Opera House** 2011-2016
 - Recorded meeting minutes and prepared documents for the committee
 - Assisted with event planning and implementation
- ◆ **Loki Clan Wolf Refuge in Chatham, NH** 2005-2013
 - Monthly newsletters, coordination with printer, bulk mailings
 - Some website management and associated coding
- ◆ **Lake Umbagog Wildlife Refuge in Errol, NH** 2007-2009
 - Database cataloging of office resource materials, pamphlet updates, greeting patrons

SKILLS

- | | |
|---|--------------------------|
| ◆ Office Management | ◆ Public Speaking |
| ◆ Microsoft Office Excel, Word, Publisher, PowerPoint | ◆ Fundraising |
| ◆ Collaboration and Communication | ◆ Confidentiality |
| ◆ Community Involvement | ◆ Leadership |
| ◆ Leadership | ◆ Research |
| ◆ Budget Management | ◆ Strategizing |
| ◆ Grant Writing | ◆ Taking Initiative |
| ◆ Education | ◆ Self-driven to Succeed |
| ◆ Event Planning | |

Lucie A Remillard

RESUME

Summary of Qualifications

Highly skilled and dedicated professional offering a 20-year background in office management, sales, outreach, marketing, new business and account management. A community outreach coordinator, networking in communities and chamber of commerce throughout New Hampshire.

Areas of Experience

Community Outreach, Contract Negotiations, Office Operations, Office Management
Sales & Marketing Contract/Pricing Client Communication
Staff & Team Leadership Financial Reports Strategic Planning
Property Management Negotiation Recruit & Support

Work Experience

Family Resource Center – Gorham, NH

January, 2020 to Present

Administration Manager – Involved in office operations, policy & certificate review for compliance, renewal and audits. Work with ED, bid preparation, and purchasing. Responsible for facilities & satellite site management, supervising maintenance personnel & building repairs. Manage multiple projects and agency operations as needed.

CASA of NH – Manchester, NH

May, 2016 to November, 2019

North Country Community Outreach Coordinator – the Outreach Coordinator is responsible for outreach, recruitment, and building relationships with volunteers & community groups in Coos, Grafton & Belknap counties. This includes group presentations, advocate interviews, chamber of commerce, city & town involvement. Outreach Coordinator is building partnerships and maintaining interaction with community stakeholders and residents; distributing outreach and marketing materials; attending community and city-wide meetings, and representing CASA of NH as essential to promote awareness. Also included are daily follow-up on the CASA's administrative tasks, volunteer inquiries, and to secure training locations.

Provider Financial – ENH Power, Auburn, ME

September 9, 2013 – December 31, 2015

Community Outreach Worker – Building relationships in New Hampshire that would increase residential and commercial accounts. Identify non-profit agencies for a community partner program to raise funding and financial contribution; volunteer and remain active in several NH Chamber of Commerce; communicate and promote company enrollment; attend home, industry, business & trade shows throughout New Hampshire, Maine & Mass; educate yet promote company awareness and benefits; maintain strong community relationships with area business owners, political representatives and non-profit agencies.

Lucie A Remillard RESUME – p2

Re/Max Northern Edge / Gallus & Green Realtors, Berlin, NH

License Real Estate Broker with New Hampshire since 1997

Realtor – Broker Associate; G & G – Office Manager

List, market, manage and sell residential & commercial real estate in Northern New Hampshire. Work closely with clients, brokers, title companies, attorneys, mortgage agents to secure contracts and transfer of properties. Recognized as a competitive industry leader within a highly volatile market, I generated over \$200K in sales commission and achieved “high seller” status for several consecutive years. Maintain a solid network of business, industry and community contacts. Design, market, and advertise promotional flyers, mailers and letters targeting prospective clients. Recruited and trained office staff and real estate sales agents.

Home Sweet Apartments & Realty, Berlin, NH

1990 – 2003 (Owner/Broker – sold business in 2003)

Property Manager & Real Estate Sales Broker – Property management firm specializing in sales and rental. Business grew from 4 units to over 600 rental management units within 3 years. Recruited and supervised a professional staff of ten employees and numerous sub-contractors. Directed rental operations which included tenant screening, contract negotiations, rent collections, advertising, and general property maintenance. Maintained business accounting for each property, complete operating statements, cash journals, income and expense reports, secure competitive insurance rates and ensure all properties met or exceeded state, local and federal housing codes.

Education, Licensure & Board Member

Springfield College – St. Johnsbury, Vt – Human Services – Completion IP of Bachelor’s Degree

Granite State College – Human Services

Licensed Real Estate Broker

NH Board of Realtors

NH Landlord Association

Councilor – City of Berlin

Board Member – Planning Board – Accounts & Claims – Traffic & Safety - Budget

The Family Resource Center at Gorham

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Patricia Stolte	Executive Director*	\$72,000	0	0
Ron Fini	Finance Manager*	\$40,000	0	0
Naomi Levesque	HR/IT Manager*	\$34,760	0	0
Lucie Remillard	Office Manager*	\$36,000	0	0

*10% indirect helps fund administrative staff salaries

New Hampshire Department of Health and Human Services
Home Visiting Services



State of New Hampshire
Department of Health and Human Services
Amendment #1 to the Home Visiting Services Contract

This 1st Amendment to the Home Visiting Services contract (hereinafter referred to as "Amendment #1") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and TLC Family Resource Center, (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 109 Pleasant Street, Claremont, NH 03743.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 20, 2018 (Item #27E), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-1, Revisions to General Provisions, Paragraph 3, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:
September 30, 2022.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$599,500.
3. Modify Exhibit A, Scope of Services, Section 1 Provisions Applicable to All Services, Subsection 1.5., to read:
 - 1.5. The Contractor shall provide home visiting services in Sullivan County to a minimum of 15 families per contract year.
4. Modify Exhibit A, Scope of Services, Section 2 Scope of Work, Subsection 2.2, Paragraph 2.2.4., to read:
 - 2.2.4. Ensure the twelve (12) critical elements that make up the essential components of the HFA Model are addressed in agency policies.
5. Modify Exhibit A, Scope of Services, Section 2 Scope of Work, Subsection 2.2, by adding Paragraph 2.2.6., to read:
 - 2.2.6 Participate in Continuous Quality Improvement Projects and collaborative efforts to serve families within designated catchment areas. The Contractor shall:
 - 2.2.6.1. Ensure staff are available to provide relevant data as well as key data and metrics, as requested by the Department.
 - 2.2.6.2. Ensure staff are available to review data, discuss performance, learn from their

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8/12/20

**New Hampshire Department of Health and Human Services
Home Visiting Services**



peers, and identify action-steps that may improve client outcomes.

6. Modify Exhibit A, Scope of Services, Section 3 Staffing Requirements, Subsection 3.5 to read:
 - 3.5. Reserved.
7. Modify Exhibit A, Scope of Services, Section 3 Staffing Requirements, Subsection 3.6, to read:
 - 3.6. Reserved.
8. Modify Exhibit A, Scope of Services, Section 4 Reporting and Deliverable Requirements, by adding Subsection 4.8., to read:
 - 4.8 The Contractor shall participate in sub-recipient monitoring activities, as coordinated by the Department. The Contractor shall:
 - 4.8.1 Provide fiscal documentation demonstrating that MIECHV funding is utilized solely to support activities under this contract, as requested by the Department.
 - 4.8.2 Ensure expenses are reasonable, allowable and allocable per 45 CFR 75.
 - 4.8.3. Provide documentation of funding utilization and reasonable expenses to the Department upon request.
9. Modify Exhibit A, Scope of Services, Section 5 Work Plan, Subsection 5.2. to read:
 - 5.2. The Contractor shall submit a Work Plan, utilizing a template as provided by the Department, that includes, but is not limited to:
 - 5.2.1. Activities.
 - 5.2.2. Performance Measures (Outcomes).
 - 5.2.3. Action Plan for Improvement.
10. Modify Exhibit A-2 Work Plan Template by deleting it in its entirety and replacing it with Exhibit A-2 Performance Measures, which is attached hereto and incorporated by reference herein.
11. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 1, to read:
 1. This Contract is funded with federal funds. Department access to supporting funding for this project is dependent upon the criteria set forth in the Catalog of Federal Domestic Assistance (CFDA) # 93.870 (<https://www.cfda.gov>), U.S. Department of Health and Human Services, Health Resources and Services Administration (HRSA) and General Funds from Parental Assistance Funds.
12. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 3, to read:
 3. Payment for expenses shall be on a cost reimbursement basis for allowable costs only in accordance with Exhibit B-1, Budget through Exhibit B-8 – Amendment #1.
13. Modify Exhibit B-3, Budget by deleting it in its entirety and replacing it with Exhibit B-3 Budget – Amendment #1, which is attached hereto and incorporated by reference herein.
14. Add Exhibit B-4 Budget – Amendment #1.
15. Add Exhibit B-5 Budget – Amendment #1.
16. Add Exhibit B-6 Budget – Amendment #1.
17. Add Exhibit B-7 Budget – Amendment #1.
18. Add Exhibit B-8 Budget – Amendment #1.

SS
8/17/20

New Hampshire Department of Health and Human Services
Home Visiting Services



All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #1 remain in full force and effect. This amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire
Department of Health and Human Services

8/13/20
Date

[Signature]
Name: Ann Lander
Title: KSAC Chair
TLC Family Resource Center

8/12/20
Date

[Signature]
Name: Stephanie Clayton
Title: Executive Director

New Hampshire Department of Health and Human Services
Home Visiting Services



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

08/24/20
Date

Catherine Pinos
Name:
Title: Catherine Pinos, Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: _____ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:



Exhibit A-2 Performance Measures

1. Performance Measures

- 1.1. For all measures, consider services provided during State Fiscal year 2021 (July 1, 2020– June 30, 2021) in accordance with Exhibit A, Scope of Services of this Contract.

Performance Measure #1 (EPDS)
HFA Best Practice Standard 7-4.D

Measure: 80% of women enrolled in the program received at least one Edinburgh Postnatal Depression Scale screening by 3 months postpartum.

Goal: All post-partum women enrolled in HFA will receive this formal, validated screening for depression at the optimal time.

Definition: **Numerator-** Of those in the denominator, the number of women that received an Edinburgh Postnatal Depression Scale (EPDS) screening by 3 months postpartum.

Denominator- The total number of women in the program who reached 3 months postpartum during the reporting period and were enrolled prior to 3 months after the birth of their baby.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → HFA EPDS 3 months rev [7/10/2019] Index child only

Performance Measure #2 (Retention)
HFA Best Practice Standard 3-4.A

Measure: Increase the percent of families who remain enrolled in HFA for at least 6 months from FFY 2019 average (10/1/2018-9/30/2019) baseline.

Goal: Families stay connected and maintain involvement with HFA services.

Definition: **Numerator-** Of those in the denominator, the number of families that remained in HFA services at least 6 months.

Denominator- The number of families who received a first home visit during the period 10/1/2019-9/30/2020:

Quarter 1 10/1/2019- 12/31/2019

Quarter 2 1/1/2020– 3/31/2020

Quarter 3 4/1/2020 – 6/30/2020

Quarter 4 7/1/2020 – 9/30/2020.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → HFA Retention Summary (Current) (Baseline is determined by performance in the prior fiscal year.)

SS
8/12/20



Exhibit A-2 Performance Measures

Performance Measure #3

HFA Best Practice Standard 6-6.B

Measure: 90% of target children with a positive screen for developmental delays (scoring below the "cutoff" on the ASQ-3) receive services in a timely manner. Children already receiving developmental services should not be screened.

Goal: All children served who are determined to be at risk for developmental delays, and are not already receiving developmental services, will receive a referral for further evaluation or services. (If a family declines a referral this should be documented in the family's file and the Family Support Specialist shall continue efforts to advocate for accessing developmental services.)

Definition: **Numerator:** Number of children enrolled in home visiting who a) received individualized developmental support from a home visitor; b) were referred to early intervention services and received an evaluation within 45 days; OR c) were referred to other community services who received services within 30 days (and met the conditions specified in the denominator.)

Denominator: Total number of children enrolled in HFA with positive screens (scoring below the cutoff) for developmental delays, measured using the ASQ-3.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → HFA Child Development Screenings (Current)

Performance Measure #4

HFA Standard 12-1.B

Measure: All direct service staff receive a minimum of 75% of required weekly individual supervision according to the HFA Standards.

Goal: Service providers receive ongoing, effective supervision so they are able to develop realistic and effective plans to empower families.

Definition: **Numerator-** Of those in the denominator, the number of direct service staff who received 75% of required weekly individual supervision for a minimum of 1.5 hours for full-time (.75 to 1.0 FTE) and 1 hour for part-time staff (from .25 - .75 FTE).

Denominator- The number of direct service staff/home visitors employed in the HFA Program during quarter.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → Staff Supervision Rev [6-22-2018]

New Hampshire Department of Health and Human Services										
Contractor name: TLC Family Resource Center										
Budget Request for: Home Visiting New Hampshire - Healthy Families Americ										
Budget Period: October 1, 2020 - June 30, 2021										
Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS, contract share			
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total	
1. Total Salary/Wages	\$ 86,077.00	\$ 8,711.00	\$ 94,788.00		\$ 8,711.00	\$ 8,711.00	\$ 86,077.00	\$ -	\$ -	\$ 86,077.00
2. Employee Benefits	\$ 17,923.00	\$ 1,742.00	\$ 19,665.00		\$ 1,742.00	\$ 1,742.00	\$ 17,923.00	\$ -	\$ -	\$ 17,923.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 104,000.00	\$ 10,453.00	\$ 114,453.00	\$ -	\$ 10,453.00	\$ 10,453.00	\$ 104,000.00	\$ -	\$ -	\$ 104,000.00

Indirect As A Percent of Direct

10.1%

New Hampshire Department of Health and Human Services

Contractor name: TLC Family Resource Center

Budget Request for: Home Visiting New Hampshire - Healthy Families Americ

Budget Period: July 1, 2020 - June 30, 2021 GENERAL FUNDING


Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 31,099.00	\$ -	\$ 31,099.00	\$ -	\$ -	\$ -	\$ 31,099.00	\$ -	\$ 31,099.00
2. Employee Benefits	\$ 5,512.00	\$ -	\$ 5,512.00	\$ -	\$ -	\$ -	\$ 5,512.00	\$ -	\$ 5,512.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ 323.00	\$ -	\$ 323.00	\$ -	\$ -	\$ -	\$ 323.00	\$ -	\$ 323.00
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ 700.00	\$ -	\$ 700.00	\$ -	\$ -	\$ -	\$ 700.00	\$ -	\$ 700.00
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 1,300.00	\$ -	\$ 1,300.00	\$ -	\$ -	\$ -	\$ 1,300.00	\$ -	\$ 1,300.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 1,270.00	\$ -	\$ 1,270.00	\$ -	\$ -	\$ -	\$ 1,270.00	\$ -	\$ 1,270.00
6. Travel	\$ 2,153.00	\$ -	\$ 2,153.00	\$ -	\$ -	\$ -	\$ 2,153.00	\$ -	\$ 2,153.00
7. Occupancy	\$ -	\$ 8,840.00	\$ 8,840.00	\$ -	\$ -	\$ -	\$ -	\$ 8,840.00	\$ 8,840.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 1,727.00	\$ -	\$ 1,727.00	\$ -	\$ -	\$ -	\$ 1,727.00	\$ -	\$ 1,727.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ 2,240.00	\$ 2,240.00	\$ -	\$ -	\$ -	\$ -	\$ 2,240.00	\$ 2,240.00
Insurance	\$ -	\$ 1,170.00	\$ 1,170.00	\$ -	\$ -	\$ -	\$ -	\$ 1,170.00	\$ 1,170.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 2,887.00	\$ -	\$ 2,887.00	\$ -	\$ -	\$ -	\$ 2,887.00	\$ -	\$ 2,887.00
10. Marketing/Communications	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
11. Staff Education and Training	\$ 4,043.00	\$ -	\$ 4,043.00	\$ -	\$ -	\$ -	\$ 4,043.00	\$ -	\$ 4,043.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Emergency funds for family assistance	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00
HFA Affiliation fees	\$ 1,836.00	\$ -	\$ 1,836.00	\$ -	\$ -	\$ -	\$ 1,836.00	\$ -	\$ 1,836.00
HFA Accreditation costs	\$ 2,400.00	\$ -	\$ 2,400.00	\$ -	\$ -	\$ -	\$ 2,400.00	\$ -	\$ 2,400.00
TOTAL	\$ 57,750.00	\$ 12,250.00	\$ 70,000.00	\$ -	\$ -	\$ -	\$ 57,750.00	\$ 12,250.00	\$ 70,000.00

Indirect As A Percent of Direct

21.2%

Contractor Initials

Date


8/12/20

New Hampshire Department of Health and Human Services										
Contractor name: TLC Family Resource Center										
Budget Request for: Home Visiting New Hampshire - Healthy Families Americ										
Budget Period: July 1, 2021 - June 30, 2022										
Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share			
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total	Total
1. Total Salary/Wages	\$ 86,077.00	\$ 8,711.00	\$ 94,788.00		\$ 8,711.00	\$ 8,711.00	\$ 86,077.00	\$ -	\$ -	\$ 86,077.00
2. Employee Benefits	\$ 17,923.00	\$ 1,742.00	\$ 19,665.00		\$ 1,742.00	\$ 1,742.00	\$ 17,923.00	\$ -	\$ -	\$ 17,923.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 104,000.00	\$ 10,453.00	\$ 114,453.00	\$ -	\$ 10,453.00	\$ 10,453.00	\$ 104,000.00	\$ -	\$ -	\$ 104,000.00

Indirect As A Percent of Direct

10.1%

Exhibit B-6 Budget - Amendment #1

<p>Contractor name: TLC Family Resource Center</p> <p>Budget Request for: Home Visiting New Hampshire - Healthy Families America</p> <p>Budget Period: July 1, 2021 - June 30, 2022 GENERAL FUNDING</p>									
New Hampshire Department of Health and Human Services									
Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 31,099.00	\$ -	\$ 31,099.00	\$ -	\$ -	\$ -	\$ 31,099.00	\$ -	\$ 31,099.00
2. Employee Benefits	\$ 5,512.00	\$ -	\$ 5,512.00	\$ -	\$ -	\$ -	\$ 5,512.00	\$ -	\$ 5,512.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ 323.00	\$ -	\$ 323.00	\$ -	\$ -	\$ -	\$ 323.00	\$ -	\$ 323.00
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ 700.00	\$ -	\$ 700.00	\$ -	\$ -	\$ -	\$ 700.00	\$ -	\$ 700.00
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 1,300.00	\$ -	\$ 1,300.00	\$ -	\$ -	\$ -	\$ 1,300.00	\$ -	\$ 1,300.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 1,270.00	\$ -	\$ 1,270.00	\$ -	\$ -	\$ -	\$ 1,270.00	\$ -	\$ 1,270.00
6. Travel	\$ 2,153.00	\$ -	\$ 2,153.00	\$ -	\$ -	\$ -	\$ 2,153.00	\$ -	\$ 2,153.00
7. Occupancy	\$ -	\$ 8,840.00	\$ 8,840.00	\$ -	\$ -	\$ -	\$ -	\$ 8,840.00	\$ 8,840.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 1,727.00	\$ -	\$ 1,727.00	\$ -	\$ -	\$ -	\$ 1,727.00	\$ -	\$ 1,727.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ 2,240.00	\$ 2,240.00	\$ -	\$ -	\$ -	\$ -	\$ 2,240.00	\$ 2,240.00
Insurance	\$ -	\$ 1,170.00	\$ 1,170.00	\$ -	\$ -	\$ -	\$ -	\$ 1,170.00	\$ 1,170.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 2,887.00	\$ -	\$ 2,887.00	\$ -	\$ -	\$ -	\$ 2,887.00	\$ -	\$ 2,887.00
10. Marketing/Communications	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
11. Staff Education and Training	\$ 4,043.00	\$ -	\$ 4,043.00	\$ -	\$ -	\$ -	\$ 4,043.00	\$ -	\$ 4,043.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Emergency funds for family assistance	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00
HFA Affiliation fees	\$ 1,836.00	\$ -	\$ 1,836.00	\$ -	\$ -	\$ -	\$ 1,836.00	\$ -	\$ 1,836.00
HFA Accreditation costs	\$ 2,400.00	\$ -	\$ 2,400.00	\$ -	\$ -	\$ -	\$ 2,400.00	\$ -	\$ 2,400.00
TOTAL	\$ 57,750.00	\$ 12,250.00	\$ 70,000.00	\$ -	\$ -	\$ -	\$ 57,750.00	\$ 12,250.00	\$ 70,000.00

Indirect As A Percent of Direct

21.2%

New Hampshire Department of Health and Human Services									
Contractor name: TLC Family Resource Center									
Budget Request for: Home Visiting New Hampshire - Healthy Families Americ									
Budget Period: July 1, 2022 - September 30, 2023									
Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 21,519.00	\$ 2,192.00	\$ 23,711.00		\$ 2,192.00	\$ 2,192.00	\$ 21,519.00	\$ -	\$ 21,519.00
2. Employee Benefits	\$ 4,481.00	\$ 438.00	\$ 4,919.00		\$ 438.00	\$ 438.00	\$ 4,481.00	\$ -	\$ 4,481.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 26,000.00	\$ 2,630.00	\$ 28,630.00	\$ -	\$ 2,630.00	\$ 2,630.00	\$ 26,000.00	\$ -	\$ 26,000.00
Indirect As A Percent of Direct 10.1%									

New Hampshire Department of Health and Human Services									
Contractor name: TLC Family Resource Center									
Budget Request for: Home Visiting New Hampshire - Healthy Families America									
Budget Period: July 1, 2022 - Sept 30, 2023 GENERAL FUNDING									
Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 7,774.75	\$ -	\$ 7,774.75	\$ -	\$ -	\$ -	\$ 7,774.75	\$ -	\$ 7,774.75
2. Employee Benefits	\$ 1,378.00	\$ -	\$ 1,378.00	\$ -	\$ -	\$ -	\$ 1,378.00	\$ -	\$ 1,378.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ 80.75	\$ -	\$ 80.75	\$ -	\$ -	\$ -	\$ 80.75	\$ -	\$ 80.75
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ 175.00	\$ -	\$ 175.00	\$ -	\$ -	\$ -	\$ 175.00	\$ -	\$ 175.00
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 325.00	\$ -	\$ 325.00	\$ -	\$ -	\$ -	\$ 325.00	\$ -	\$ 325.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 317.50	\$ -	\$ 317.50	\$ -	\$ -	\$ -	\$ 317.50	\$ -	\$ 317.50
6. Travel	\$ 538.25	\$ -	\$ 538.25	\$ -	\$ -	\$ -	\$ 538.25	\$ -	\$ 538.25
7. Occupancy	\$ -	\$ 2,210.00	\$ 2,210.00	\$ -	\$ -	\$ -	\$ -	\$ 2,210.00	\$ 2,210.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 431.75	\$ -	\$ 431.75	\$ -	\$ -	\$ -	\$ 431.75	\$ -	\$ 431.75
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ 560.00	\$ 560.00	\$ -	\$ -	\$ -	\$ -	\$ 560.00	\$ 560.00
Insurance	\$ -	\$ 292.50	\$ 292.50	\$ -	\$ -	\$ -	\$ -	\$ 292.50	\$ 292.50
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 721.75	\$ -	\$ 721.75	\$ -	\$ -	\$ -	\$ 721.75	\$ -	\$ 721.75
10. Marketing/Communications	\$ 125.00	\$ -	\$ 125.00	\$ -	\$ -	\$ -	\$ 125.00	\$ -	\$ 125.00
11. Staff Education and Training	\$ 1,010.75	\$ -	\$ 1,010.75	\$ -	\$ -	\$ -	\$ 1,010.75	\$ -	\$ 1,010.75
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Emergency funds for family assistance	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
HFA Affiliation fees	\$ 459.00	\$ -	\$ 459.00	\$ -	\$ -	\$ -	\$ 459.00	\$ -	\$ 459.00
HFA Accreditation costs	\$ 600.00	\$ -	\$ 600.00	\$ -	\$ -	\$ -	\$ 600.00	\$ -	\$ 600.00
TOTAL	\$ 14,437.50	\$ 3,062.50	\$ 17,500.00	\$ -	\$ -	\$ -	\$ 14,437.50	\$ 3,062.50	\$ 17,500.00
Indirect As A Percent of Direct 21.2%									

State of New Hampshire

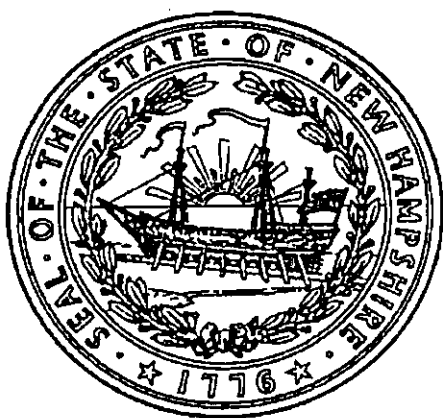
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that TLC FAMILY RESOURCE CENTER is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on January 14, 2004. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 461338

Certificate Number: 0004854544



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 24th day of March A.D. 2020.

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

William M. Gardner
Secretary of State

CERTIFICATE OF AUTHORITY

I, Jane VanBremen, hereby certify that:
(Name of the elected Officer of the Corporation/LLC; cannot be contract signatory)

1. I am a duly elected Clerk/Secretary/Officer of TLC Family Resource Center.
(Corporation/LLC Name)

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on August 19, 2020, at which a quorum of the Directors/shareholders were present and voting.

(Date)

VOTED: That Stephanie Slayton, Executive Director (may list more than one person)
(Name and Title of Contract Signatory)

is duly authorized on behalf of TLC Family Resource Center to enter into contracts or agreements with the State
(Name of Corporation/ LLC)

of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority remains valid for thirty (30) days from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: 8.19.20

Jane VanBremen
Signature of Elected Officer
Name: Jane VanBremen
Title: Secretary



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/22/2020

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 Clark - Mortenson Insurance P.O. Box 606 Keene NH 03431	CONTACT NAME:		
	PHONE (A/C, No, Ext): 603-352-2121	FAX (A/C, No): 603-357-8491	
	E-MAIL ADDRESS: csr24admin@clark-mortenson.com		
	INSURER(S) AFFORDING COVERAGE	NAIC #	
	INSURER A : Philadelphia Insurance Company		
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES CERTIFICATE NUMBER: 387925987 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 INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		PHPK2147299	7/1/2020	7/1/2021	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMPIOP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		PHPK2147299	7/1/2020	7/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Directors and Officers EPLI		PHSD1552975	7/1/2020	7/1/2021	1,000,000 1,000,000 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Professional Liability Coverage is included in the Commercial Package Policy with limits of \$2,000,000 each professional incident and \$4,000,000 aggregate.

CERTIFICATE HOLDER

NH Dept of Health and Human Services
129 Pleasant Street
Concord NH 03301-6504

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

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t1c FAMILY RESOURCE CENTER

109 Pleasant St. Claremont, NH 03743 603.542.1848 877.287.7144

Mission Statement

**To Promote the Optimal Health and Development of
Children and Families
in
Sullivan & Lower Grafton Counties.**

Updated 12/14/15

***TLC FAMILY RESOURCE
CENTER, INC.***

Audited Financial Statements

June 30, 2019

FINANCIAL STATEMENTS

TLC FAMILY RESOURCE CENTER, INC.

June 30, 2018

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LAWRENCE E. REED, CPA, PC
Professional Corporation
C E R T I F I E D P U B L I C A C C O U N T A N T

Member of American Institute of
Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
TLC Family Resource Center, Inc.

We have audited the accompanying financial statements of TLC Family Resource Center, Inc. (a nonprofit corporation), which comprise the statements of financial position as of June 30, 2019 and the related statements of activities, functional expenses and cash flows for the years 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of TLC Family Resource Center, Inc. as of June 30, 2019, 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.

December 20, 2019
Chester, VT
Vermont License No. 1039

Lawrence E Reed CPA PC

STATEMENT OF FINANCIAL POSITION
TLC FAMILY RESOURCE CENTER, INC.
June 30, 2019
(With Memorandum Totals for June 30, 2018)

	<u>June 30, 2019</u>			<u>As of June 30, 2018</u>
	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>	<u>Totals (Memorandum)</u>
ASSETS				
Cash and cash equivalents	\$ 246,676	\$ 43,592	\$ 290,268	\$ 257,423
Accounts receivable	179,958	-	179,958	54,807
Grants receivable	-	-	-	20,000
Security deposit	1,350	-	1,350	1,350
Equipment and furniture	98,822	-	98,822	88,469
Accumulated depreciation	(63,548)	-	(63,548)	(54,113)
TOTAL ASSETS	\$ 463,258	\$ 43,592	\$ 506,850	\$ 367,936
LIABILITIES AND NET ASSETS				
LIABILITIES				
Accrued expenses	\$ 34,685	\$ -	\$ 34,685	\$ 27,723
Accounts payable	4,022	-	4,022	2,268
Fiscal sponsor funds	6,271	-	6,271	6,750
TOTAL LIABILITIES	44,978	-	44,978	36,741
NET ASSETS				
Without donor restrictions	418,280	-	418,280	249,885
With donor restrictions	-	43,592	43,592	81,310
TOTAL NET ASSETS	418,280	43,592	461,872	331,195
TOTAL LIABILITIES AND				
NET ASSETS	\$ 463,258	\$ 43,592	\$ 506,850	\$ 367,936

See accompanying notes to financial statements.

STATEMENT OF FINANCIAL ACTIVITIES
TLC FAMILY RESOURCE CENTER, INC.
Year Ended June 30, 2019
(With Memorandum Totals for June 30, 2018)

	Year Ended June 30, 2019			Year Ended June 30, 2018
	Without Donor Restrictions	With Donor Restrictions	Total	Totals (Memorandum)
SUPPORT AND REVENUE				
Governmental support	\$ 499,355	\$ -	\$ 499,355	\$ 457,159
Program fees	300,515	-	300,515	104,912
Foundations and trusts	103,665	100,545	204,210	270,300
Contributions	58,859	16,171	75,030	48,821
Special events:				
Gross event revenue	28,979	-	28,979	41,120
Less cost of events	(7,050)	-	(7,050)	(9,061)
Net special events revenue	21,929	-	21,929	32,059
Facility sublease income	10,579	-	10,579	9,423
Sales of donated goods	-	-	-	2,576
Net assets released from restrictions	154,434	(154,434)	-	-
TOTAL SUPPORT AND REVENUE	1,149,336	(37,718)	1,111,618	925,250
EXPENSES				
Program services				
Comprehensive Family Support	367,825	-	367,825	277,899
Recovery Coaching	166,181	-	166,181	16,274
Healthy Families	134,471	-	134,471	165,249
PREP	75,469	-	75,469	80,434
Parent Aide	55,402	-	55,402	59,777
Rural Outright	6,538	-	6,538	9,721
	805,886	-	805,886	609,354
Fundraising	42,514	-	42,514	30,690
Management and general	132,541	-	132,541	102,409
TOTAL EXPENSES	980,941	-	980,941	742,453
CHANGE IN NET ASSETS	168,395	(37,718)	130,677	182,797
Net assets at Beginning of Year	249,885	81,310	331,195	148,398
NET ASSETS AT END OF YEAR	\$ 418,280	\$ 43,592	\$ 461,872	\$ 331,195

See accompanying notes to financial statements.

STATEMENT OF FUNCTIONAL EXPENSES
TLC FAMILY RESOURCE CENTER, INC.
Year Ended June 30, 2019
(With Memorandum Totals for June 30, 2018)

	Total All Services	Mgt. & General	Fund- raising	Program Services							Year Ended June 30, 2018
				Total	Family Support	Recovery Coaching	Heathy Families	PREP	Parent Aide	Rural Outright	Totals (Memorandum)
Salaries and wages	\$ 643,696	\$ 105,339	\$ 32,900	\$ 505,457	\$ 246,145	\$ 97,642	\$ 88,718	\$35,528	\$37,424	\$ -	\$ 491,821
Occupancy	71,108	-	1,797	69,311	27,851	20,695	11,102	5,356	4,307		42,897
Program expenses	67,839	5,542	2,538	59,759	25,481	20,530	7,185	3,623	930	2,010	53,828
Payroll taxes	47,204	7,181	2,513	37,510	18,075	7,252	6,575	2,792	2,816	-	36,182
Professional fees	33,327	-	1,087	32,240	12,137	3,023	4,645	10,543	1,892	-	30,145
Advertising & marketing	21,457	59	547	20,851	4,689	4,644	1,445	5,863	549	3,661	15,079
Employee benefits	26,728	10,576	642	15,510	7,610	2,062	3,052	1,512	1,274	-	19,598
Mileage reimbursement	19,442	2,022	9	17,411	8,516	2,236	1,922	270	4,314	153	17,469
Training & dev.	17,342	-	-	17,342	4,176	2,530	4,601	5,926	18	91	13,564
Telephone	9,952	-	160	9,792	4,263	2,420	1,785	765	559	-	5,239
Depreciation	9,434	1,627	-	7,807	3,802	1,508	1,370	549	578	-	7,837
Insurance	7,301	-	195	7,106	3,518	690	1,594	738	566	-	5,718
Printing	4,263	28	90	4,145	1,233	907	361	916	130	598	2,115
Vehicle expense	1,026	-	-	1,026	-	-	-	1,026	-	-	-
Postage	822	167	36	619	329	42	116	62	45	25	961
TOTAL EXPENSES	\$ 980,941	\$ 132,541	\$ 42,514	\$ 805,886	\$ 367,825	\$ 166,181	\$ 134,471	\$75,469	\$55,402	\$ 6,538	\$ 742,453

See accompanying notes to financial statements.

STATEMENT OF CASH FLOWS
TLC FAMILY RESOURCE CENTER, INC.
Year Ended June 30, 2019
(With Memorandum Totals for June 30, 2018)

	<u>Year Ended June 30, 2019</u>			<u>Year Ended June 30, 2018</u>
	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>	<u>Totals (Memorandum)</u>
OPERATING ACTIVITIES				
Change in net assets	\$ 168,395	\$ (37,718)	\$130,677	\$ 182,797
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities				
Depreciation	9,435	-	9,435	7,837
(Increase) decrease in operating assets:				
Accounts receivable	(125,151)	-	(125,151)	(969)
Grants receivable	-	20,000	20,000	(20,000)
Security deposits	-	-	-	(1,350)
Increase (decrease) in operating liabilities:				
Accounts payable	1,754	-	1,754	(1,503)
Accrued expenses	6,962	-	6,962	3,994
Fiscal sponsor funds	(479)	-	(479)	(9,134)
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	60,916	(17,718)	43,198	161,672
INVESTING ACTIVITIES				
Equipment purchases	(10,353)	-	(10,353)	(25,666)
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	(10,353)	-	(10,353)	(25,666)
INCREASE (DECREASE) IN CASH	50,563	(17,718)	32,845	136,006
Beginning cash and cash equivalents	196,113	61,310	257,423	121,417
ENDING CASH AND CASH EQUIVALENTS	\$ 246,676	\$ 43,592	\$290,268	\$ 257,423

See accompanying notes to financial statements.

NOTES TO FINANCIAL STATEMENTS
TLC FAMILY RESOURCE CENTER, INC.
June 30, 2019

ORGANIZATION

TLC Family Resource Center, Inc., (the "Center") is a non-profit organization established in 2004 for the purpose of promoting the physical and emotional health and safety of women and families expecting infants or with young children. The Center serves individuals in New Hampshire's Sullivan and lower Grafton counties. Approximately 45% of the Center's revenue and support comes from governmental financial assistance, 27% from program services, and 28% from contributions and fundraising activities.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Accounting Standards Adoption

During 2019, the Center adopted Financial Accounting Standard Board (FASB) Accounting Standards Update (ASU) No. 2016-14, *Presentation of Financial Statements of Not-for-Profit Entities* (Topic 958) and retrospectively applied to the 2018 financial statements and related notes, which were relabeled or reclassified to conform with the ASU. The adoption of FASB ASU No. 2016-14 did not impact the Center's 2018 financial position or net assets.

Under FASB ASU No. 2016-14:

The previous three category classification of net assets is replaced with a simplified model that combines temporarily restricted and permanently restricted into a single category called "net assets with donor restrictions." Unrestricted net assets are now called "net assets without donor restrictions".

New disclosures highlight restrictions on the use of resources that make otherwise liquid assets unavailable for meeting near-term financial requirements.

Both natural and functional classifications of expenses are reported in the same place; as such, statements of functional expenses are now included in the financial statements rather than separately reported as supplemental information.

New or revised disclosures in the financial statement are Note 1 - Financial Statement Basis of Presentation, Note 2 - Liquidity and Availability of Financial Assets and the addition of statements of functional expenses for the years ended June 30, 2019 and 2018.

Financial Statement Basis of Presentation

The financial statements of the Center have been prepared on the accrual basis of accounting, reporting information regarding its financial position and activities according to the following net asset classifications:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Center. These net assets may be used at the discretion of the Center's management and the Board of Trustees.

NOTES TO FINANCIAL STATEMENTS
TLC FAMILY RESOURCE CENTER, INC.
June 30, 2019

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors and grantors. Some of the restrictions may be temporary in nature and will be met by actions taken by the Center or by the passage of time. Other restrictions may be perpetual in nature, whereby the donor has stipulated that the funds be maintained in perpetuity. Restricted contributions are reported as increases in net assets with restrictions. When a restriction expires, that is, when a stipulated time restriction ends or the purpose of the restriction is accomplished, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statements of activities.

Recently Issued Accounting Pronouncement

In July 2018, FASB issued ASU No. 2018-08, *Not-for-Profit Entities (Topic 958) Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. The ASU was issued to clarify and improve the accounting guidance for contributions received and contributions made and is effective for annual periods beginning after December 15, 2018. The Center is evaluating the impact FASB ASU No. 2018-08 will have on its financial statements and disclosures.

Use of Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could differ from those estimates.

Cash and Cash Equivalents

Cash and cash equivalents include all highly liquid investments with maturities of three months or less at the date of purchase.

Accounts Receivable

Accounts receivable are stated at the amount management expects to collect on outstanding balances. Management provides for probable uncollectible amounts through a charge to earnings and a credit to a valuation allowance based on its assessment of the current status of individual accounts. Balances still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable.

Grants Receivable

Grants receivable are composed of balances granted to the Center but not yet paid as a result of grantor stipulations, with respect to either the passage of time or actions required to be completed by the Center, not yet fulfilled. Management has evaluated the likelihood of the Center completing the required stipulations and believes that they be met and balances will be paid.

NOTES TO FINANCIAL STATEMENTS
TLC FAMILY RESOURCE CENTER, INC.
June 30, 2019

Property and Equipment

Property, equipment, and improvements are stated at costs on the date acquired. Donations of property and equipment are recorded as support at their estimated fair value. The Center capitalizes all durable goods costing greater than \$500. Property, equipment, and improvements are depreciated over the estimated useful life using the straight-line method which include 5 years for equipment, 7 years for furniture, 15 years for landscaping, 20 years for boilers and 39 years for building cost and improvements. Major maintenance activities are capitalized if they extend the life of the property or equipment. Depreciation expense for the year ended June 30, 2019 totaled \$9,434.

Revenue Recognition, Contributions and Promises to Give

The Center's fees for programs and services provided are recognized when earned, which is within the time period covered by the services or program. Unconditional promises to give cash and other assets are reported at fair value at the date the promise is received. If gifts are received with donor stipulations that limit the use of the donated assets, the gifts are reported in net assets with donor restrictions. The Center has received no contributions with donor restrictions that are perpetual in nature.

Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire land, buildings and equipment are reported as restricted support. Absent explicit donor stipulations as to how long-lived assets must be maintained, satisfactions of donor restrictions are reported when the land, buildings or equipment are acquired and placed in service. The Center has received no gifts of long-lived assets. Unconditional promises to give are recorded as pledges receivable and revenue in the fiscal year the pledges are made at their fair value.

Unconditional promises to give are recorded as pledges receivable and revenue in the fiscal year the pledges are made at their fair value. Unconditional promises are those for which verifiable evidence exists that a legally binding promise to give has been made.

Program Fees

The Center earns program fees related to services provided to children and families. During the fiscal years ended June 30, 2019 programs fees totaled \$300,515, of which \$202,927 was funded through federal and state programs and \$97,588 was funded through Medicaid reimbursements.

Federal and State Grant Revenues

The Center receives federal and state grant awards for various programs. These awards are generally granted in exchange for specific services to be provided by the Center. Revenue is recognized as the award expenditures are incurred for awards received and expended in the same year. Total federal and state grant revenues recognized during the fiscal years ended June 30, 2019 was \$499,355.

NOTES TO FINANCIAL STATEMENTS
TLC FAMILY RESOURCE CENTER, INC.
June 30, 2019

In-Kind Contributions

Contributions of services are recognized as revenue and expense at fair value when received if the services require specialized skills, are provided by individuals or entities possessing those skills, and would typically need to be purchased if not donated. Contributions of program supplies and other goods are recorded as revenue and expense at fair value upon receipt when there is an objective and reasonable basis upon which to value the in-kind contributions. These contributions are an integral part of the Center's activities.

Functional Allocation of Expenses

The costs of providing programs and other activities have been summarized on a functional basis in the statements of activities and functional expenses. In addition to the allocation of direct cost to programs and supporting services, certain costs have been allocated indirectly based on an analysis of personnel time related to these programs and supporting services. Certain prior year amounts have been reclassified for consistency with the current period presentation. These reclassifications had no effect on the reported changes in net assets

Income Taxes

The Center is a not-for-profit organization as described under Section 501(c)(3) of the Internal Revenue Code and is exempt from federal income taxes on income related to the fulfillment of the Center's mission. Accordingly, no provision for income taxes has been recorded in the accompanying financial statements. The Center's Forms 990, Return of Organization Exempt from Income Tax, for the years ending June 30, 2019, 2018 and 2017 are subject to examination by the IRS, generally for three years after they were filed. In accordance with FASB ASC 740-10, the Center is under the opinion that there are no unsustainable positions that have been taken in regards to Federal or State income tax reporting requirements. Accordingly, management is not aware of any unrecognized tax benefits or liabilities that should be recognized in the accompanying statements

Advertising Costs: The Center uses advertising to promote its programs and to fill positions. The costs of advertising are expensed as incurred. During the year ended June 30, 2019 advertising costs totaled \$27,558.

Subsequent Events

Management considered subsequent events after June 30, 2019 through December 20, 2019, the date when the financial statements were available to be issued. The Center concluded that no material events or transactions occurred subsequent to June 30, 2019, that provided additional evidence about conditions that existed at June 30, 2019, or after, requiring adjustment to or disclosure in the financial statements.

NOTES TO FINANCIAL STATEMENTS
TLC FAMILY RESOURCE CENTER, INC.
June 30, 2019

2. LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The Center regularly monitors liquidity required to meet its operating needs and other contractual commitments.

For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Center considers all expenditures related to its ongoing activities, general and administrative services undertaken to support those ongoing activities, and scheduled principal payments on debt to be general expenditures.

In addition to financial assets available to meet general expenditures over the next 12 months, the Center operates with a balanced budget and anticipates collecting sufficient revenue to cover expenditures not covered by donor-restricted resources.

At June 30, 2019 the following financial assets could readily be available within one year of the statement of financial position date to meet general expenditures:

Financial assets

Cash and cash equivalents	\$290,268
Accounts receivable	179,958

Total financial assets	\$470,226

3. BANK LINE OF CREDIT

The Center has a bank line of credit in the amount of \$80,000 which was renewed in March 2019. The bank holds a security interest in all the assets of the Center. The terms of the credit line include monthly payments of interest, based on the New York Prime rate adjusted monthly, and full payment of the outstanding balance for a minimum period of 30 days each year. As of June 30, 2019, the outstanding balance was \$0.

4. CONTINGENT LIABILITIES

The Center receives funds under various state and federal programs. Under the terms of these programs, the Center is required to expend the funds within the designated period for purposes specified in the grant proposal. If expenditures of the funds are found not in compliance with the proposal, the Center may be required to return those funds to the grantor. As of June 30, 2019, there were no known disallowed expenditures and, therefore, no provision has been made for this contingency.

NOTES TO FINANCIAL STATEMENTS
TLC FAMILY RESOURCE CENTER, INC.
June 30, 2019

5. GRANTS AND ACCOUNTS RECEIVABLE

The Center is awarded cost reimbursement grants by various agencies. Revenues associated with these grants are recorded as the associated expenses are incurred. Receivables are considered impaired if full principal payments are not received in accordance with the contractual terms. It is the Center's policy to charge off uncollectible receivables when management determines the receivable will not be collected. Grants and accounts receivable totaling \$179,958 as of June 30, 2019 are composed of the following balances and are deemed by management to be fully collectible:

Accounts receivable	\$ 67,721
County funding	5,000
State cost reimbursements	<u>107,237</u>
	<u>\$179,958</u>

6. SUPPORT FROM GOVERNMENTAL UNITS

The Center receives a substantial amount of its support from federal and state governments. A significant reduction in the level of this support, if this were to occur, may have an effect on the Center's ability to continue its programs and activities.

7. RESTRICTIONS ON ASSETS

Temporarily restricted net assets totaling \$43,592 as of June 30, 2019 are related to Recovery Coaching, Family Support and Rural Outright programs and equipment upgrades.

8. FAIR VALUE OF FINANCIAL INSTRUMENTS

In accordance with FASB ASC 820, *Fair Value Measurements and Disclosures*, the Center is required to disclose certain information about its financial assets and liabilities. As of June 30, 2019 the Center has no financial instruments subject to the disclosure requirements. Cash and cash equivalents, grants and accounts receivable, accounts payable, accrued expenses, advances refundable, and fiscal agency funds are reported in the statement of financial position approximate fair values because of the short maturities of those instruments or because of the fixed rate of interest required to be paid.

9. PENSION PLAN

Effective January 1, 2019, the Center established a Simple IRA Retirement Plan for which All employees are eligible to participate in the Plan. Under the Plan, the Center provides a matching contribution equal to the amount contributed by the employee up to 2% of the employee's compensation. Employees are eligible to participate in the plan on the next entry date following the date of their employment. The Center contributed a total of \$5,765 during the year ended June 30, 2019.

NOTES TO FINANCIAL STATEMENTS
TLC FAMILY RESOURCE CENTER, INC.
June 30, 2019

10. FISCAL SPONSOR FUNDS

The Center has administered several grant agreements to serve as a fiscal sponsor for a local initiative. Under these agreements the Center receives the funds to be administered and charges an administration fee for their work. No new agreements were contracted during fiscal 2019. The remaining liability related to prior agreements as of June 30, 2019 is \$6,271.

11. OPERATING LEASE ARRANGEMENTS

The Center leases its primary facility under a fiscal year-to-year lease agreement signed on December 1, 2011, which provides for twelve-month renewal periods based on a stipulated monthly rental payment plus utilities and a real estate tax escalation clause. This lease was extended for another fiscal year beginning July 1, 2019 at a monthly rent payment of \$1,900, for a lease commitment of \$22,800.

On July 1, 2019 The Center entered into a lease agreement for office space for the Recovery Coaching program. The lease is a one year term with monthly rental payments of \$1,418, for a lease commitment of \$17,016

Facility lease payments for the year ended June 30, 2019 totaled \$39,816

The Center entered into a photocopier lease agreement on October 14, 2018 for a term of 48 months at \$192 per month. Total lease payments for the fiscal year ended June 30, 2019 totaled \$1,728.

The Center entered into a leasing arrangement for a client database management program and related support in January 2019 at a cost of \$11,962 per year for seven years. Total lease payments for the fiscal year ended June 30, 2019 totaled \$6,382.

Future minimum lease payments for the four leases are as follows:

Fiscal 2020	\$54,076
Fiscal 2021	14,266
Fiscal 2022	14,266
Fiscal 2023	12,538
Fiscal 2024	11,962
Thereafter	16,962

The Center entered into a sublease agreement for a portion of their primary space on October 1, 2016. The sublease payments are \$500 per month, plus reimbursement of utilities costs, with the agreement ending June 30, 2017. The agreement was renewed on a month-to-month basis as of July 1, 2017. The total sub-lease income plus utilities reimbursement received for the year ended June 30, 2019 was \$10,579.

TLC Family Resource Center
BOARD OF DIRECTORS
August 2020

Beth Hoyt-Flewelling (President)
Retired, Granite State College

Term Expires 1/2023 (2020 re-start)

Megan Blood (Vice-President)
AP Analyst, Hypertherm

Term expires 1/2022 (2015 start)

Joshua Nelson (Interim Treasurer)
Owner, Bee Balm Productions, Web designing

Term Expires 1/2021 (started 4/2019)

Jane VanBremen, PhD(Secretary)
Parent Child Development Specialist

Term Expires 1/2021 (started 2017)

Laura Hagley
Valley Regional Hospital, Director of Quality and Project Manager

Term Expires 1/2023 (started 2017)

Sara Harkins
Community Volunteer

Term Expires 1/2023 (started 2020)

Mariah Davis
Community Relations, Mascoma Savings Bank

Term Expires 01/2023 (started 2020)

Peter Nelson
Retired Federally Qualified Health Centers

Term Expires 1/2021 (started 2018)

Linda Tremblay
Director: Ready, Set, Growth Child Care Center

Term Expires 1/2021 (Started 2018)

Carole Wood
Retired Educator

Term Expires 1/2022 (2013 start)

Katherin "Rin" Heftin, Non-Voting Member
M.D. candidate ('23), Dartmouth Geisel School of Medicine

DR. DIANE EDWARDS

Work Phone: 603.542.1848

Email: Diane@TLCfamilyRC.org

Areas of Expertise

- Academic Research
- Faculty Advising
- Course Development/Instruction
- Program Development
- Staff Supervision
- Compliance/Licensing
- Grant Proposals
- Project Management/Admin
- Fiscal Management

Key Skills Assessment

LEADERSHIP – Direct and manage teams to successfully achieve organizational goals and foster collaboration.

Professional Experience

TLC FAMILY RESOURCE CENTER OF QUALITY, CLAREMONT, NEW HAMPSHIRE

2019- PRESENT

FAMILY SUPPORT TEAM MANAGER

- Direct and supervised the Family Support Team consisting of Intake Coordinators, Community Health Nurse, Mental Health Clinician and educators.
- Oversee all components of the Family Support Services including Health Families America, Comprehensive Family Support Services (including home visiting), Child Health Support Services (Parent Aide Program), Miss Kendra, community parent support groups, and other parent education and support programs as may be developed.
- Implement and support best practices for service delivery, staffing, and professional development.
- Report to the Executive Director for developing and monitoring TLC's Family Support Services and growth.
- Collaborate with the Division of Children Youth and Families and oversee DCYF contracts.
- Serve on various committees, including the Adverse Childhood Experience Response Team.
- Make public presentations on the work of TLC Family Resource Center.
- Collaborate with school personnel and peers for the purpose of implementing and maintaining service and community embedded programming.

CLAREMONT SCHOOL DISTRICT, CLAREMONT, NEW HAMPSHIRE

2017- 2019

DIRECTOR OF PRESCHOOL

- Directed and supervised the special education coordinator, early childhood special educators, paraprofessionals, support service providers, and the administrative assistant.
- Developed program handbooks and brochures for families and staff, developed program marketing materials.
- Implemented and supported best practices for service delivery, staffing, and professional development.
- Reported to the Director of Special Education for developing and monitoring preschool's services and growth.
- Steered and coordinated grant projects, including identifying, applying and documenting outcomes.
- Steered and coordinated curriculum selection and implementation according to the program's action plan, district and state requirements.
- Contributed to district-level discussions to align screening tools and assessments utilized in preschool with kindergarten (Brigance and ASQ-2SE), and data collection to assess the impact of preschool.
- Collaborated with community partners for community outreach, including student teachers, weekly programing, monthly newsletters and annual report.
- Facilitated professional development, conducted weekly staff meetings, attended administrative team meetings, supervised teachers on Alt 4 plans, participated in leadership team meetings and presented to the school board as needed.

COLBY-SAWYER COLLEGE, NEW LONDON, NEW HAMPSHIRE

2013 – 2017

DIRECTOR, TEACHER EDUCATION & WINDY HILL LABORATORY SCHOOL

- Directed and supervised 8 teachers and twenty-four student workers and substitute teachers per semester and manage a wide scope of financial responsibilities.
- Coordinated licensing operations and ensure compliance with the state's licensing and accreditation standards.
- Steered and coordinated all research and projects, as well as related documentation.
- Compiled Title II reports for the teacher education program and supervise program compliance.
- Placed and mentored teacher-education candidates.
- Recommend students for teacher certification.
- Taught a variety of courses aligned with certification standards, and model best practices.

ASSOCIATE PROFESSOR

- Developed and instructed educational courses, "Exceptional Students," "Literacy Education," "Foundations of Education," "Introduction to Early Childhood Education," "Atypical Development and Behavior I," "Student Teaching," "Health Safety and Nutrition for Young Children," "Language and Creative Arts Birth-5," and "Early Childhood Internships," "Integrated Practicum I and II," and "Student Teaching Internship."
- Key participant in the review process and curriculum conversion for student's major and minor coursework.
- Collaborated with social sciences and education faculty.
- Advised students in the early childhood development program.
- Represented the institution on State early childhood committees, collaborate with 2-year institutions to develop program to program articulation agreements, and collaborate with community partners for service-learning projects.
- Created child development talking points/career paths for admissions, provide tours and participate in recruitment activities.
- Networked with local and regional agencies to develop partnerships for internship placements.

EASTERN NEW MEXICO UNIVERSITY, PORTALES, NEW MEXICO

2008 – 2012

DIRECTOR, CHILD DEVELOPMENT LABORATORY SCHOOL

- Directed 2 master teachers, sixteen student workers and substitute teachers per semester, while managing financial responsibilities, such as budget, billing, payroll and monthly food claims compilation.
- Coordinated licensing operations, and ensured compliance with the state's licensing and standards, as well as the compliance for the kitchen guidelines, state food program requirements and high-quality rating standards.
- Led and coordinated all research and projects, and managed child and parent administration.

ASSOCIATE PROFESSOR WITH TENURE

- Garnered subject matter expertise on key educational courses for early childhood education, including "Practicum in Early Childhood Education," "Quality Early Education for All" (completely online), "Health, Safety and Nutrition," (completely online), "Curriculum Development and Implementation I," "Curriculum Development and Implementation II," (hybrid), and "Family and Community Collaboration (hybrid).
- Developed teacher license guide to assist early childhood education students, and coached licensure candidates.
- Converted traditional courses to online versions, resulting in a significant increase in attendance, and created other online courses to prepare students for competency exams.

LAKE SUMTER COMMUNITY COLLEGE, LEESBURG, FLORIDA

2005 – 2008

SENIOR MANAGER, EDUCATOR PREPARATION INSTITUTE, TEACHER CERTIFICATION PROGRAM

- Developed a competency-based certification program for students with four-year college degrees seeking career changes, as well as for students seeking a K-12 teaching position, including online professional development for practicing teachers seeking recertification.
 - Accomplished through a contract attained from grant funding.
- Awarded with the president's "innovation" award for successful program development and expansion.
- Collaborated with the Dean of Arts and Sciences to develop an infrastructure for new programs, to create job descriptions, and oversee the faculty and budget and write grants.
- Obtained training related to mandates and certification, and alternative course delivery options.
- Networked with various departments to ensure optimal service delivery to students.

FACULTY/MANAGER, EARLY CHILDHOOD EDUCATION

2004 – 2008

- Developed associate science and applied science degree programs in early childhood education with specialty options in childcare management and pre-school curriculum.
- Conceptualized and instructed courses, while managing and promoting new programs to childcare providers.
- Liaised with adjunct ECE faculty and collaborated with children's community organizations.
- Trained childcare providers and networked and assisted with developing articulation agreements and credit.

SALEM STATE COLLEGE, SALEM, MASSACHUSETTS

2001 – 2004

DIRECTOR, ADVANCING THE FIELD OF EARLY CARE & EDUCATION

- Led a three-year project, contracted by the MA Department of Education, focused on advancing the educational level of practitioners (PK-3) who did not complete their education.
 - Developed and managed a variety of services in collaboration with college administration and faculty, community agencies and state regulatory agencies.
- Advised students with a variety of learning needs, oversaw the budget, published a bi-monthly online newsletter, and reported program activities at state-wide conferences.
- Wrote grant proposals, researched new course development, scripted and produced a video demonstrating the history and success of the program, and assisted with meeting accreditation requirements.

NATIONAL COALITION FOR EDUCATIONAL & CULTURAL PROGRAMS, STONEHAM, MASSACHUSETTS

1991 – 2004

FOUNDER/PRESIDENT

- As a non-profit agency, earned recognition as a professional development provider, an agency that granted early childhood continuing education units and a provider of scholarships.
- Developed numerous courses, including instructor teacher education, recruitment and training, grant writing, long range business planning, fiscal development, and establishing business partners.
- Networked within the community to market services, spearheaded the collaboration with Reading Rainbow, resulting in co-sponsorship for a TV program, "Words that Cook! Parenting with Children's Books."
- Created and provided professional training and mentoring for staff, focused on consensus building and conflict resolution, and established a series of distant education early childhood courses, "Preschool Curriculum," "Behavior Management," "Creating Learning Environments," "Supervision and Staff Development," "Time Management and Goal Setting," and "Children with Special Needs."

SALEM STATE COLLEGE, NORTH SHORE COMMUNITY COLLEGE, DANVERS, MASSACHUSETTS

1989 – 2004

VISITING LECTURER

- Instructed graduate and undergraduate-level courses on a continuous basis, utilizing administrative and educational technology during traditional semesters and intensive sessions.

Training & Education

Doctor of Education, Leadership in Higher Education Administration,

University of Massachusetts, Boston, MA (2004)

Infant/Toddler Development Specialist Certificate, University of Central Florida, Orlando, FL (2007)

Master of Arts, Education, Lesley University, Cambridge, MA (1987)

BACHELOR OF ARTS, ENGLISH, MERRIMACK COLLEGE, NORTH ANDOVER, MA (1981)

Healthy Families America- Parent Survey for Community Outreach Core and Supervisors' Training (2019);

Foundations for Family Support Core and Supervisors' Training (2019)

ACERT (Adverse Childhood Experiences Response Team) Training (2019)

2019 Best Practices Conference on Student Behavioral Health (2019)

Know & Tell e-Course, identifying and reporting abuse and neglect (2019)

Trauma-Informed Care & the Pyramid Model, Wellness: Taking Care of Yourself (2019)

Skill Building for Trauma Informed Childcare Practices (2018)

Growing Up ACES: Supporting children ages 0-8 and families experiencing adversity (2018)

Nonviolent Crisis Intervention Training, Certified (2017)

Students' Behavioral Health, New Hampshire School Administrators Association Conference (2019)

Principals' Academy, Drummond & Woodsum Attorneys at Law, (2018)

Pyramid Model Coach, Certified Trainer, Teaching Pyramid Observation Tool; Prevent, Teach and Reinforce Appropriate

Behavior, New Hampshire Department of Education/ CSEFEL (2017, 2018)

Grants

- (2019) Couch Family Foundation, MA, \$23,000.00 to support a collaboration between the SRVRTC and preschool whereby students in the Building and Trades program construct playground materials for preschool.
- (2018) Hannaford Bros, ME, \$750.00 to support nutrition curriculum, including gardening, food groups, portion sizes and healthy choices.
- (2018) Jack and Dorothy Byrnes Foundation, NH, \$5,000.00 to enhance playground accessibility & safety.
- (2017) Jack and Dorothy Byrnes Foundation, NH, \$13,500.00 to create a sensory room for use by preschool, and other district programs, to calm the senses and adjust energy levels to improve focus, mood and behavior.
- (2015) Community Wellness Mini-Grant, New London Hospital, NH \$2,500.00 to purchase commercial equipment for use in preparing healthy snacks for children as part of a new course, Health Safety and Nutrition, which will be required by New Hampshire Child Care Licensing. Locally grown produce will be the focus of food and nutrition education for children based on daily snacks that will be prepared by students and teachers.
- (2012) Project Learning Tree & Eastern New Mexico University College of Education grant award \$2,000.00 to develop a science/nutrition curriculum with materials, in collaboration with students, and make it available throughout New Mexico
- (2011) Daniel's Fund grant award \$8,469.00 to renovate lab school bathrooms
- (Spring 2010) ENMU internal grant award \$700.00 to enhance distance learning
- (2009) New Mexico Department of Health, competitive grant award \$5,000.00 to develop a preschool health and wellness curriculum
- (2008) ENMU internal competitive grant award \$2,925.00 research/teaching/learning
- (2008) ENMU internal competitive grant award \$1,000.00 student success
- (2007-2008) Florida Department of Education (FLDOE) competitive grant award \$264,039.00 for Educator Preparation Institute (EPI) expansion
- (2006-2007) FLDOE grant award \$86,261.00 for EPI continuation
- (2006-2007) FLDOE competitive grant award \$268,650.00 for EPI expansion
- (2005-2006) FLDOE grant award \$54,261.00 for EPI continuation
- (2005-2006) FLDOE competitive grant award \$154,151.00 for EPI start up

Publications

- Edwards, D. & Greata J. (2012) "Administration of Preschool Programs" in *A Handbook of Early Childhood Education*. (pp.175-186). New York, NY: Nova
- Edwards, D. & Greata J. (2012) "Preschool Curriculum" in *A Handbook of Early Childhood Education*. (pp.154-174). New York, NY: Nova
- Edwards, D. *Vic & Tary*: a big book for preschool children featuring ENMU's greyhound mascots. (Spring 2010). Written for use by ENMU's Marketing Department
- Edwards, D, & Ricci G. "Best Practices in Teacher Certification Programs." SACS online journal, premier edition. (Spring 2008).
- Edwards, D. "Testing the Limits: The Impact of Education Reform on Massachusetts Early Childhood Teacher Preparatory Programs in Public Schools of Higher Education." Doctoral Dissertation, *University of Massachusetts Boston*. (September 2004).
- Edwards, D. "Public Factors That Contribute to School Readiness." *Early Childhood Research & Practice*. (Fall 1999) V. 1, N. 2. (<http://ecrp.uiuc.edu/v1n2/edwards.html>).
- Edwards, D. "Sharing the Wealth of Knowledge: Turning Early Childhood Continuing Education Units Into Teaching Tools." *Exchange*. Newsletter of Title I. V.1, N. 2 (Winter 1996).

Melony Lawlor Williams, MA, LCMHC

Summary

- Highly skilled licensed clinician with 9 years of experience working with children, adults and families.
- Experienced treating children and families in multiple setting including residential treatment, outpatient and home-based.
- Passionate about interventions focused on prevention and early intervention strategies.

Certification

Licensed Clinician Mental Health Counselor (NH), # 650

Employment History

10/2005 - Present Clinical Supervisor

TLC Family Resource Center, Claremont, NH

Provide home based services to pregnant women and families with young children. Focus of home visits is attachment, education about fetal and child development, parenting education and connection to community resources. Utilize videotaping as an intervention to improve attachment and co-facilitate Mother's Journal group monthly for agency clients and members of the community. Trained in Child Parent Psychotherapy by Dr. Joy Osofsky and Dr. Patricia Van Horn and facilitate CPP with four families at present, two families being seen for services in their homes. Participate in weekly CPP team supervision with a group of experienced and talented clinicians from the local mental health agency and Dartmouth Hitchcock Medical Center.

3/04- 12/03 Program Coordinator/Clinical Coordinator

Harbour House, Springfield, VT

Coordinated this six bed stabilization unit for children six to sixteen years old who were experiencing mental health crises. Focused on short term interventions as length of stay was 7-10 days. Completed diagnostic evaluations and facilitated individual, group and family therapy sessions as clinically indicated. Case management was a key element in this position and I conducted team meetings on a regular basis, working closely with local mental health agencies as well as Department of Children and Families. I was also responsible for hiring and supervision of employees.

6/02-12/03 Art Therapist/ Child and Family Therapist

Namaqua Center, Loveland, CO

Created the art therapy program at this residential treatment facility for emotionally disturbed children ages three through twelve. Facilitated individual and group art therapy sessions, while also supervising graduate level interns from a local university. As a child and family therapist I worked with a caseload of five children in the residence and their families and also gained experience working with outpatient clients from the community. Additionally, I provided training on sexualized behavior in children to the center's employees after being trained in this

curriculum.

8/01- 6/02 Acute Treatment Unit Clinician

North Range Behavioral Health, Greeley, CO

Conducted individual and group therapy sessions with mentally ill adults at this short-term inpatient psychiatric center. Completed intake assessments and treatment plans, conducted case management services and attended daily consultations with the psychiatrist to assess patients' medication needs. Also created and facilitated art therapy group interventions aimed at meeting the needs of the population in attendance at the center, which continually shifted.

5/01- 9/03 HeART Talks Program Coordinator

Colorado Heritage Camps, Denver, CO

Assisted in the development of age appropriate therapeutic art interventions for transracially/transculturally adopted children and created a manual about this work. Also implemented these interventions with over 500 transracially/transculturally adopted children per summer at culture camps. Part of this position included speaking with parents about the art sessions as well as discussions about handling adoption issues effectively and empathically.

8/00- 4/01 Family Therapist

Youth and Family Services, Skowhegan, ME

Facilitated intensive home-based therapy sessions for thirteen week intervals with families at risk of losing a child to out of home placement, working with a co-therapist throughout the treatment process. Also provided case management services during treatment and upon discharge. Utilized creative arts interventions when appropriate and beneficial for the clients.

1/98- 9/01 Toddler Teacher

The Elm Tree, Boulder, CO

Implemented developmentally appropriate activities for eleven children ages 18 months to three years old. Created positive relationships with parents that enabled open communication about successes and challenges of their children. Joined the National Association for Education of Young Children and attended annual conferences to gain up to date information about developments in the field.

Education

2000 M.A. Transpersonal Counseling Psychology/ Art Therapy
Naropa University, Boulder, CO

1996 B.A., Art Therapy
Mercyhurst College, Erie, PA

Professional Presentations/Publications

Williams, M. (2010). Child parent psychotherapy at good beginnings: The Sunapee/ Kearsarge League of Women Voters Annual Meeting: Claremont, NH.

Gassett, S., Jameson, K, Williams, M & Van Bremen, J. (2010). Two interventions to promote attachment: Videotaping and mother's journal: New Hampshire Association for Infant Mental Health Conference: Lincoln, NH.

Gasset, S, Williams, M & Van Bremen, J. (2009). Mother's journaling manual. Claremont, NH: Good Beginnings of Sullivan County.

Lawlor, M. (2003). The heart talks manual: A guide to utilizing art therapy techniques with transracially/transculturally adopted children. Denver, CO: Colorado Heritage Camps, Inc.

Farrelly Hansen, M. & Lawlor, M. (2003). "Art therapy support groups for transculturally and/or transracially adopted children" In D. Betts (Ed.), Creative arts therapies approaches in adoption and foster care: Contemporary strategies for working with individuals and families. Springfield, IL: Charles C. Thomas.

Lawlor, M. (2001). Broadening therapeutic boundaries to bring art home: Home based art therapy: American Art Therapy Association Conference: Albuquerque, NM.

Lawlor, M. (2000). Art and meditation in the passageway: A student's internship experience: American Art Therapy Association: St. Louis, MO.

RENE COUITT

OBJECTIVE

To obtain a position in the social services field where I can utilize my skills and training as a support system for children and families. I am a reliable and efficient individual who enjoys working with children and their families.

EXPERIENCE

2007-Present TLC Family Resource Center Claremont, NH
Intake Coordinator

- Manage and respond to all referrals received by the agency.
- Collect, manage and report on agency data, documentation & statistics.
- Provide training and support to parent educators.

1999-2007 Good Beginnings of Sullivan County Claremont, NH
Parent Educator/Assistant Program Director

- Case Manager and Parent Educator for 50 families annually.
- Program management in absence of Executive Director.

1997-1999 Spurwink School Newport, NH
Case Manager-

- Devise and implement treatment plans & goals for students & families.
- Provide therapeutic intervention for children and families.
- Coordinate services for children with schools and community agencies.

1995-1997 Valley Regional Hospital Claremont, NH
Case Manager

- Conduct assessments and plan treatment goals for at-risk adolescents.
- Provide home visits including crisis management as needed.
- Participate in inter-agency collaboration with DCYF and mental health providers

1993-1995 Milestones Children's Center Newport, NH
Teacher

- Managed daily routine of classroom for children ages three to five.
- Collaborated with preschool special education team.
- Implemented and directed newly established summer program.

EDUCATION

1989-1983 Quinnipiac College New Haven, CT

- B.A., Psychology.
- Graduated Cum Laude.

CERTIFICATIONS

CPR, First Aid and SOLVE.

ERIN A. KELLY

SUMMARY

Enthusiastic, personable and dedicated professional with 10+ years experience in supporting and advocating for clients with a wide range of skills and goals. Proven track record in dependability, communication and organizational skills. Ability to multi-task, prioritize and analyze to obtain best possible outcomes.

SKILLS

- Active listening
- Reading Comprehension
- Service Orientation
- Familiar with confidentiality procedures
- Critical Thinking
- Writing
- Excellent Time Management Skills
- Judgement and Decision Making
- Coordination
- Problem Sensitivity
- Organizational skills,
- Excellent Communication skills
- Ability to analyze situations from multiple vantage points
- Very versed in experience with the public, from varied socio-economic classes
- Recent CPR and First Aid Certification
- Life long learner- have attended countless conferences, seminars, and panel as well as collaboration efforts with other area organizations.

WORK EXPERIENCE

April 2016 - Present

TLC Family Resource Center
Parent Educator

- Active listening
- Assist clients in meeting a wide range of goals
- Trained as a Healthy Families America home visitor- to promote child well-being and prevent the abuse and neglect of our nation's children through home visiting services.
- Trained in Growing Great Kids evidence-based curriculum for building strong attachment bonds, supporting their child's development, meeting their basic care needs, and developmental assessments.
- Build and sustain community partnerships to systematically engage overburdened families prenatally or at birth. Enhance family functioning by reducing risk and building protective factors. Promote healthy childhood growth and development through GSK curriculum, Ages & Stages developmental screenings and assistance getting to Well Child Checks.
- Work closely with RN and supervisor to provide quality services to families in Sullivan and Grafton counties.

January 2007 - April 2016

Southwestern Community Services - Head Start

Family Advocate

- Assist families in goal setting, finding available resources, educational opportunities, referrals to outside agencies
- Familiarity with social service agencies in the area
- 100% success rate in program wide federal reviews
- Maintain clients' records from application to graduation from the program
- Manage client database

- Compliance with Office of Head Start initiatives, policies and procedures.

Summer 2008 & 2009

West Central Behavioral Health

Behavioral Support

&

Summer 2004 & 2005

Health Care and Rehabilitation Services of Southeastern Vermont

Behavioral Support

- Assisted children with their therapeutic goals as outlined by their treatment plan
- Provide support, role modeling, and help identifying strengths
- Offer advice in overcoming challenges and support growing self-confidence
- Implemented daily activities including group and confidence building exercises for youth at risk

Summer to Fall 2006

Connecticut Valley Home Care and Hospice

Companion & Homemaker

- Assist the elderly and disabled with household chores, errands
- Acted as companion and friend to help maintain their safety and lifestyle

Summer 2004

Upwey Farms

Milker

- Daily milking upwards of 60 head
- Light farm chores

2003-2006

Griswold Library, Green Mountain College

Librarian/Archival Assistant

- Cataloging, circulation of materials, archiving, and interlibrary loans

EDUCATION

2003-2006 Green Mountain College Poultney, Vermont

Sociology/Anthropology

- B.A.
- Cumulative GPA 3.6

2007 -Present

- Professional development documentation, training certificates in a wide variety of topics available upon request.

AWARDS

- Magna Cum Laude
- Sociology/Anthropology Senior Award
- President's List: 2 Semesters
- Dean's List: 2 Semesters

EXTRACURRICULAR/VOLUNTEER WORK

- Poultney Partners Mentoring Club 2004-2006
- Kiwanis Club of Claremont, member 2008-2011
- Claremont Cares gift giving program 2007 - present

RELATED EXPERIENCE AND COURSE WORK

Karen W. Jameson, M.Ed, RN

Education:

University of Maine, Orono, ME
Bachelor of Science in Animal, Veterinary and Aquatic Sciences May 1991

New Hampshire Community Technical College, Claremont, NH
Associate degree in nursing May 2001

Plymouth State University, NH
M.Ed/ in Health Education – May 2009

Professional

Experience: TLC Family Resource Center

(9/02- present)

Registered Nurse/Lactation Counselor/Home Visiting Coord.: Function as a member of a dynamic team providing comprehensive health and parenting support to pregnant women, children and families. Provides health education and encouragement to ensure the best possible outcomes for infant and mother. Network with other social service agencies.

Valley Regional Hospital, Claremont, NH 03743

(6/01-12/02)

Registered Nurse: Assessed, diagnosed, planned, implemented and evaluated health care strategies for patients in a fast-paced medical and surgical unit.

Planned Parenthood of Northern New England, West Lebanon, NH 03784

(9/94-5/03)

Health care Assistant/ Registered Nurse: Performed a variety of medical, clerical, and administrative functions in a busy health care facility. Responsible for client safety, education and advocacy.

Dartmouth College, Biology Department, Hanover, NH 03755

(1/93-1/94)

Laboratory technician: Directly responsible for the efficient operation of a cell biology research lab. Supervised and trained several undergraduate students, ordered and inventoried supplies, performed various scientific assays. Assisted in grant application process.

Avian farms International, Waterville, ME 04989

(12/91-7/92)

Barn Manager: Independently supervised three employees in the care of 4,000 genetic research chickens. Responsible for barn safety, flock health, record keeping, egg production and egg hatchability. Member of company safety committee.

Kristina Smith

Education/Training

2013 Bachelor of Science
Major: Child Development
Colby Sawyer College, New London, NH

Growing Great Kids Prenatal to 36 Months
Standards of Quality for Family Strengthening & Support
Strengthening Families Framework

Experience

Parent Educator, March 2019 – Current

TLC Family Resource Center, Claremont, NH

- ⇒ Provide strength based and relationship focused services to families, including care coordination
- ⇒ Implement home visits to promote healthy family relationships and child development
- ⇒ Teach and model Growing Great Kids curriculum
- ⇒ Help families assess their strengths and concerns
- ⇒ Assist families in developing goals and action steps around the Five Protective Factors
- ⇒ Support families in accessing community resources
- ⇒ Actively contribute to the Parent Support Team
- ⇒ Engage in ongoing professional development and community outreach activities

Lead Teacher Infant Room, August 2015 – September 2018

Children's Center (CCUV), Lebanon, NH

- ⇒ Develop Lesson Plans
- ⇒ Assess children's needs and development
- ⇒ Ensure the safety of all children
- ⇒ Follow licensing regulations
- ⇒ Maintain open communication with parents

Afterschool Site Supervisor, October 2014 – April 2015

Kids after School Time (KAST), Hanover, NH

- ⇒ Supervise staff and children
- ⇒ Plan (Daily schedule and activities)
- ⇒ Ensure the safety of all children
- ⇒ Communicate with parents and staff

Volunteer Experience

Spring 2013, Social Policy Class

Shared oversight and fundraising responsibilities to host an inclusive community event for families with and without special needs.

2011-2012, CHAD, Lebanon, NH

Shared responsibilities in assisting with fundraising activities and helped provide support at the fundraising sites. Worked with the children to create activities and design a fair.

2006-2009, Amateur Athletic Union Basketball Team, Lake Sunapee Region

Served as the Assistant Head Coach. Coached 20 children ages 13-15-years-old. Created/led drills and practices. Shared oversight and responsibilities with the coach and parents in scheduling tournaments.

BRENDA L. FOLEY

SKILLS & EXPERIENCE as acquired and demonstrated through trainings, education, and life/work history.

- Strong ability to communicate effectively with diverse populations
- Interpersonal relationship building and conflict resolution
- Ability to adapt to difficult situations
- Detail oriented
- Capable problem solver
- Good organizational skills
- Efficient computer abilities
- Effective time and project management
- Leadership skills

EDUCATION

Granite State College, Claremont, NH

- Bachelor of Science degree in Health & Human Services.
- Graduation: December 2006. Summa Cum Laude
- Recipient of Granite State College's 2006-2007 Merit Scholarship Award.

Andover College, Portland, ME

- Associate in Applied Science degree. Medical Assisting major/Human Services minor.
- Graduation: May 2002. GPA 4.0
- Recipient of Andover College's President Cup Award 2002.

EMPLOYMENT

Resident Services Coordinator, POAH Communities at Sugar River Mills Claremont, NH (5/13-4/15)

- Develop and implement supportive service programming in collaboration with residents, site staff and management and local community service providers.
- Identify, assess and coordinate the delivery of services with service providers and contractors
- Maintain all necessary information and reports in a confidential manner following the regulatory guidance provided by HUD.

Economic Independence / Direct Services Coordinator, TPN Claremont, NH (12/03-6/05; 12/09-5/13)

- Developed, coordinated and supervised the EIP, a grant funded program designed to promote and assist victim/survivors of domestic abuse, sexual assault, and stalking with whatever s/he may identify in order to reach self sufficiency and economic independence.
- Educated and trained community and businesses of trauma informed services.
- Coordinated and supervised agency D.S. staff and services including 24-hour crisis and support line, individual peer support counseling; group facilitation; outreach services, social services, legal, medical, law enforcement, and court advocacy and mediation, transportation; shelter and safe home placement; and referrals and follow up.
- Established and maintained collaborative working relationships with community providers including police, courts, attorneys, clergy, and medical mental health and social service providers.
- Recruited, trained, and retained 24-hour volunteer task force.

Independent Services Coordinator, Self-employed Contractor, Claremont, NH (12/09-present)

- Provide services as described below for two individuals who with the agreement and consent of their guardians requested I continue as their case manager by contracting independently with PathWays.

Family Services Coordinator, PathWays of the River Valley, Claremont, NH (12/06-12/09)

- Provided comprehensive case management social role valorization, and advocacy for persons with developmental disabilities and /or traumatic brain injury, ensuring the preservation of civil rights and those rights to treatment and services as set forth in NH RSA 171-A.
- Facilitated planning meetings, individual budgets, legal processes; and acted as a liaison between the individual, community, state agencies, and service providers.

COMMUNITY SERVICE & VOLUNTEERISM

- Notary Public, State of New Hampshire, Commission expires February 2, 2016
- Crisis Intervention Volunteer Advocate, TPN Sullivan County 2005-2009, 2013-present
- Team Leader: Steppin Up to End Violence annual walk, TPN 2007-present

DR. DIANE EDWARDS

Areas of Expertise

- | | | |
|----------------------------|-------------------------------------|------------------------|
| ▪ Professional Development | ▪ Teacher Education | ▪ Grant Proposals |
| ▪ Program Development | ▪ Research/Projects | ▪ Financial Management |
| ▪ Staff Supervision | ▪ Project Management/Administration | ▪ Industry Networking |
| ▪ Compliance/Licensing | ▪ Course Instruction Development | ▪ Teaching Advisement |
-

Key Skills Assessment

LEADERSHIP – Direct and manage teams to successfully achieve organizational goals and foster collaboration.

Professional Experience

CLAREMONT SCHOOL DISTRICT, Claremont, NH

2017- present

DIRECTOR OF PRESCHOOL

- Direct and supervise 1 special education coordinator, 3 early childhood special educators, 8 paraprofessionals, 5 support service providers, and 1 administrative assistant.
- Develop program handbooks and brochures for families and staff, develop program marketing materials.
- Implement and support best practices for service delivery, staffing, and professional development.
- Report to the Director of Special Education for developing and monitoring preschool's services and growth.
- Steer and coordinate grant projects, including identifying, applying and documenting outcomes.
- Steer and coordinate curriculum selection and implementation according to the program's action plan, district and state requirements.
- Contribute to district-level discussions to align screening tools and assessments utilized in preschool with kindergarten (Brigance and ASQ-2SE), and data collection to assess the impact of preschool.
- Collaborate with community partners for community outreach, including student teachers, weekly programing, monthly newsletters and annual report.
- Facilitate professional development, conduct weekly staff meetings, attend administrative team meetings, supervise teachers on Alt 4 plans, participate in leadership team meetings and present to the school board as needed.

COLBY-SAWYER COLLEGE, NEW LONDON, NH

2013 – 2017

DIRECTOR, TEACHER EDUCATION & WINDY HILL LABORATORY SCHOOL

- Directed and supervised 8 teachers and twenty-four student workers and substitute teachers per semester and manage a wide scope of financial responsibilities.
- Coordinated licensing operations and ensure compliance with the state's licensing and accreditation standards.
- Steered and coordinated all research and projects, as well as related documentation.
- Compile Title II reports for the teacher education program and supervise program compliance.
- Placed and mentored teacher-education candidates.
- Recommend students for teacher certification.
- Taught a variety of courses aligned with certification standards, and model best practices.

COLBY-SAWYER COLLEGE, NEW LONDON, NH

2013 – 2017

ASSOCIATE PROFESSOR

- Developed and instructed educational courses, "Exceptional Students," "Literacy Education," "Foundations of Education," "Introduction to Early Childhood Education," "Atypical Development and Behavior I," "Student Teaching," "Health Safety and Nutrition for Young Children," "Language and Creative Arts Birth-5," and "Early Childhood Internships," "Integrated Practicum I and II," and "Student Teaching Internship."
- Key participant in the review process and curriculum conversion for student's major and minor coursework.
- Collaborated with social sciences and education faculty.
- Advised students in the early childhood development program.

- Represented the institution on State early childhood committees, collaborate with 2-year institutions to develop program to program articulation agreements, and collaborate with community partners for service-learning projects.
- Created child development talking points/career paths for admissions, provide tours and participate in recruitment activities.
- Networked with local and regional agencies to develop partnerships for internship placements.

EASTERN NEW MEXICO UNIVERSITY, PORTALES, NM

2008 – 2012

DIRECTOR, CHILD DEVELOPMENT LABORATORY SCHOOL

- Directed 2 master teachers, sixteen student workers and substitute teachers per semester, while managing financial responsibilities, such as budget, billing, payroll and monthly food claims compilation.
- Coordinated licensing operations, and ensured compliance with the state's licensing and standards, as well as the compliance for the kitchen guidelines, state food program requirements and high-quality rating standards.
- Led and coordinated all research and projects, and managed child and parent administration.

EASTERN NEW MEXICO UNIVERSITY, PORTALES, NM

2008 – 2012

ASSOCIATE PROFESSOR WITH TENURE

- Garnered subject matter expertise on key educational courses for early childhood education, including "Practicum in Early Childhood Education," "Quality Early Education for All" (completely online), "Health, Safety and Nutrition," (completely online), "Curriculum Development and Implementation I," "Curriculum Development and Implementation II," (hybrid), and "Family and Community Collaboration (hybrid).
- Developed teacher license guide to assist early childhood education students, and coached licensure candidates.
- Converted traditional courses to online versions, resulting in a significant increase in attendance, and created other online courses to prepare students for competency exams.

LAKE SUMTER COMMUNITY COLLEGE, LEESBURG, FL

2005 – 2008

SENIOR MANAGER, EDUCATOR PREPARATION INSTITUTE, TEACHER CERTIFICATION PROGRAM

- Developed a competency-based certification program for students with four-year college degrees seeking career changes, as well as for students seeking a K-12 teaching position, including online professional development for practicing teachers seeking recertification.
 - Accomplished through a contract attained from grant funding.
- Awarded with the president's "innovation" award for successful program development and expansion.
- Collaborated with the Dean of Arts and Sciences to develop an infrastructure for new programs, to create job descriptions, and oversee the faculty and budget and write grants.
- Obtained training related to mandates and certification, and alternative course delivery options.
- Networked with various departments to ensure optimal service delivery to students.

LAKE SUMTER COMMUNITY COLLEGE, LEESBURG, FL

2004 – 2008

FACULTY/MANAGER, EARLY CHILDHOOD EDUCATION

- Developed associate science and applied science degree programs in early childhood education with specialty options in childcare management and pre-school curriculum.
- Conceptualized and instructed courses, while managing and promoting new programs to childcare providers.
- Liaised with adjunct ECE faculty and collaborated with children's community organizations.
- Trained childcare providers and networked and assisted with developing articulation agreements and credit.

SALEM STATE COLLEGE, SALEM, MA

2001 – 2004

DIRECTOR, ADVANCING THE FIELD OF EARLY CARE & EDUCATION

- Led a three-year project, contracted by the MA Department of Education, focused on advancing the educational level of practitioners (PK-3) who did not complete their education.
 - Developed and managed a variety of services in collaboration with college administration and faculty, community agencies and state regulatory agencies.
- Advised students with a variety of learning needs, oversaw the budget, published a bi-monthly online newsletter, and reported program activities at state-wide conferences.
- Wrote grant proposals, researched new course development, scripted and produced a video demonstrating the history and success of the program, and assisted with meeting accreditation requirements.

NATIONAL COALITION FOR EDUCATIONAL & CULTURAL PROGRAMS, STONEHAM, MA
FOUNDER/PRESIDENT

1991 – 2004

- As a non-profit agency, earned recognition as a professional development provider, an agency that granted early childhood continuing education units and a provider of scholarships.
- Developed numerous courses, including instructor teacher education, recruitment and training, grant writing, long range business planning, fiscal development, and establishing business partners.
- Networked within the community to market services, spearheaded the collaboration with Reading Rainbow, resulting in co-sponsorship for a TV program, "Words that Cook! Parenting with Children's Books."
- Created and provided professional training and mentoring for staff, focused on consensus building and conflict resolution, and established a series of distant education early childhood courses, "Preschool Curriculum," "Behavior Management," "Creating Learning Environments," "Supervision and Staff Development," "Time Management and Goal Setting," and "Children with Special Needs."

SALEM STATE COLLEGE, NORTH SHORE COMMUNITY COLLEGE, DANVERS, MA
VISITING LECTURER

1989 – 2004

- Instructed graduate and undergraduate-level courses on a continuous basis, utilizing administrative and educational technology during traditional semesters and intensive sessions.

Education & Training

Students' Behavioral Health, New Hampshire School Administrators Association Conference (2019)
Principals' Academy, Drummond & Woodsum Attorneys At Law, (2018)
Pyramid Model Coach, Certified Trainer, Teaching Pyramid Observation Tool, New Hampshire Department of Education/ CSEFEL (2017, 2018)
Infant/Toddler Development Specialist Certificate, University of Central Florida, Orlando, FL (2007)
Doctor of Education, Leadership in Higher Education Administration, University of Massachusetts, Boston, MA (2004)
Master of Arts, Education, Lesley University, Cambridge, MA (1987)
BACHELOR OF ARTS, ENGLISH, MERRIMACK COLLEGE, NORTH ANDOVER, MA (1981)

Grants

New Hampshire

(Spring 2019) Couch Family Foundation, MA, \$23,000.00 to support a collaboration between the SRVRTC and preschool whereby students in the Building and Trades program construct playground materials for preschool and preschool teachers describe the benefits of the play materials to children's development in video clips to be aired on Claremont TV- application in process.

(Fall 2018) Hannaford Bros, ME, \$750.00 to support nutrition curriculum, including gardening, food groups, portion sizes and healthy choices.

(Spring 2018) Jack and Dorothy Byrnes Foundation, NH, \$5,000.00 to enhance playground accessibility & safety.

(Fall 2017) Jack and Dorothy Byrnes Foundation, NH, \$13,500.00 to create a sensory room for use by preschool, and other district programs, to calm the senses and adjust energy levels to improve focus, mood and behavior.

(Summer 2015) Community Wellness Mini-Grant, New London Hospital, NH \$2,500.00 to purchase commercial equipment for use in preparing healthy snacks for children as part of a new course, Health Safety and Nutrition, which will be required by NH Child Care Licensing. Locally grown produce will be the focus of food and nutrition education for children based on daily snacks that will be prepared by students and teachers.

New Mexico

(Spring 2012) Project Learning Tree & ENMU College of Education grant award \$2,000.00 to develop a science/nutrition curriculum with materials, in collaboration with students, and make it available throughout NM

(Spring 2011) Daniel's Fund grant award \$8,469.00 to renovate lab school bathrooms

(Spring 2010) ENMU internal grant award \$700.00 to enhance distance learning

(Fall 2009) New Mexico Department of Health, competitive grant award \$5,000.00 to develop a preschool health and wellness curriculum

(Fall 2008) ENMU internal competitive grant award \$2,925.00 research/teaching/learning

(Fall 2008) ENMU internal competitive grant award \$1,000.00 student success

Florida

(7/07-6/08) Florida Department of Education (FLDOE) competitive grant award \$264,039.00 for Educator Preparation Institute (EPI) expansion

(7/06-6/07) FLDOE grant award \$86,261.00 for EPI continuation

(7/06-6/07) FLDOE competitive grant award \$268,650.00 for EPI expansion

(7/05-6/06) FLDOE grant award \$54,261.00 for EPI continuation

(7/05-6/06) FLDOE competitive grant award \$154,151.00 for EPI start up

Publications

Edwards, D. & Greata J. (2012) Administration of Preschool Programs in A Handbook of Early Childhood Education, (pp.175-186). New York, NY: Nova

Edwards, D. & Greata J. (2012) Preschool Curriculum in A Handbook of Early Childhood Education, (pp.154-174). New York, NY: Nova

(Spring 2010). "Vic & Tory" a big book for preschool children featuring ENMU's greyhound mascots. Written for use by ENMU's Marketing Department.

(Spring 2008). "Best Practices in Teacher Certification Programs" accepted for publication in SACS online journal, premier edition.

(September 2004). "Testing the Limits: The Impact of Education Reform on Massachusetts Early Childhood Teacher Preparatory Programs in Public Schools of Higher Education." Doctoral Dissertation, *University of Massachusetts Boston*.

(Fall 1999). "Public Factors That Contribute to School Readiness," *Early Childhood Research & Practice*. V. 1, N. 2. (<http://ecrp.uiuc.edu/v1n2/edwards.html>).

(Winter 1996). "Sharing the Wealth of Knowledge: Turning early childhood continuing education units into teaching tools." *Exchange*. Newsletter of Title I. V.1, N. 2.

Melony Lawlor Williams, MA, LCMHC

Summary

- Highly skilled licensed clinician with 18 years of experience working with children, adults and families.
- Experienced treating children and families in multiple setting including residential treatment, outpatient and home-based.
- Passionate about interventions focused on prevention and early intervention strategies.

Certification

Licensed Clinician Mental Health Counselor (NH), # 650

Employment History

10/2005 - Present Clinical Supervisor/Parent Educator/ Therapist

TLC Family Resource Center/Good Beginnings, Claremont, NH

Provide home based services to pregnant women and families with young children. Focus of home visits is attachment, education about fetal and child development, parenting education and connection to community resources. Utilize videotaping as an intervention to improve attachment . Trained in Child Parent Psychotherapy by Dr. Joy Osofsky and Dr. Patricia Van Horn and facilitate home and office based therapy with agency clients. Trained by ALIVE! To implement the Miss Kendra curriculum and have facilitated Miss Kendra programming in 4 kindergarten classrooms for one year. Have provided individual and group clinical supervision to staff of five.

3/04- 12/03 Program Coordinator/Clinical Coordinator

Harbour House, Springfield, VT

Coordinated this six bed stabilization unit for children six to sixteen years old who were experiencing mental health crises. Focused on short term interventions as length of stay was 7-10 days. Completed diagnostic evaluations and facilitated individual, group and family therapy sessions as clinically indicated. Case management was a key element in this position and I conducted team meetings on a regular basis, working closely with local mental health agencies as well as Department of Children and Families. I was also responsible for hiring and supervision of employees.

6/02-12/03 Art Therapist/ Child and Family Therapist

Namaqua Center, Loveland, CO

Created the art therapy program at this residential treatment facility for emotionally disturbed children ages three through twelve. Facilitated individual and group art therapy sessions, while also supervising graduate level interns from a local university. As a child and family therapist I worked with a caseload of five children in the residence and their families and also gained experience working with outpatient clients from the community. Provided training on sexualized behavior in children to the center's employees after being trained in this curriculum.

8/01- 6/02 Acute Treatment Unit Clinician

North Range Behavioral Health, Greeley, CO

Conducted individual and group therapy sessions with mentally ill adults at this short-term

inpatient psychiatric center. Completed intake assessments and treatment plans, conducted case management services and attended daily consultations with the psychiatrist to assess patients' medication needs. Also created and facilitated art therapy group interventions aimed at meeting the needs of the population in attendance at the center, which continually shifted.

5/01- 9/03 HeART Talks Program Coordinator

Colorado Heritage Camps, Denver, CO

Assisted in the development of age appropriate therapeutic art interventions for transracially/transculturally adopted children and created a manual about this work. Also implemented these interventions with over 500 transracially/transculturally adopted children per summer at culture camps. Part of this position included speaking with parents about the art sessions as well as discussions about handling adoption issues effectively and empathically.

8/00- 4/01 Family Therapist

Youth and Family Services, Skowhegan, ME

Facilitated intensive home-based therapy sessions for thirteen week intervals with families at risk of losing a child to out of home placement, working with a co-therapist throughout the treatment process. Also provided case management services during treatment and upon discharge. Utilized creative arts interventions when appropriate and beneficial for the clients.

1/98- 9/01 Toddler Teacher

The Elm Tree, Boulder, CO

Implemented developmentally appropriate activities for eleven children ages 18 months to three years old. Created positive relationships with parents that enabled open communication about successes and challenges of their children. Joined the National Association for Education of Young Children and attended annual conferences to gain up to date information about developments in the field.

Education

2000 M.A. Transpersonal Counseling Psychology/ Art Therapy
Naropa University, Boulder, CO

1996 B.A., Art Therapy
Mercyhurst College, Erie, PA

Professional Presentations/Publications

Williams, M. (2016). Using the Rocking Chair Project with Healthy Families America Participants to Increase Attachment: Prevent Child Abuse America National Conference: Cincinnati, OH.

Williams, M. (2010). Child parent psychotherapy at good beginnings: The Sunapee/ Kearsarge League of Women Voters Annual Meeting: Claremont, NH.

Gassett, S., Jameson, K, Williams, M & Van Bremen, J. (2010). Two interventions to promote attachment: Videotaping and mother's journal: New Hampshire Association for Infant Mental Health Conference: Lincoln, NH.

Gasset, S, Williams, M & Van Bremen, J. (2009). *Mother's journaling manual*. Claremont, NH: Good Beginnings of Sullivan County.

Lawlor, M. (2003). *The heart talks manual: A guide to utilizing art therapy techniques with transracially/transculturally adopted children*. Denver, CO: Colorado Heritage Camps, Inc.

Farrelly Hansen, M. & Lawlor, M. (2003). "Art therapy support groups for transculturally and/or transracially adopted children" In D. Betts (Ed.), *Creative arts therapies approaches in adoption and foster care: Contemporary strategies for working with individuals and families*. Springfield, IL: Charles C. Thomas.

Lawlor, M. (2001). *Broadening therapeutic boundaries to bring art home: Home based art therapy*: American Art Therapy Association Conference: Albuquerque, NM.

Lawlor, M. (2000). *Art and meditation in the passageway: A student's internship experience*: American Art Therapy Association: St. Louis, MO.

RENE COUITT

EXPERIENCE

2007-Present Good Beginnings of Sullivan County Claremont, NH
Prog. Mgr./Family Assessment Worker/Intake Coordinator

- Manage and respond to all referrals received by the agency.
- Collect, manage and report on agency data, documentation & statistics.
- Provide training and support to parent educators.

1999-2007 Good Beginnings of Sullivan County Claremont, NH
Parent Educator/Assistant Program Director

- Case Manager and Parent Educator for 50 families annually.
- Program management in absence of Executive Director.

1997-1999 Spurwink School Newport, NH
Case Manager-

- Devise and implement treatment plans & goals for students & families.
- Provide therapeutic intervention for children and families.
- Coordinate services for children with schools and community agencies.

1995-1997 Valley Regional Hospital Claremont, NH
Case Manager

- Conduct assessments and plan treatment goals for at-risk adolescents.
- Provide home visits including crisis management as needed.
- Participate in inter-agency collaboration with DCYF and mental health providers

1993-1995 Milestones Children's Center Newport, NH
Teacher

- Managed daily routine of classroom for children ages three to five.
- Collaborated with preschool special education team.
- Implemented and directed newly established summer program.

EDUCATION

1989-1983 Quinnipiac College New Haven, CT

- B.A., Psychology.
- Graduated Cum Laude.

CERTIFICATIONS

CPR, First Aid and SOLVE.

ERIN A. KELLY

SUMMARY

Enthusiastic, personable and dedicated professional with 10+ years experience in supporting and advocating for clients with a wide range of skills and goals. Proven track record in dependability, communication and organizational skills. Ability to multi-task, prioritize and analyze to obtain best possible outcomes.

SKILLS

- Active listening
- Reading Comprehension
- Service Orientation
- Familiar with confidentiality procedures
- Critical Thinking
- Writing
- Excellent Time Management Skills
- Judgement and Decision Making
- Coordination
- Problem Sensitivity
- Organizational skills,
- Excellent Communication skills
- Ability to analyze situations from multiple vantage points
- Very versed in experience with the public, from varied socio-economic classes
- Recent CPR and First Aid Certification
- Life long learner- have attended countless conferences, seminars, and panel as well as collaboration efforts with other area organizations.

WORK EXPERIENCE

April 2016 - Present

TLC Family Resource Center

Family Assessment Worker/Family Support Specialist

- Active listening
- Assist clients in meeting a wide range of goals
- Trained as a Healthy Families America home visitor- to promote child well-being and prevent the abuse and neglect of our nation's children through home visiting services.
- Trained in Growing Great Kids evidence-based curriculum for building strong attachment bonds, supporting their child's development, meeting their basic care needs, and developmental assessments.
- Build and sustain community partnerships to systematically engage overburdened families prenatally or at birth. Enhance family functioning by reducing risk and building protective factors. Promote healthy childhood growth and development through GSK curriculum, Ages & Stages developmental screenings and assistance getting to Well Child Checks.
- Work closely with RN and supervisor to provide quality services to families in Sullivan and Grafton counties.

January 2007 - April 2016

Southwestern Community Services - Head Start

Family Advocate

- Assist families in goal setting, finding available resources, educational opportunities, referrals to outside agencies
- Familiarity with social service agencies in the area
- 100% success rate in program wide federal reviews
- Maintain clients' records from application to graduation from the program
- Manage client database
- Compliance with Office of Head Start initiatives, policies and procedures.

Summer 2008 & 2009

West Central Behavioral Health

Behavioral Support

&

Summer 2004 & 2005

Health Care and Rehabilitation Services of Southeastern Vermont

Behavioral Support

- Assisted children with their therapeutic goals as outlined by their treatment plan
- Provide support, role modeling, and help identifying strengths
- Offer advice in overcoming challenges and support growing self-confidence
- Implemented daily activities including group ad confidence building exercises for youth at risk

Summer to Fall 2006

Connecticut Valley Home Care and Hospice

Companion & Homemaker

- Assist the elderly and disabled with household chores, errands
- Acted as companion and friend to help maintain their safety and lifestyle

Summer 2004

Upwey Farms

Milker

- Daily milking upwards of 60 head
- Light farm chores

2003-2006

Griswald Library, Green Mountain College

Librarian/Archival Assistant

- Cataloging, circulation of materials, archiving, and interlibrary loans

EDUCATION

2003-2006 Green Mountain College Poultney, Vermont

Sociology/Anthropology

- B.A.
- Cumulative GPA 3.6

2007 -Present

- Professional development documentation, training certificates in a wide variety of topics available upon request.

AWARDS

- Magna Cum Laude
- Sociology/Anthropology Senior Award
- President's List: 2 Semesters
- Dean's List: 2 Semesters

EXTRACURRICULAR/VOLUNTEER WORK

- Poultney Partners Mentoring Club 2004-2006
- Kiwanis Club of Claremont, member 2008-2011
- Claremont Cares gift giving program 2007 - present

RELATED EXPERIENCE AND COURSE WORK

Practicum, The Poultney Historical Society, VT March 2006

Interviewed Poultney residents regarding personal and community history
as part of Oral History Project

Ethnographic Field Studies in China Summer 2005

Yancheng China, Jiangsu Province

Adirondack Block Course: Fall 2004

In-depth historical, social, and environmental study of the Adirondacks.

Upper-level course work

Area Studies, Social Research I & II, Human Ecology, Criminology, Social Theory,
Senior Seminar in Behavioral Science

Karen W. Jameson, M.Ed, RN

Education:

University of Maine, Orono, ME
Bachelor of Science in Animal, Veterinary and Aquatic Sciences May 1991

New Hampshire Community Technical College, Claremont, NH
Associate degree in nursing May 2001

Plymouth State University, NH
M.Ed/ in Health Education – May 2009

Professional

Experience: **TLC Family Resource Center(Good Beginnings of Sullivan County),
Claremont, NH 03743**

(9/02- present)

Registered Nurse/Lactation Counselor/Home Visiting Coord.: Function as a member of a dynamic team providing comprehensive health and parenting support to pregnant women, children and families. Provides health education and encouragement to ensure the best possible outcomes for infant and mother. Network with other social service agencies.

Valley Regional Hospital, Claremont, NH 03743

(6/01-12/02)

Registered Nurse: Assessed, diagnosed, planned, implemented and evaluated health care strategies for patients in a fast-paced medical and surgical unit.

Planned Parenthood of Northern New England, West Lebanon, NH 03784

(9/94-5/03)

Health care Assistant/ Registered Nurse: Performed a variety of medical, clerical, and administrative functions in a busy health care facility. Responsible for client safety, education and advocacy.

Dartmouth College, Biology Department, Hanover, NH 03755

(1/93-1/94)

Laboratory technician: Directly responsible for the efficient operation of a cell biology research lab. Supervised and trained several undergraduate students, ordered and inventoried supplies, performed various scientific assays. Assisted in grant application process.

Avian farms International, Waterville, ME 04989

(12/91-7/92)

Barn Manager: Independently supervised three employees in the care of 4,000 genetic research chickens. Responsible for barn safety, flock health, record keeping, egg production and egg hatchability. Member of company safety committee.

Kristina Smith

Authorized to work in the US for any employer

Work Experience

Family Support Specialist

(TLC Family Resource Center, Claremont, NH
March 2019 to Present

Lead Teacher Infant Room

Childrens Center (CCUV) - Lebanon, NH
August 2015 to March 2019

Parking Facility Cashier

Hanover Parking Garage - Hanover, NH
July 2014 to December 2015

Afterschool Site Supervisor

Kids After School Time (KAST) - Hanover, NH
October 2014 to April 2015

Lead Teacher

Potters House School - Hartford, VT
January 2014 to April 2014

Customer Service Manager (CSM)

Walmart - Lebanon, NH
2011 to 2013

Education

Bachelors in Child Development

Colby Sawyer College - New London, NH
2009 to 2013

Child Development

Wheelock College - Boston, MA
September 2009

Skills

Early Childhood, Child Care, Teacher Assistant, Child Development

Certifications/Licenses

CPR/First Aid

2018 to 2020

Additional Information

Volunteer Experience

Social Policy Class

Spring 2013

Volunteer

Lebanon, NH

==> Shared oversight responsibilities and assist in fundraising for a non-profit fair to bring awareness to families for children with disabilities

CHAD

2011-2012

Volunteer

Lebanon, NH

==> Shared responsibilities in assisting with fundraising activities and helped provide support at the fundraising sites

==> Worked with the children to create activities and design a fair that was requested by the children but was developmentally appropriate at the same time

Amateur Athletic Union Basketball Team

Lake Sunapee Region

Assistant Head Coach

2006-2009

==> Coached 20 children ages thirteen to fifteen-year-old

==> Create/lead appropriate drills and practices

==> Shared oversight in responsibilities with the coach and parents in scheduling tournaments based on schedules and practice times

Volunteer

2005-2009

==> Provided support in helping the head coach create appropriate drills and practices and worked one on one with the players in specialized drills such as shooting, passing, and dribbling

BRENDA L. FOLEY

SKILLS & EXPERIENCE as acquired and demonstrated through trainings, education, and life/work history.
■ Strong ability to communicate effectively with diverse populations ■ Interpersonal relationship building and conflict resolution ■ Ability to adapt to difficult situations ■ Detail oriented ■ Capable problem solver ■ Good organizational skills ■ Efficient computer abilities ■ Effective time and project management ■ Leadership skills ■

EDUCATION

Granite State College, Claremont, NH

- Bachelor of Science degree in Health & Human Services.
- Graduation: December 2006. Summa Cum Laude
- Recipient of Granite State College's 2006-2007 Merit Scholarship Award.

Andover College, Portland, ME

- Associate in Applied Science degree. Medical Assisting major/Human Services minor.
- Graduation: May 2002. GPA 4.0
- Recipient of Andover College's President Cup Award 2002.

EMPLOYMENT

Quality Improvement Manager, TLC Family Resource Center, Claremont, NH (8/15 – Present)

Resident Services Coordinator, POAH Communities at Sugar River Mills Claremont, NH (5/13-4/15)

- Develop and implement supportive service programming in collaboration with residents, site staff and management and local community service providers.
- Identify, assess and coordinate the delivery of services with service providers and contractors
- Maintain all necessary information and reports in a confidential manner following the regulatory guidance provided by HUD.

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- Developed, coordinated and supervised the EIP, a grant funded program designed to promote and assist victim/survivors of domestic abuse, sexual assault, and stalking with whatever s/he may identify in order to reach self sufficiency and economic independence.
- Educated and trained community and businesses of trauma informed services.
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- Established and maintained collaborative working relationships with community providers including police, courts, attorneys, clergy, and medical mental health and social service providers.
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COMMUNITY SERVICE & VOLUNTEERISM

- Notary Public, State of New Hampshire, Commission expires February 2, 2016
- Crisis Intervention Volunteer Advocate, TPN Sullivan County 2005-2009, 2013-present
- Team Leader: Steppin Up to End Violence annual walk, TPN 2007-present

TLC FAMILY RESOURCE CENTER
Home Visiting Services

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract (Fed&General Funds)
Diane Edwards	Family Support Team Director	\$68,640	26%	\$17,160
Melony Williams	Clinical Supervisor	\$59,511	17%	\$10,296
Rene Couitt	Intake Coordinator/Kinship Navigator	\$57,304	10%	\$5,730
Erin Kelly	Family Assessment Worker	\$27,300	100%	\$27,300
Karen Jameson	Registered Nurse	\$53,383	20%	\$10,677
Kristina Smith	Family Support Specialist	\$30,299	100%	\$30,299
Brenda Foley	Quality Improvement Manager	\$30,299	21%	\$6,493

**New Hampshire Department of Health and Human Services
Home Visiting Services**



**State of New Hampshire
Department of Health and Human Services
Amendment #1 to the Home Visiting Services Contract**

This 1st Amendment to the Home Visiting Services contract (hereinafter referred to as "Amendment #1") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Central New Hampshire VNA & Hospice, (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 780 North Main Street, Laconia, NH 03246.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 20, 2018 (Item #27E), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-1, Revisions to General Provisions, Paragraph 3, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:
September 30, 2022.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$419,394.
3. Modify Exhibit A, Scope of Services, Section 1 Provisions Applicable to All Services, Subsection 1.5., to read:
 - 1.5. The Contractor shall provide home visiting services in Carroll County to a minimum of 18 families per contract year.
4. Modify Exhibit A, Scope of Services, Section 2 Scope of Work, Subsection 2.2, Paragraph 2.2.4., to read:
 - 2.2.4. Ensure the twelve (12) critical elements that make up the essential components of the HFA Model are addressed in agency policies.
5. Modify Exhibit A, Scope of Services, Section 2 Scope of Work, Subsection 2.2, by adding Paragraph 2.2.6., to read:
 - 2.2.6 Participate in Continuous Quality Improvement Projects and collaborative efforts to serve families within designated catchment areas. The Contractor shall:
 - 2.2.6.1. Ensure staff are available to provide relevant data as well as key data and metrics, as requested by the Department.
 - 2.2.6.2. Ensure staff are available to review data, discuss performance, learn from their peers, and identify action-steps that may improve client outcomes.

New Hampshire Department of Health and Human Services
Home Visiting Services



6. Modify Exhibit A, Scope of Services, Section 3 Staffing Requirements, Subsection 3.5 to read:
 - 3.5. Reserved.
7. Modify Exhibit A, Scope of Services, Section 3 Staffing Requirements, Subsection 3.6, to read:
 - 3.6. Reserved.
8. Modify Exhibit A, Scope of Services, Section 4 Reporting and Deliverable Requirements, by adding Subsection 4.8., to read:
 - 4.8 The Contractor shall participate in sub-recipient monitoring activities, as coordinated by the Department. The Contractor shall:
 - 4.8.1 Provide fiscal documentation demonstrating that MIECHV funding is utilized solely to support activities under this contract, as requested by the Department.
 - 4.8.2 Ensure expenses are reasonable, allowable and allocable per 45 CFR 75.
 - 4.8.3. Provide documentation of funding utilization and reasonable expenses to the Department upon request.
9. Modify Exhibit A, Scope of Services, Section 5 Work Plan, Subsection 5.2. to read:
 - 5.2. The Contractor shall submit a Work Plan, utilizing a template as provided by the Department, that includes, but is not limited to:
 - 5.2.1. Activities.
 - 5.2.2. Performance Measures (Outcomes).
 - 5.2.3. Action Plan for Improvement.
10. Modify Exhibit A-2 Work Plan Template by deleting it in its entirety and replacing it with Exhibit A-2 Performance Measures, which is attached hereto and incorporated by reference herein.
11. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 1, to read:
 1. This Contract is funded with federal funds. Department access to supporting funding for this project is dependent upon the criteria set forth in the Catalog of Federal Domestic Assistance (CFDA) # 93.870 (<https://www.cfda.gov>), U.S. Department of Health and Human Services, Health Resources and Services Administration (HRSA) and General Funds from Parental Assistance Funds.
12. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 3, to read:
 3. Payment for expenses shall be on a cost reimbursement basis for allowable costs only in accordance with Exhibit B-1, Budget through Exhibit B-8 – Amendment #1.
13. Modify Exhibit B-3, Budget by deleting it in its entirety and replacing it with Exhibit B-3 – Amendment #1, which is attached hereto and incorporated by reference herein.
14. Add Exhibit B-4 Budget – Amendment #1.
15. Add Exhibit B-5 Budget – Amendment #1.
16. Add Exhibit B-6 Budget – Amendment #1.
17. Add Exhibit B-7 Budget – Amendment #1.
18. Add Exhibit B-8 Budget – Amendment #1.

New Hampshire Department of Health and Human Services
Home Visiting Services



All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #1 remain in full force and effect. This amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below.

State of New Hampshire
Department of Health and Human Services

8/11/2020
Date

Lori Shublette
Name:
Title:

Central New Hampshire VNA & Hospice

8/7/2020
Date

J. Kristen Bordinier
Name:
Title: President/Chair

New Hampshire Department of Health and Human Services
Home Visiting Services



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

08/17/20
Date

Catherine Pinos
Name:
Title: Catherine Pinos, Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: _____ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:



Exhibit A-2 Performance Measures

1. Performance Measures

- 1.1. For all measures, consider services provided during State Fiscal year 2021 (July 1, 2020– June 30, 2021) in accordance with Exhibit A, Scope of Services of this Contract.

Performance Measure #1 (EPDS)

HFA Best Practice Standard 7-4.D

Measure: 80% of women enrolled in the program received at least one Edinburgh Postnatal Depression Scale screening by 3 months postpartum.

Goal: All post-partum women enrolled in HFA will receive this formal, validated screening for depression at the optimal time.

Definition: **Numerator-** Of those in the denominator, the number of women that received an Edinburgh Postnatal Depression Scale (EPDS) screening by 3 months postpartum.

Denominator- The total number of women in the program who reached 3 months postpartum during the reporting period and were enrolled prior to 3 months after the birth of their baby.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → HFA EPDS 3 months rev [7/10/2019] Index child only

Performance Measure #2 (Retention)

HFA Best Practice Standard 3-4.A

Measure: Increase the percent of families who remain enrolled in HFA for at least 6 months from FFY 2019 average (10/1/2018-9/30/2019) baseline.

Goal: Families stay connected and maintain involvement with HFA services.

Definition: **Numerator-** Of those in the denominator, the number of families that remained in HFA services at least 6 months.

Denominator- The number of families who received a first home visit during the period 10/1/2019-9/30/2020:

Quarter 1 10/1/2019- 12/31/2019

Quarter 2 1/1/2020– 3/31/2020

Quarter 3 4/1/2020 – 6/30/2020

Quarter 4 7/1/2020 – 9/30/2020.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → HFA Retention Summary (Current) (Baseline is determined by performance in the prior fiscal year.)

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8/7/2020

New Hampshire Department of Health and Human Services
Home Visiting Services



Exhibit A-2 Performance Measures

Performance Measure #3

HFA Best Practice Standard 6-6.B

Measure: 90% of target children with a positive screen for developmental delays (scoring below the "cutoff" on the ASQ-3) receive services in a timely manner. Children already receiving developmental services should not be screened.

Goal: All children served who are determined to be at risk for developmental delays, and are not already receiving developmental services, will receive a referral for further evaluation or services. (If a family declines a referral this should be documented in the family's file and the Family Support Specialist shall continue efforts to advocate for accessing developmental services.)

Definition: **Numerator:** Number of children enrolled in home visiting who a) received individualized developmental support from a home visitor; b) were referred to early intervention services and received an evaluation within 45 days; OR c) were referred to other community services who received services within 30 days (and met the conditions specified in the denominator.)

Denominator: Total number of children enrolled in HFA with positive screens (scoring below the cutoff) for developmental delays, measured using the ASQ-3.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → HFA Child Development Screenings (Current)

Performance Measure #4

HFA Standard 12-1.B

Measure: All direct service staff receive a minimum of 75% of required weekly individual supervision according to the HFA Standards.

Goal: Service providers receive ongoing, effective supervision so they are able to develop realistic and effective plans to empower families.

Definition: **Numerator-** Of those in the denominator, the number of direct service staff who received 75% of required weekly individual supervision for a minimum of 1.5 hours for full-time (.75 to 1.0 FTE) and 1 hour for part-time staff (from .25 - .75 FTE).

Denominator- The number of direct service staff/home visitors employed in the HFA Program during quarter.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → Staff Supervision Rev [6-22-2018]

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8/7/2020

Exhibit B-3 - Amendment #1

New Hampshire Department of Health and Human Services										
Contractor name: Central New Hampshire VNA & Hospice										
Budget Request for: Home Visiting										
Budget Period: SFY 2021 (10/1/2020-9/30/2021)										
Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share			
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total	Total
1. Total Salary/Wages	\$ 58,810.00	\$ -	\$ 58,810.00	\$ -	\$ -	\$ -	\$ 58,810.00	\$ -	\$ -	\$ 58,810.00
2. Employee Benefits	\$ 12,911.00	\$ -	\$ 12,911.00	\$ -	\$ -	\$ -	\$ 12,911.00	\$ -	\$ -	\$ 12,911.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ 650.00	\$ 650.00	\$ -	\$ 650.00	\$ 650.00	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ 4,700.00	\$ -	\$ 4,700.00	\$ -	\$ -	\$ -	\$ 4,700.00	\$ -	\$ -	\$ 4,700.00
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HFA Affiliation Fee	\$ 1,550.00	\$ -	\$ 1,550.00	\$ -	\$ -	\$ -	\$ 1,550.00	\$ -	\$ -	\$ 1,550.00
Admin, General & Overhead	\$ -	\$ 27,426.00	\$ 27,426.00	\$ -	\$ 19,629.00	\$ 19,629.00	\$ -	\$ 7,797.00	\$ 7,797.00	\$ 7,797.00
TOTAL	\$ 77,971.00	\$ 29,576.00	\$ 107,547.00	\$ -	\$ 21,779.00	\$ 21,779.00	\$ 77,971.00	\$ 7,797.00	\$ 85,768.00	
Indirect As A Percent of Direct 37.6%										

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 8/7/2020

New Hampshire Department of Health and Human Services										
Contractor name: Central New Hampshire VNA & Hospice										
Budget Request for: Home Visiting										
Budget Period: SFY 2021 (7/1/2020-6/30/2021)										
Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share			Total
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total	
1. Total Salary/Wages	\$ 18,978.00	\$ -	\$ 18,978.00	\$ -	\$ -	\$ -	\$ 18,978.00	\$ -	\$ -	\$ 18,978.00
2. Employee Benefits	\$ 3,198.00	\$ -	\$ 3,198.00	\$ -	\$ -	\$ -	\$ 3,198.00	\$ -	\$ -	\$ 3,198.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 955.00	\$ -	\$ 955.00	\$ -	\$ -	\$ -	\$ 955.00	\$ -	\$ -	\$ 955.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ 1,260.00	\$ -	\$ 1,260.00	\$ -	\$ -	\$ -	\$ 1,260.00	\$ -	\$ -	\$ 1,260.00
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ 350.00	\$ 350.00	\$ -	\$ 350.00	\$ 350.00	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HFA Affiliation Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Admin, General & Overhead	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 24,391.00	\$ 350.00	\$ 24,741.00	\$ -	\$ 350.00	\$ 350.00	\$ 24,391.00	\$ -	\$ -	\$ 24,391.00
Indirect As A Percent of Direct 1.4%										

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 8/7/2020

New Hampshire Department of Health and Human Services											
Contractor name: Central New Hampshire VNA & Hospice											
Budget Request for: Home Visiting											
Budget Period: SFY 2022 (7/1/2021-6/30/2022)											
Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share				
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total		
1. Total Salary/Wages	\$ 58,810.00	\$ -	\$ 58,810.00	\$ -	\$ -	\$ -	\$ 58,810.00	\$ -	\$ -	\$ 58,810.00	
2. Employee Benefits	\$ 12,911.00	\$ -	\$ 12,911.00	\$ -	\$ -	\$ -	\$ 12,911.00	\$ -	\$ -	\$ 12,911.00	
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Educational	\$ -	\$ 650.00	\$ 650.00	\$ -	\$ 650.00	\$ 650.00	\$ -	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
6. Travel	\$ 4,700.00	\$ -	\$ 4,700.00	\$ -	\$ -	\$ -	\$ 4,700.00	\$ -	\$ -	\$ 4,700.00	
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
HFA Affiliation Fee	\$ 1,550.00	\$ -	\$ 1,550.00	\$ -	\$ -	\$ -	\$ 1,550.00	\$ -	\$ -	\$ 1,550.00	
Admin, General & Overhead	\$ -	\$ 27,426.00	\$ 27,426.00	\$ -	\$ 19,629.00	\$ 19,629.00	\$ -	\$ 7,797.00	\$ 7,797.00	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	\$ 77,071.00	\$ 29,676.00	\$ 107,747.00	\$ -	\$ 21,779.00	\$ 21,779.00	\$ 77,071.00	\$ 7,797.00	\$ 85,768.00		
Indirect As A Percent of Direct 37.9%											

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 8/7/2020

Exhibit B-6 Budget - Amendment #1

<p>Contractor name: Central New Hampshire VNA & Hospice</p> <p>Budget Request for: Home Visiting</p> <p>Budget Period: SFY 2021 (7/1/2021-6/30/2022) (General Funds)</p> <p>New Hampshire Department of Health and Human Services</p>										
Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share			
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total	
1. Total Salary/Wages	\$ 18,978.00	\$ -	\$ 18,978.00	\$ -	\$ -	\$ -	\$ 18,978.00	\$ -	\$ 18,978.00	
2. Employee Benefits	\$ 3,198.00	\$ -	\$ 3,198.00	\$ -	\$ -	\$ -	\$ 3,198.00	\$ -	\$ 3,198.00	
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Educational	\$ 955.00	\$ -	\$ 955.00	\$ -	\$ -	\$ -	\$ 955.00	\$ -	\$ 955.00	
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
6. Travel	\$ 1,260.00	\$ -	\$ 1,260.00	\$ -	\$ -	\$ -	\$ 1,260.00	\$ -	\$ 1,260.00	
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ -	\$ 350.00	\$ 350.00	\$ -	\$ 350.00	\$ 350.00	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
HFA Affiliation Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Admin. General & Overhead	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	\$ 24,391.00	\$ 350.00	\$ 24,741.00	\$ -	\$ 350.00	\$ 350.00	\$ 24,391.00	\$ -	\$ 24,391.00	
Indirect As A Percent of Direct 1.4%										

Exhibit B-7 Budget - Amendment #1

New Hampshire Department of Health and Human Services											
Contractor name: Central New Hampshire VNA & Hospice											
Budget Request for: Home Visiting											
Budget Period: SFY 2023 (7/1/2022-6/30/2023)											
Line Item	Total Program Costs			Contractor Share / Match			Funded by DHS contract shares				
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total		
1. Total Salary/Wages	\$ 14,702.00	\$ -	\$ 14,702.00	\$ -	\$ -	\$ -	\$ 14,702.00	\$ -	\$ -	\$ 14,702.00	
2. Employee Benefits	\$ 3,227.00	\$ -	\$ 3,227.00	\$ -	\$ -	\$ -	\$ 3,227.00	\$ -	\$ -	\$ 3,227.00	
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Educational	\$ -	\$ 162.00	\$ 162.00	\$ -	\$ 162.00	\$ 162.00	\$ -	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
6. Travel	\$ 1,177.00	\$ -	\$ 1,177.00	\$ -	\$ -	\$ -	\$ 1,177.00	\$ -	\$ -	\$ 1,177.00	
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ -	\$ 375.00	\$ 375.00	\$ -	\$ 375.00	\$ 375.00	\$ -	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
HFA Affiliation Fee	\$ 388.00	\$ -	\$ 388.00	\$ -	\$ -	\$ -	\$ 388.00	\$ -	\$ -	\$ 388.00	
Admin. General & Overhead	\$ -	\$ 6,856.00	\$ 6,856.00	\$ -	\$ 4,908.00	\$ 4,908.00	\$ -	\$ 1,948.00	\$ 1,948.00	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	\$ 18,494.00	\$ 7,393.00	\$ 26,887.00	\$ -	\$ 8,443.00	\$ 8,443.00	\$ 18,494.00	\$ 1,948.00	\$ 21,442.00		
Indirect As A Percent of Direct 37.9%											

JKK
 8/7/2020

Exhibit B-4 Budget - Amendment #1

New Hampshire Department of Health and Human Services										
Contractor name: Central New Hampshire VNA & Hospice										
Budget Request for: Home Visiting										
Budget Period: SFY 2013 (7/1/2013-6/30/2022) (General Funds)										
Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS/contract share			
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total	
1. Total Salary/Wages	\$ 4,744.00	\$ -	\$ 4,744.00	\$ -	\$ -	\$ -	\$ 4,744.00	\$ -	\$ -	\$ 4,744.00
2. Employee Benefits	\$ 800.00	\$ -	\$ 800.00	\$ -	\$ -	\$ -	\$ 800.00	\$ -	\$ -	\$ 800.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 239.00	\$ -	\$ 239.00	\$ -	\$ -	\$ -	\$ 239.00	\$ -	\$ -	\$ 239.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ 315.00	\$ -	\$ 315.00	\$ -	\$ -	\$ -	\$ 315.00	\$ -	\$ -	\$ 315.00
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ 87.00	\$ 87.00	\$ -	\$ 87.00	\$ 87.00	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HFA Affiliation Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Admin, General & Overhead	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 6,098.00	\$ 87.00	\$ 6,185.00	\$ -	\$ 87.00	\$ 87.00	\$ 6,098.00	\$ -	\$ -	\$ 6,098.00
Indirect As A Percent of Direct 1.4%										

JK6
 8/7/2020

State of New Hampshire

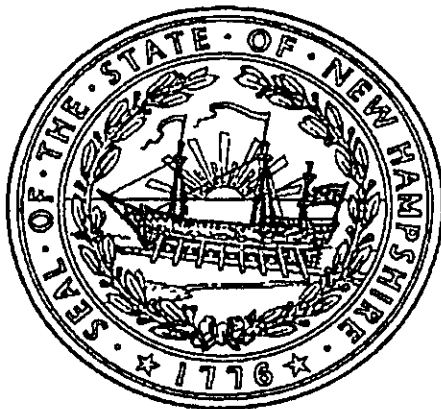
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that CENTRAL NEW HAMPSHIRE VNA & HOSPICE is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on November 03, 1975. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 64108

Certificate Number : 0004902630



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 21st day of April A.D. 2020.

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

William M. Gardner
Secretary of State

CERTIFICATE OF AUTHORITY

I, Mark G. Edelstein, hereby certify that:
(Name of Elected Officer) (Name of Corporation/LLC)

1. I am a duly elected Clerk/Secretary/Officer of Central NH VNA & Hospice.

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on April 25, 2018, at which a quorum of the Directors/shareholders were present and voting.
(Date)

VOTED: That Kristen Gardiner (may list more than one person)

is duly authorized on behalf of Central NH VNA & Hospice to enter into contracts or agreements with the State
(Name of Corporation/LLC)

of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority **remains valid for thirty (30) days** from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: Aug 9, 2020

Mark G. Edelstein
Signature of Elected Officer
Name: Mark G. Edelstein
Title: Secretary, Central NH VNA & Hospice

Minutes
Board of Trustees
April 25, 2018

Present: Gina Finocchiaro, Kristen Gardiner, , Mark Edelstein, David Huot, Corrine Smith, Rebecca Owen, Connie Turner, Lisa Dupuis, David Emberley &, Bill Johnson. Guest: Schelley Rondeau
Excused: Fredda Osman, Teresa Haley, Kevin Irish, Leo Sanfacon, Corrine Smith, Joel Arsenault Barbara Lobdell

Gina opened the meeting with an introduction to Schelley Rondeau, the Manager of the Pediatric program who will be presenting an over view of the all the Pediatric programs that Central NH VNA and Hospice offers.

Review of the Pediatric Program: Schelley presented the current program including the sick children, the Maternal Child Health, Partners in health and Healthy Families America. Currently there are 8 sick children on program for issues around chemotherapy, blood draws, feeding issues and drug addiction. Schelley oversees the programs in both Laconia and Wolfeboro with assistance of a per diem RN, family educators and MSW that runs the Partners in Health contract. The biggest issue for the communities that they serve is transportation and housing. The Board members asked many questions around the services and payment for such services.

Gina request to approve the previous meetings minutes M/Connie Turner, S/Mark Edelstein, Abstained: Bill Johnson Rebecca Owen, to approve the minutes as written.

Executive Report: Lisa highlighted her written report. Service awards are scheduled for May 3 at the Meredith Community Center. In addition, Lisa presented a Proposal for Infrared Thermography test that was recommended by Milestone Construction. Bill Johnson commented that there are two things to consider with the building. One is will the building be good for size and needs in the future. Two being do we have funds to do anything with the building. The funds would be Board designated funds. After some discussion on the testing and whether it was appropriate at this time, Gina Finocchiaro requested a committee be developed to drive the property project. **A motion to develop a Properties Committee was made Kristen Gardiner, second by Connie Turner.** The committee will be called the Properties Committee and members of the committee at this point are Kristen Gardiner, David Huot and Mark Edelstein. Lisa will send out an email to the Board of Trustees to see if anyone else is interested in being on the committee. Lisa to also forward the Infrared Proposal to the committee.

Finance Committee: The finance committee meeting was cancelled as there were no financial statements to report. With March and the close of the fiscal year, it takes longer to close. David reported that overall the Agency had a successful year. The audit will be the week of May 21 and David reported not anticipating any issues. The audited financials will be presented at the June Board meeting.

Development Committee: Lisa Dupuis reported that the committee meeting was cancelled due to conflicts in committee members' calendars though Barbara Lobdell did come to Laconia so there was discussion on the Home and Garden tour communication. The Porch Party welcoming Lisa Dupuis for Wolfeboro is scheduled for June 21 from 5-7.

New Business:

- 1. Agency Policy number C:1-007, Designation of Individual in Absence of Chief Executive Officer was presented to the Board for approval. The policy states that in the absence of the CEO, Tammi Mozler, Clinical Director, will assume the duties and responsibilities and Jennifer Legassie, Hospice Director if Tammi is also absent. Motion was made to appoint Tammi Mozler and Jennifer Legassie as the designated individuals in the absence of the CEO. M/Mark Edelstein, S/Bill Johnson. All approved, motion carried.**
- 2. RESOLUTION: That the Kristen Gardiner 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. M/Mark Edelstein, S/David Huot. Approved as stated.**

Next Board meeting is scheduled for May 23, 2018 at 5:30 pm in the Laconia Office.

M/David Huot, S/Kristen Gardiner: to adjourn the meeting. Motion carried.

Respectfully submitted,

Lisa Dupuis



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/04/2020

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 have ADDITIONAL INSURED provisions or 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 Melcher & Prescott Insurance 426 Main Street Laconia NH 03246		CONTACT NAME: Caitlin Earle, AAI-M, AIS, ACSR PHONE (A/C, No, Ext): (603) 524-4535 E-MAIL ADDRESS: cearle@melcher-prescott.com FAX (A/C, No):	
INSURED Central NH VNA & Hospice & Community Health 780 N Main St Laconia NH 03246-2756		INSURER(S) AFFORDING COVERAGE INSURER A: Cincinnati Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 10677	

COVERAGES**CERTIFICATE NUMBER:** CL19101703385**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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			ETD 0409557	10/15/2019	10/15/2020	EACH OCCURRENCE \$ 1,000,000
			DAMAGE TO RENTED PREMISES (Ea occurrence) \$				
			MED EXP (Any one person) \$ 5,000				
			PERSONAL & ADV INJURY \$ 1,000,000				
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						GENERAL AGGREGATE \$ 3,000,000
							PRODUCTS - COMPI/OP AGG \$ 3,000,000
							\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY			ETA 0430134	10/15/2019	10/15/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
			BODILY INJURY (Per person) \$				
		<input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	BODILY INJURY (Per accident) \$				
			PROPERTY DAMAGE (Per accident) \$				
							\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB						EACH OCCURRENCE \$
		<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			ETD 0409557	10/15/2019	10/15/2020	Each Medical Incident 1,000,000
							Aggregate Limit 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

State of NH Department of Health & Human Services 129 Pleasant Street Concord NH 03301-3857	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 <i>Caitlin Earle</i>
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Our Mission

The mission of Central New Hampshire VNA & Hospice is to promote dignity, independence and well being through the delivery of quality home health, hospice and community based services

Our Values & Commitments

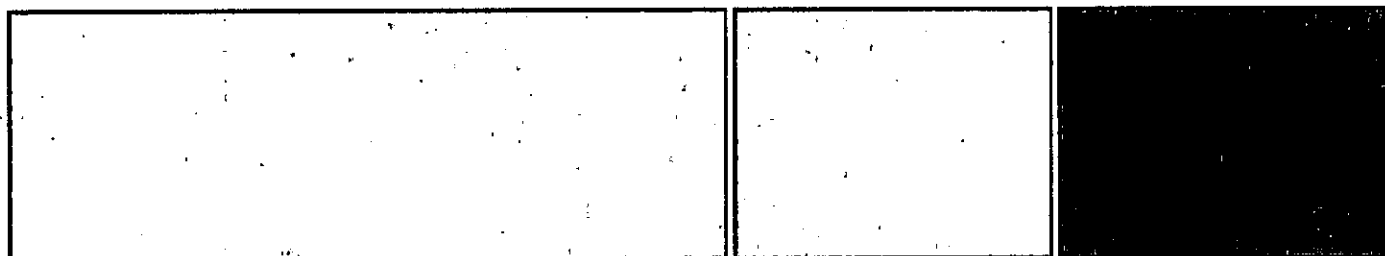
We pledge to live up to these six core values. You can count on us to keep our commitments:

- **Excellence & Integrity.** We are dedicated to providing the highest quality care and service in all that we do. We keep our word and respect confidentiality.
- **Dignity, Respect & Whole Person Care.** We honor each person's dignity. We know that each person is unique, so we individualize our approach to meet his or her needs. We attend to the physical, emotional and oftentimes spiritual concerns of our clients with respect and kindness. We try to be proactive, so our clients can strive for well-being and work to prevent illness, whenever possible.
- **Family-Centered Care.** We support and respect the family as the primary unit of care. We offer information, education and alternatives to enable and empower individuals and their families to direct their own care. We help coordinate resources and services in order to enhance the lives of those we serve.
- **Flexibility & Responsiveness.** As individual or community-wide needs change, so does our approach or services, for we pride ourselves in being responsive, creative, innovative and flexible.
- **Financial Responsibility.** We are efficient and prudent stewards of the financial and other resources with which we have been entrusted.
- **A Supportive Work Environment.** We strive to provide a supportive work environment for our dedicated staff. We know that by respecting and developing our own team, together we will serve our clients well.

Our Philosophy

We are a community-based home health organization that seeks to facilitate care through collaboration with others. We see our services as part of a continuum of care designed to meet the changing health needs of the people of our communities. We seek to complement the services of other care providers as much as possible and to avoid unnecessary competition or needless duplication.

Central New Hampshire VNA & Hospice is a not-for-profit organization. We exist exclusively for public service, charitable and education purposes. We provide our services to those in need of charitable care within the financial resources that are available to us.



FINANCIAL STATEMENTS

March 31, 2020 and 2019

With Independent Auditor's Report





INDEPENDENT AUDITOR'S REPORT

Finance Committee
Central New Hampshire VNA & Hospice

We have audited the accompanying financial statements of Central New Hampshire VNA & Hospice (the Association), which comprise the balance sheets as of March 31, 2020 and 2019, and the related statements of operations, changes in net assets, and cash flows for the years 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 U.S. generally accepted accounting principles (U.S. GAAP); 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 audits. We conducted our audits in accordance with U.S. generally accepted auditing standards. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Association'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 Association'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 Central New Hampshire VNA & Hospice as of March 31, 2020 and 2019, and the results of its operations, changes in its net assets and its cash flows for the years then ended, in accordance with U.S. GAAP.

Other Matters

Effect of Adopting New Accounting Standards

As discussed in Note 1, the Association adopted new accounting guidance, Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) No. 2014-09, *Revenue from Contracts with Customers* (Topic 606) and FASB ASU No. 2018-08, *Clarifying the Scope of the Accounting Guidance for Contributions Received and Contributions Made* and related guidance. Our opinion is not modified with respect to these matters.

Berry Dunn McNeil & Parker, LLC

Manchester, New Hampshire
July 22, 2020

CENTRAL NEW HAMPSHIRE VNA & HOSPICE

Balance Sheets

March 31, 2020 and 2019

ASSETS

	<u>2020</u>	<u>2019</u>
Current assets		
Cash and cash equivalents	\$ 810,091	\$ 1,296,184
Investments	880,988	1,320,675
Patient accounts receivable, net	722,808	791,135
Other receivables	28,835	112,437
Other current assets	<u>208,585</u>	<u>84,828</u>
Total current assets	2,651,307	3,605,259
Investments and assets limited as to use	9,550,305	9,863,081
Beneficial interest in perpetual trusts held by others	125,318	141,833
Property and equipment, net	<u>1,921,835</u>	<u>690,192</u>
Total assets	<u>\$14,248,765</u>	<u>\$14,300,365</u>

LIABILITIES AND NET ASSETS

Current liabilities		
Accounts payable and accrued expenses	\$ 113,142	\$ 134,247
Accrued payroll and related expenses	376,498	349,340
Deferred revenue	<u>20,487</u>	<u>48,527</u>
Total current liabilities and total liabilities	<u>510,127</u>	<u>532,114</u>
Net assets		
Without donor restrictions	13,597,643	13,609,375
With donor restrictions	<u>140,995</u>	<u>158,876</u>
Total net assets	<u>13,738,638</u>	<u>13,768,251</u>
Total liabilities and net assets	<u>\$14,248,765</u>	<u>\$14,300,365</u>

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

CENTRAL NEW HAMPSHIRE VNA & HOSPICE

Statements of Operations

Years Ended March 31, 2020 and 2019

	<u>2020</u>	<u>2019</u>
Operating revenue		
Net patient service revenue	\$ 8,437,798	\$ 8,109,113
Other operating revenue	255,355	384,077
Net assets released from restrictions for operations	<u>2,000</u>	<u>14,278</u>
Total operating revenue	<u>8,695,153</u>	<u>8,507,468</u>
Operating expenses		
Salaries and benefits	6,596,545	6,082,091
Other operating expenses	1,919,437	1,888,270
Depreciation	<u>104,788</u>	<u>111,808</u>
Total operating expenses	<u>8,620,770</u>	<u>8,082,169</u>
Operating income	<u>74,383</u>	<u>425,299</u>
Other revenue and gains (losses)		
Contributions	252,914	362,856
Investment income	268,077	257,218
Change in fair value of investments	<u>(607,106)</u>	<u>198,238</u>
Total other revenue and gains (losses)	<u>(86,115)</u>	<u>818,312</u>
(Deficit) excess of revenue over expenses and (decrease) increase in net assets without donor restrictions	\$ <u>(11,732)</u>	\$ <u>1,243,611</u>

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

CENTRAL NEW HAMPSHIRE VNA & HOSPICE

Statements of Changes in Net Assets

Years Ended March 31, 2020 and 2019

	<u>2020</u>	<u>2019</u>
Net assets without donor restrictions		
(Deficit) excess of revenue over expenses and (decrease)		
increase in net assets without donor restrictions	\$ <u>(11,732)</u>	\$ <u>1,243,611</u>
Net assets with donor restrictions		
Contributions	634	902
Net assets released from restrictions for operations	(2,000)	(14,278)
Change in fair value of beneficial interest in perpetual trusts held		
by others	<u>(16,515)</u>	<u>(3,609)</u>
Change in net assets with donor restrictions	<u>(17,881)</u>	<u>(16,985)</u>
Change in net assets	(29,613)	1,226,626
Net assets, beginning of year	<u>13,768,251</u>	<u>12,541,625</u>
Net assets, end of year	<u><u>\$13,738,638</u></u>	<u><u>\$13,768,251</u></u>

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

CENTRAL NEW HAMPSHIRE VNA & HOSPICE

Statements of Cash Flows

Years Ended March 31, 2020 and 2019

	<u>2020</u>	<u>2019</u>
Cash flows from operating activities		
Change in net assets	\$ (29,613)	\$ 1,226,626
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Depreciation	104,788	111,808
Change in fair value of investments	607,106	(198,238)
Change in fair value of beneficial interest in perpetual trusts held by others	16,515	3,609
(Increase) decrease in the following assets		
Patient accounts receivable	68,327	(97,902)
Other receivables	83,602	(2,250)
Other current assets	(123,757)	59,293
Increase (decrease) in the following liabilities		
Accounts payable	(21,105)	18,186
Accrued payroll and related expenses	27,158	18,125
Deferred revenue	<u>(28,040)</u>	<u>(67,151)</u>
Net cash provided by operating activities	<u>704,981</u>	<u>1,072,106</u>
Cash flows from investing activities		
Capital expenditures	(1,336,431)	(41,603)
Proceeds from sale of investments	398,696	115,641
Purchases of investments	<u>(253,339)</u>	<u>(344,740)</u>
Net cash used by investing activities	<u>(1,191,074)</u>	<u>(270,702)</u>
Net (decrease) increase in cash and cash equivalents	(486,093)	801,404
Cash and cash equivalents, beginning of year	<u>1,296,184</u>	<u>494,780</u>
Cash and cash equivalents, end of year	\$ <u>810,091</u>	\$ <u>1,296,184</u>

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

CENTRAL NEW HAMPSHIRE VNA & HOSPICE

Notes to Financial Statements

March 31, 2020 and 2019

1. Summary of Significant Accounting Policies

Organization

Central New Hampshire VNA & Hospice (the Association) is a non-stock, non-profit corporation organized in the State of New Hampshire. The Association's primary purpose is to provide home care, hospice and young family services in Laconia, New Hampshire and the surrounding communities.

Basis of Statement Presentation

The financial statements of the Association have been prepared in accordance with U.S. generally accepted accounting principles (U.S. GAAP), which require the Association to report information regarding its financial position and activities according to the following net asset classification:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Association. These net assets may be used at the discretion of the Association's management and the Board of Directors.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Association or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity. Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statements of operations and changes in net assets.

Income Taxes

The Association is a public charity under Section 501(c)(3) of the Internal Revenue Code (IRC). As a public charity, the Association is exempt from state and federal income taxes on income earned in accordance with its tax exempt purpose. Unrelated business income is subject to state and federal income tax. Management has evaluated the Association's tax positions and concluded that the Association has no unrelated business income or uncertain tax positions that require adjustment to the financial statements.

Use of Estimates

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements. Estimates also affect the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

CENTRAL NEW HAMPSHIRE VNA & HOSPICE

Notes to Financial Statements

March 31, 2020 and 2019

Cash and Cash Equivalents

Cash and cash equivalents include highly liquid investments with an original maturity of three months or less, excluding assets limited as to use.

The Association has cash deposits, including certain investments, in financial institutions, which may exceed federal depository insurance limits. The Association has not experienced any losses in such accounts. Management believes it is not exposed to any significant risk with respect to these accounts.

Investments and Assets Limited As To Use

The Association reports investments at fair value, and has elected to report all gains and losses in the excess of revenue over expenses, to simplify the presentation of these accounts in the statements of operations, unless otherwise stipulated by the donor or State law.

Investments, in general, are exposed to various risks, such as interest rate, credit, and overall market volatility. As such, it is reasonably possible that changes in the values of investments will occur in the near term and that such changes could materially affect the amounts reported in the balance sheets.

Beneficial Interest in Perpetual Trusts

The Association is the beneficiary of investment income received from trust funds held by a local charitable foundation. One trust fund was created as an endowment by a donor, the income to be used for staff education. A second trust fund was created as an endowment by an irrevocable transfer of Association assets to the local foundation, the income to be used for operating purposes. Although the intent of the trust fund is to act as an endowment, distribution of principal may be available to the Association for capital acquisitions, loans and emergency operating cash shortfalls.

Property and Equipment

Property and equipment are carried at cost less accumulated depreciation. Maintenance, repairs and minor renewals are expensed as incurred and renewals and betterments are capitalized. Provision for depreciation is computed using the straight-line method over the useful lives of the related assets.

CENTRAL NEW HAMPSHIRE VNA & HOSPICE

Notes to Financial Statements

March 31, 2020 and 2019

Patient Service Revenue

Services to all patients are recorded as revenue when services are rendered at the estimated net realizable amounts from patients, third-party payors and others, including estimated retroactive adjustments under reimbursement agreements with third-party payors. Retroactive adjustments are accrued on an estimated basis in the period the related services are rendered and in future periods as final settlements are determined. Patients unable to pay full charge, who do not have other third-party resources, are charged a reduced amount based on the Association's published sliding fee scale. Reductions in full charge are recognized when the service is rendered.

Performance obligations are determined based on the nature of the services provided by the Association. Revenue for performance obligations satisfied over time is recognized based on actual services rendered. Generally, performance obligations satisfied over time relate to patients receiving skilled and non-skilled services in their home or facility. The Association measures the period over which the performance obligation is satisfied from admission to the point when it is no longer required to provide services to that patient, which is generally at the time of discharge.

Providers of home health services to clients eligible for Medicare home health benefits are paid on a prospective basis, with no retrospective settlement. The prospective payment is based on the scoring attributed to the acuity level of the client at a rate determined by federal guidelines. As the performance obligations for home health services are met, revenue is recognized based upon the portion of the transaction price allocated to the performance obligation. The transaction price is the prospective payment determined for the medically necessary services.

Providers of hospice services to clients eligible for Medicare hospice benefits are paid on a fee-for-service basis, with no retrospective settlement, provided the Association's aggregate annual Medicare reimbursement is below a predetermined aggregate capitated rate. Revenue is recognized as the services are performed based on the fixed rate amount. As the performance obligations for hospice services are met, revenue is recognized based upon the portion of the transaction price allocated to the performance obligation. The transaction price is the predetermined aggregate capitated rate per day.

Because all of the Association's performance obligations relate to short-term periods of care, the Association has elected to apply the optional exemption provided in Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) Subtopic 606-10- 50-14 (a) and, therefore, is not required to disclose the aggregate amount of the transaction price allocated to performance obligations that are unsatisfied or partially unsatisfied at the end of the reporting period.

CENTRAL NEW HAMPSHIRE VNA & HOSPICE

Notes to Financial Statements

March 31, 2020 and 2019

Contributions

Unconditional promises to give cash and other assets are reported at fair value at the date the promise is received, which is then treated as cost. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as increases in net assets with donor restrictions. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets are classified from net assets with donor restrictions to net assets without donor restrictions in the statement of operations. Donor-restricted contributions whose restrictions are met in the same year as received are reflected as net assets without donor restrictions in the accompanying financial statements.

Newly Adopted Accounting Pronouncements

In 2020, the Association adopted FASB Accounting Standards Update (ASU) No. 2014-09, *Revenue from Contracts with Customers* (Topic 606), and related guidance, which supersedes accounting standards that previously existed under U.S. GAAP and provides a single revenue model to address revenue recognition to be applied by all companies. Under the new standard, which added Topic 606 to the ASC, entities recognize revenue when a customer obtains control of promised goods or services in an amount that reflects the consideration to which the company expects to be entitled in exchange for those goods or services. ASU No. 2014-09 also requires companies to disclose additional information, including the nature, amount, timing, and uncertainty of revenue and cash flows arising from contracts with customers. The Association elected to adopt this ASU retrospectively with the cumulative effect recognized at the date of initial application; therefore, the financial statements and related notes have been presented accordingly. The adoption had no significant impact for the years ended March 31, 2020 and 2019.

In 2020, the Association also adopted FASB ASU No. 2018-08, *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*, which clarifies and improves the accounting guidance for contributions received and contributions made. The amendments in this ASU assist entities in (1) evaluating whether transactions should be accounted for as contributions (nonreciprocal transactions) within the scope of ASC Topic No. 958, *Not-for-Profit Entities*, or as exchange (reciprocal) transactions subject to other accounting guidance, and (2) distinguishing between conditional and unconditional contributions. This ASU was adopted by the Association for the year ended March 31, 2020. Adoption of the ASU did not have a material impact on the Association's financial reporting.

CENTRAL NEW HAMPSHIRE VNA & HOSPICE

Notes to Financial Statements

March 31, 2020 and 2019

2. Investments and Assets Limited As To Use and Beneficial Interest in Perpetual Trusts Held by Others

Investments and assets limited as to use and beneficial interest in perpetual trusts held by others, stated at fair value, consisted of the following:

	<u>2020</u>	<u>2019</u>
Cash and cash equivalents	\$ 2,167,657	\$ 1,877,746
Debt instruments		
U.S. Government and agency	20,603	19,833
Municipal bonds	25,419	30,399
Corporate	456,005	402,645
Mutual funds		
Equity funds	3,569,017	4,252,115
Fixed income funds	3,379,103	3,538,756
International equity funds	813,489	1,062,262
Beneficial interest in perpetual trusts	<u>125,318</u>	<u>141,833</u>
Total investments and assets limited as to use	<u>\$10,556,611</u>	<u>\$11,325,589</u>

These assets are comprised of the following:

	<u>2020</u>	<u>2019</u>
Current assets		
Investments	\$ 880,988	\$ 1,320,675
Long-term assets		
Assets limited as to use		
Board designated		
Operating reserve	2,800,000	2,800,000
Contribute to operating budget	3,224,628	3,386,038
IT special projects	560,000	560,000
Strategic mission	950,000	950,000
Workforce development	500,000	500,000
Mission enhancement	400,000	400,000
Community initiatives	500,000	500,000
Building capital improvements / maintenance	<u>600,000</u>	<u>750,000</u>
Total board designated	9,534,628	9,846,038
Donor restricted	<u>15,677</u>	<u>17,043</u>
Total assets limited as to use	9,550,305	9,863,081
Beneficial interest in perpetual trusts held by others	<u>125,318</u>	<u>141,833</u>
Total investments and assets limited as to use	<u>\$ 10,556,611</u>	<u>\$11,325,589</u>

CENTRAL NEW HAMPSHIRE VNA & HOSPICE

Notes to Financial Statements

March 31, 2020 and 2019

Fair Value Measurements

FASB ASC Topic 820, *Fair Value Measurement*, defines fair value as the price that would be received to sell an asset or paid to transfer a liability (an exit price) in an orderly transaction between market participants and also establishes a fair value hierarchy which requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value. The fair value hierarchy within ASC Topic 820 distinguishes three levels of inputs that may be utilized when measuring fair value:

Level 1: Quoted prices (unadjusted) for identical assets or liabilities in active markets that the entity has the ability to access as of the measurement date.

Level 2: Significant observable inputs other than Level 1 prices, such as quoted prices for similar assets or liabilities, quoted prices in markets that are not active, and other inputs that are observable or can be corroborated by observable market data.

Level 3: Significant unobservable inputs that reflect an entity's own assumptions about the assumptions that market participants would use in pricing an asset or liability.

The fair market value of the Association's investments are measured on a recurring basis using level 1 inputs, with the exception of corporate and municipal bonds, which are measured using level 2 inputs based on quoted market prices of similar assets, and the beneficial interest in perpetual trusts held by others which is measured at level 3 inputs and determined annually based on quoted market prices of the assets included in the trusts held by the local charitable foundation.

Assets measured at fair value on a recurring basis were as follows:

	<u>Fair Value Measurements at March 31, 2020</u>			
	<u>Total</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Cash and cash equivalents	\$ 2,167,657	\$ 2,167,657	\$ -	\$ -
Debt instruments				
U.S. Government and agency	20,603	20,603	-	-
Municipal bonds	25,419	-	25,419	-
Corporate	<u>456,005</u>	<u>-</u>	<u>456,005</u>	<u>-</u>
	502,027	20,603	481,424	-
Mutual funds				
Equity funds	3,569,017	3,569,017	-	-
Fixed income funds	3,379,103	3,379,103	-	-
International equity funds	813,489	813,489	-	-
Beneficial interest in perpetual trusts	<u>125,318</u>	<u>-</u>	<u>-</u>	<u>125,318</u>
	<u>\$10,556,611</u>	<u>\$ 9,949,869</u>	<u>\$ 481,424</u>	<u>\$ 125,318</u>

CENTRAL NEW HAMPSHIRE VNA & HOSPICE

Notes to Financial Statements

March 31, 2020 and 2019

	Fair Value Measurements at March 31, 2019			
	<u>Total</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Cash and cash equivalents	\$ 1,877,746	\$ 1,877,746	\$ -	\$ -
Debt instruments				
U.S. Government and agency	19,833	19,833	-	-
Municipal bonds	30,399	-	30,399	-
Corporate	<u>402,645</u>	<u>-</u>	<u>402,645</u>	<u>-</u>
	452,877	19,833	433,044	-
Mutual funds				
Equity funds	4,252,115	4,252,115	-	-
Fixed income funds	3,538,756	3,538,756	-	-
International equity funds	1,062,262	1,062,262	-	-
Beneficial interest in perpetual trusts	<u>141,833</u>	<u>-</u>	<u>-</u>	<u>141,833</u>
	<u>\$11,325,589</u>	<u>\$10,750,712</u>	<u>\$ 433,044</u>	<u>\$ 141,833</u>

Investment income and change in fair value of investments are comprised of the following:

	<u>2020</u>	<u>2019</u>
Net assets without donor restrictions		
Investment income	\$ 268,077	\$ 257,218
Change in fair value of investments	<u>(607,106)</u>	<u>198,238</u>
Total activity without donor restrictions	(339,029)	455,456
Net assets with donor restrictions		
Change in fair value of beneficial interest in perpetual trusts held by others	<u>(16,515)</u>	<u>(3,609)</u>
Total	<u>\$ (355,544)</u>	<u>\$ 451,847</u>

CENTRAL NEW HAMPSHIRE VNA & HOSPICE

Notes to Financial Statements

March 31, 2020 and 2019

The following table sets forth a summary of the change in the fair value of the beneficial interest in perpetual trusts for the years ended March 31, 2020 and 2019:

Balance, March 31, 2018	\$ 145,442
Investment income	2,051
Contributions	1,000
Distributions	(5,672)
Fees	<u>(988)</u>
Balance, March 31, 2019	141,833
Investment income	(11,360)
Distributions	(4,165)
Fees	<u>(990)</u>
Balance, March 31, 2020	<u><u>\$ 125,318</u></u>

3. Property and Equipment

Property and equipment consists of the following:

	<u>2020</u>	<u>2019</u>
Land	\$ 190,200	\$ 62,000
Building and improvements	1,862,928	668,448
Furniture, fixtures, and equipment	<u>1,603,492</u>	<u>1,646,957</u>
Total cost	3,656,620	2,377,405
Less accumulated depreciation	<u>1,734,785</u>	<u>1,687,213</u>
Property and equipment, net	<u><u>\$ 1,921,835</u></u>	<u><u>\$ 690,192</u></u>

4. Line of Credit

The Association has a \$500,000 line of credit with a local bank, expiring December 31, 2050. The line of credit is collateralized by all corporate assets with interest at 0.75% over the Wall Street Journal's prime rate (5.00% at March 31, 2020). There was no outstanding balance at March 31, 2020 and 2019.

CENTRAL NEW HAMPSHIRE VNA & HOSPICE

Notes to Financial Statements

March 31, 2020 and 2019

5. Net Patient Service Revenue

Net patient service revenue comprises as follows:

	<u>2020</u>	<u>2019</u>
Medicare	\$ 7,005,564	\$ 6,669,585
Medicaid	172,088	180,349
Other third-party payers	1,198,539	1,208,281
Private pay	<u>61,607</u>	<u>50,898</u>
Total	<u>\$ 8,437,798</u>	<u>\$ 8,109,113</u>

Laws and regulations governing the Medicare and Medicaid programs are complex and subject to interpretation. Compliance with such laws and regulations can be subject to future government review and interpretation as well as significant regulatory action including fines, penalties and exclusion from the Medicare and Medicaid programs. The Association believes that it is in substantial compliance with all applicable laws and regulations. However, there is at least a reasonable possibility that recorded estimates could change by a material amount in the near term. Differences between amounts previously estimated and amounts subsequently determined to be recoverable or payable are included in net patient service revenue in the year that such amounts become known.

The Association provides care to patients who meet certain criteria under its charity care policy without charge or at amounts less than its established rates. Because the Association does not pursue collection of amounts determined to qualify as charity care, they are not reported as revenue.

The Association is able to provide these services with a component of funds received through local community support and state grants. Local community support consists of contributions and municipal appropriations.

In assessing collectability, the Association has elected the portfolio approach. This portfolio approach is being used as the Association has similar contracts with similar classes of patients. The Association reasonably expects that the effect of applying a portfolio approach to a group of contracts would not differ materially from considering each contract separately. Management's judgment to group the contracts by portfolio is based on the payment behavior expected in each portfolio category. As a result, management believes aggregating contracts (which are at the patient level) by the particular payor or group of payors results in the recognition of revenue approximating that which would result from applying the analysis at the individual patient level.

CENTRAL NEW HAMPSHIRE VNA & HOSPICE

Notes to Financial Statements

March 31, 2020 and 2019

6. Retirement Plan

The Association maintains a defined contribution retirement plan for qualifying employees. The Association contributed \$114,949 and \$99,726 for the years ended March 31, 2020 and 2019, respectively.

7. Functional Expenses

The Association provides various services to residents within its geographic location. Expenses related to providing these services are as follows:

	<u>2020</u>	<u>2019</u>
Program services		
Salaries and benefits	\$ 5,738,014	\$ 5,280,315
Program supplies	458,191	348,145
Travel	259,775	241,778
Contract services	228,461	290,240
Other operating expenses	350,439	446,960
Depreciation	91,700	98,659
Occupancy costs	<u>132,436</u>	<u>113,669</u>
Total program services	<u>7,259,016</u>	<u>6,819,766</u>
Administrative and general		
Salaries and benefits	766,171	727,978
Travel	11,650	13,960
Contract services	313,953	358,802
Other operating expenses	145,630	59,567
Depreciation	13,088	13,149
Occupancy costs	<u>18,902</u>	<u>15,149</u>
Total administrative and general	<u>1,269,394</u>	<u>1,188,605</u>
Fundraising		
Salaries and benefits	<u>92,360</u>	<u>73,798</u>
Total fundraising	<u>92,360</u>	<u>73,798</u>
Total	<u>\$ 8,620,770</u>	<u>\$ 8,082,169</u>

Management's estimate of cost allocations at a functional level is based on Medicare cost report methodology.

CENTRAL NEW HAMPSHIRE VNA & HOSPICE

Notes to Financial Statements

March 31, 2020 and 2019

8. Availability and Liquidity of Financial Assets

The Association had working capital of \$2,141,180 and \$3,073,145 at March 31, 2020 and 2019, respectively. The Association had average days (based on normal expenditures) cash and unrestricted investments on hand of 72 and 118 at March 31, 2020 and 2019, respectively.

Financial assets and liquidity resources available within one year for general expenditure, such as operating expenses and capital acquisitions not financed with debt, are as follows:

	<u>2020</u>	<u>2019</u>
Cash and cash equivalents	\$ 810,091	\$ 1,296,184
Investments	880,988	1,320,675
Patient accounts receivable, net	<u>722,808</u>	<u>791,135</u>
Financial assets available to meet cash needs for general expenditures within one year	<u>\$ 2,413,887</u>	<u>\$ 3,407,994</u>

The Association has board designated long-term investments that are intended to function as an endowment that could be made available for general expenditure upon board approval. Since these investments are currently intended for long-term investments they have not been included in the information above. The Association has other long-term investments and assets for restricted use, which are more fully described in Note 2, are not available for general expenditure within the next year and are not reflected in the amount above.

The Association has a \$500,000 line of credit available to meet short-term needs, as disclosed in Note 4.

The Association manages its cash available to meet general expenditures following two guiding principles:

- Operating within a prudent range of financial soundness and stability; and
- Maintaining adequate liquid assets.

9. Concentration of Risk

The Association grants credit without collateral to its patients, most of whom are local residents and are insured under third-party payer agreements. Following is a summary of accounts receivable, by funding source:

	<u>2020</u>	<u>2019</u>
Medicare	76 %	74 %
Other	<u>24</u>	<u>26</u>
Total	<u>100 %</u>	<u>100 %</u>

CENTRAL NEW HAMPSHIRE VNA & HOSPICE

Notes to Financial Statements

March 31, 2020 and 2019

Following is a summary of referrals, by source:

	<u>2020</u>	<u>2019</u>
Lakes Region General Hospital	18 %	14 %
Other	<u>82</u>	<u>86</u>
Total	<u>100 %</u>	<u>100 %</u>

10. Malpractice Insurance

The Association maintains medical malpractice insurance coverage on an occurrence basis. The Association is subject to complaints, claims, and litigation due to potential claims which arise in the normal course of business. U.S. GAAP require the Association to accrue the ultimate cost of malpractice claims when the incident that gives rise to claim occurs, without consideration of insurance recoveries. Expected recoveries are presented as a separate asset. The Association has evaluated its exposure to losses arising from potential claims and determined no such accrual is necessary at March 31, 2020 and 2019. The Association intends to renew coverage on an occurrence basis and anticipates that such coverage will be available in future periods.

11. Subsequent Events

For financial reporting purposes, subsequent events have been evaluated by management through July 22, 2020, which is the date the financial statements were available to be issued.

Subsequent to year end the Association entered into a non-binding letter of intent to affiliate with another home health and hospice non-profit located in Concord, New Hampshire. Both entities are performing due diligence in anticipation of entering into a definitive agreement with a planned effective date of December 31, 2020.

Uncertainty

Subsequent to March 31, 2020, local, U.S., and world governments have encouraged self-isolation to curtail the spread of the global pandemic, coronavirus disease (COVID-19), by mandating the temporary shut-down of business in many sectors and imposing limitations on travel and the size and duration of group meetings. Most sectors are experiencing disruption to business operations and may feel further impacts related to delayed government reimbursement, volatility in investment returns, and reduced philanthropic support. There is unprecedented uncertainty surrounding the duration of the pandemic, its potential economic ramifications, and any government actions to mitigate them. Accordingly, while management cannot quantify the financial and other impacts to the Association as of July 22, 2020, management believes that a material impact on the Association's financial position and results of future operations is reasonably possible.

CENTRAL NEW HAMPSHIRE VNA & HOSPICE

Notes to Financial Statements

March 31, 2020 and 2019

The U.S. government has responded with several phases of relief legislation as a response to the COVID-19 outbreak. Legislation enacted into law on March 27, 2020, called the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), a statute to address the economic impact of the COVID-19 outbreak. The CARES Act, among other things, 1) authorizes emergency loans to distressed businesses by establishing, and providing funding for, forgivable bridge loans, 2) provides additional funding for grants and technical assistance, 3) delays due dates for employer payroll taxes and estimated tax payments for corporations, and 4) revises provisions of the IRC, including those related to losses, charitable deductions, and business interest. Management is evaluating the impact of the CARES Act on the Association, including its potential benefits and limitations that may result from, among other things, additional funding to offset the cost impact. Accordingly, the full effects of the CARES Act on the Association's financial statements have not yet been determined.

On April 13, 2020, the Association received a loan from the U.S. Small Business Association within the CARES Act under the Paycheck Protection Program (PPP) in the amount of \$1,100,000. The loan is to be used for payroll and other allowable costs authorized in the PPP rules, and forgiveness of the loan balance is dependent upon compliance with this and other terms and conditions of the CARES Act. Funds used for unauthorized purposes are required to be repaid. The Association has 5 years from the date the loan was received to pay off any unforgiven funds, and the repayment terms are monthly principal and interest payments beginning in November 2020 at an interest rate of 1% per year.

CENTRAL NEW HAMPSHIRE VNA & HOSPICE
BOARD OF TRUSTEES 2019-2020 Revised April 2020

J. Kristen Gardiner, President	Attorney
David Huot, Vice President	NH House of Representatives
Susan Houghton Ph.D., Treasurer	Principal Scientist, Grant & Technical Services
Mark Edelstein, Secretary/Clerk	Retired Educator
Joel Arsenault, AAMS	Financial Planner
Cecile M. Chase	SVP Retail Sales & Development
Andrew Livernois	Belknap County Attorney
Robin Michaud	Registered Nurse, RN, BSN, CHPN
Corrine Smith	Retired RN/Independent Consultant
Kristin Snow	Allied Health Teacher
Connie Turner	Retired: Registered Nurse

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HRAutenberg@centralvnahospice.org _____

SUMMARY

Currently working as a Family Support Specialist with New Hampshire Home Visiting since 1998 through a collaboration between The Wolfeboro Children's Center and Central VNA- Hospice. Strengths include certification to teach in two Parenting Curriculums, more than 20 hours per year of continuing education, professionalism in the areas of information privacy, maintaining relationships with families, and personal appearance, as well as 19 years of experience in the field.

PROFESSIONAL EXPERIENCE

Childcare Aide/Teacher Wolfeboro Area Children's Center	1993-present
Family Support Specialist Central NH VNA-Hospice	1998-present
Special Education Aide AGH Associates	1987-1993

EDUCATION

Associate Degree in Early Childhood Education College for Lifelong Learning Rochester NH	1997-2000
---	------------------

Graduated with 4.0 GPA

SKILLS

- Interpersonal skills
- Teaching Skills
- Communication skills
- Flexible
- Intuitive

Schelley Rondeau

EXPERIENCE

MCH Coordinator/Clinical Manager

Central NH VNA and Hospice

Db a VNA-Hospice of Southern Carroll County and Vicinity 2010-current

Responsible for program administration and coordination as well as case management and home visiting according to MCH contract guidelines.

Home Health Nurse/Maternal Child Health Nurse 1997-current

VNA-Hospice of Southern Carroll County and

Vicinity, Inc. Wolfeboro, NH 03894

Responsible for primary client care for home health patients, maternal-newborn visits, home visiting for Good Beginnings program, Child Health Program, collaborates with parent educator and community resources.

Responsible for Children's and adults immunization clinics

Intake Nurse 1995 - 97

VNA-Hospice of Southern Carroll County and

Vicinity Wolfeboro, NH

Responsible for intake of new referrals, staff scheduling, case management and supervision of staff nurses

Staff Nurse

Gorgas Army Community Hospital

1991-95

Republic of Panama

Supervision and staff nurse on a Pediatric and Orthopedic ward

EDUCATION

BACHELOR OF SCIENCE IN NURSING 1982 -86

Vermont College Norwich, Vermont

Commander's Award for Public Service- June 1995

Superior Performance Award from Gorgas Army Community Hospital 1994

Certified as Lactation Counselor ???-current

Certified in Parents As Teachers program 2003-current

SKILLS

Experience with maternal and pediatric patients
Interpersonal skills
Flexible, efficient

CONTRACTOR NAME

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Helen Rautenberg	Family Support Specialist	\$38,563	30%	\$11,569
Schellee Rondeau	Pediatric Nurse Manager	\$70,399	60%	\$42,239

**New Hampshire Department of Health and Human Services
Home Visiting Services**



**State of New Hampshire
Department of Health and Human Services
Amendment #1 to the Home Visiting Services Contract**

This 1st Amendment to the Home Visiting Services contract (hereinafter referred to as "Amendment #1") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and VNA at HCS, Inc., (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 312 Marlboro Street, Keene, NH, 03431.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 20, 2018 (Item #27E), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-1, Revisions to General Provisions, Paragraph 3, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:
September 30, 2022.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$607,328.
3. Modify Exhibit A, Scope of Services, Section 1 Provisions Applicable to All Services, Subsection 1.5., to read:
1.5. The Contractor shall provide home visiting services in Cheshire County to a minimum of 24 families per contract year.
4. Modify Exhibit A, Scope of Services, Section 2 Scope of Work, Subsection 2.2, Paragraph 2.2.4., to read:
2.2.4. Ensure the twelve (12) critical elements that make up the essential components of the HFA Model are addressed in agency policies.
5. Modify Exhibit A, Scope of Services, Section 2 Scope of Work, Subsection 2.2, by adding Paragraph 2.2.6., to read:
2.2.6 Participate in Continuous Quality Improvement Projects and collaborative efforts to serve families within designated catchment areas. The Contractor shall:
2.2.6.1. Ensure staff are available to provide relevant data as well as key data and metrics, as requested by the Department.
2.2.6.2. Ensure staff are available to review data, discuss performance, learn from their peers, and identify action-steps that may improve client outcomes.
6. Modify Exhibit A, Scope of Services, Section 3 Staffing Requirements, Subsection 3.5 to read:
3.5. Reserved.
7. Modify Exhibit A, Scope of Services, Section 3 Staffing Requirements, Subsection 3.6, to read
3.6. Reserved.
8. Modify Exhibit A, Scope of Services, Section 4 Reporting and Deliverable Requirements, by adding

VNA at HCS, Inc.

SS-2019-DPHS-05-HOMEV-04-A01

Amendment #1
Page 1 of 4

Contractor Initial
Date

[Signature]
8/6/20

**New Hampshire Department of Health and Human Services
Home Visiting Services**



Subsection 4.8., to read:

- 4.8 The Contractor shall participate in sub-recipient monitoring activities, as coordinated by the Department. The Contractor shall:
 - 4.8.1 Provide fiscal documentation demonstrating that MIECHV funding is utilized solely to support activities under this contract, as requested by the Department.
 - 4.8.2 Ensure expenses are reasonable, allowable and allocable per 45 CFR 75.
 - 4.8.3 Provide documentation of funding utilization and reasonable expenses to the Department upon request.
9. Modify Exhibit A, Scope of Services, Section 5 Work Plan, Subsection 5.2. to read:
 - 5.2. The Contractor shall submit a Work Plan, utilizing a template as provided by the Department, that includes, but is not limited to:
 - 5.2.1. Activities.
 - 5.2.2. Performance Measures (Outcomes).
 - 5.2.3. Action Plan for Improvement.
10. Modify Exhibit A-2 Work Plan Template by deleting it in its entirety and replacing it with Exhibit A-2 Performance Measures, which is attached hereto and incorporated by reference herein.
11. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 1, to read:
 1. This Contract is funded with federal funds. Department access to supporting funding for this project is dependent upon the criteria set forth in the Catalog of Federal Domestic Assistance (CFDA) # 93.870 (<https://www.cfda.gov>), U.S. Department of Health and Human Services, Health Resources and Services Administration (HRSA) and General Funds from Parental Assistance Funds.
12. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 3, to read:
 3. Payment for expenses shall be on a cost reimbursement basis for allowable costs only in accordance with Exhibit B-1, Budget through Exhibit B-8 – Amendment #1.
13. Modify Exhibit B-3, Budget by deleting it in its entirety and replacing it with Exhibit B-3 – Amendment #1, which is attached hereto and incorporated by reference herein.
14. Add Exhibit B-4 – Amendment #1.
15. Add Exhibit B-5 – Amendment #1.
16. Add Exhibit B-6 – Amendment #1.
17. Add Exhibit B-7 – Amendment #1.
18. Add Exhibit B-8 – Amendment #1.

[Signature]
8/6/20

**New Hampshire Department of Health and Human Services
Home Visiting Services**



All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #1 remain in full force and effect. This amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire
Department of Health and Human Services

8/11/2020
Date

Lori Shubnette
Name:
Title:

VNA at HCS, Inc.

8/6/20
Date

Maura McQueeny
Name: Maura McQueeny
Title: President FCCU

**New Hampshire Department of Health and Human Services
Home Visiting Services**



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

08/17/20
Date

Catherine Pinos
Name:
Title: Catherine Pinos, Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: _____ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:



Exhibit A-2 Performance Measures

1. Performance Measures

- 1.1. For all measures, consider services provided during State Fiscal year 2021 (July 1, 2020– June 30, 2021) in accordance with Exhibit A, Scope of Services of this Contract.

Performance Measure #1 (EPDS)
HFA Best Practice Standard 7-4.D

Measure: 80% of women enrolled in the program received at least one Edinburgh Postnatal Depression Scale screening by 3 months postpartum.

Goal: All post-partum women enrolled in HFA will receive this formal, validated screening for depression at the optimal time.

Definition: **Numerator-** Of those in the denominator, the number of women that received an Edinburgh Postnatal Depression Scale (EPDS) screening by 3 months postpartum.

Denominator- The total number of women in the program who reached 3 months postpartum during the reporting period and were enrolled prior to 3 months after the birth of their baby.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → HFA EPDS 3 months rev [7/10/2019] Index child only

Performance Measure #2 (Retention)
HFA Best Practice Standard 3-4.A

Measure: Increase the percent of families who remain enrolled in HFA for at least 6 months from FFY 2019 average (10/1/2018-9/30/2019) baseline.

Goal: Families stay connected and maintain involvement with HFA services.

Definition: **Numerator-** Of those in the denominator, the number of families that remained in HFA services at least 6 months.

Denominator- The number of families who received a first home visit during the period 10/1/2019-9/30/2020:

Quarter 1 10/1/2019- 12/31/2019

Quarter 2 1/1/2020– 3/31/2020

Quarter 3 4/1/2020 – 6/30/2020

Quarter 4 7/1/2020 – 9/30/2020.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → HFA Retention Summary (Current) (Baseline is determined by performance in the prior fiscal year.)

[Signature]



Exhibit A-2 Performance Measures

Performance Measure #3

HFA Best Practice Standard 6-6.B

Measure: 90% of target children with a positive screen for developmental delays (scoring below the "cutoff" on the ASQ-3) receive services in a timely manner. Children already receiving developmental services should not be screened.

Goal: All children served who are determined to be at risk for developmental delays, and are not already receiving developmental services, will receive a referral for further evaluation or services. (If a family declines a referral this should be documented in the family's file and the Family Support Specialist shall continue efforts to advocate for accessing developmental services.)

Definition: **Numerator:** Number of children enrolled in home visiting who a) received individualized developmental support from a home visitor; b) were referred to early intervention services and received an evaluation within 45 days; OR c) were referred to other community services who received services within 30 days (and met the conditions specified in the denominator.)

Denominator: Total number of children enrolled in HFA with positive screens (scoring below the cutoff) for developmental delays, measured using the ASQ-3.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → HFA Child Development Screenings (Current)

Performance Measure #4

HFA Standard 12-1.B

Measure: All direct service staff receive a minimum of 75% of required weekly individual supervision according to the HFA Standards.

Goal: Service providers receive ongoing, effective supervision so they are able to develop realistic and effective plans to empower families.

Definition: **Numerator-** Of those in the denominator, the number of direct service staff who received 75% of required weekly individual supervision for a minimum of 1.5 hours for full-time (.75 to 1.0 FTE) and 1 hour for part-time staff (from .25 - .75 FTE).

Denominator- The number of direct service staff/home visitors employed in the HFA Program during quarter.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → Staff Supervision Rev [6-22-2018]

Exhibit B-3 - Amendment #1

Contractor name: VNA of HCS, Inc.									
New Hampshire Department of Health and Human Services									
Budget Request for: Healthy Starts									
Budget Period: 8/1/2020 - 9/30/2021 - Federal Funds									
Line Item	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 89,334.00	\$ -	\$ 89,334.00	\$ -	\$ -	\$ -	\$ 89,334.00	\$ -	\$ 89,334.00
2. Employee Benefits	\$ 18,924.00	\$ -	\$ 18,924.00	\$ -	\$ -	\$ -	\$ 18,924.00	\$ -	\$ 18,924.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ 1,120.00	\$ -	\$ 1,120.00	\$ -	\$ -	\$ -	\$ 1,120.00	\$ -	\$ 1,120.00
5. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 940.00	\$ -	\$ 940.00	\$ -	\$ -	\$ -	\$ 940.00	\$ -	\$ 940.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 150.00	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ 150.00	\$ -	\$ 150.00
6. Travel	\$ 4,420.00	\$ -	\$ 4,420.00	\$ -	\$ -	\$ -	\$ 4,420.00	\$ -	\$ 4,420.00
7. Occupancy	\$ 5,196.00	\$ -	\$ 5,196.00	\$ -	\$ -	\$ -	\$ 5,196.00	\$ -	\$ 5,196.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 3,210.00	\$ -	\$ 3,210.00	\$ -	\$ -	\$ -	\$ 3,210.00	\$ -	\$ 3,210.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
11. Staff Education and Training	\$ 585.00	\$ -	\$ 585.00	\$ -	\$ -	\$ -	\$ 585.00	\$ -	\$ 585.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (HFA Dues)	\$ 1,750.00	\$ -	\$ 1,750.00	\$ -	\$ -	\$ -	\$ 1,750.00	\$ -	\$ 1,750.00
Indirect	\$ -	\$ 12,550.00	\$ 12,550.00	\$ -	\$ -	\$ -	\$ -	\$ 12,550.00	\$ 12,550.00
TOTAL	\$ 128,128.00	\$ 12,550.00	\$ 138,678.00	\$ -	\$ -	\$ -	\$ 128,128.00	\$ 12,550.00	\$ 138,678.00

Indirect As A Percent of Direct

10.0%

[Signature]
8/6/20

Exhibit B-4 - Amendment #1

New Hampshire Department of Health and Human Services											
Contractor Name: Home Healthcare Hospitals and Community Services											
Budget Request for: Healthy Starts											
Budget Period: 07/01/2020 - 06/30/2021											
Line Item	Direct	Indirect	Total	Contractor Share / Match	Indirect	Total	Funded by DHHS contract share	Indirect	Total	Funded by DHHS contract share	Total
1. Total Salary/Wages	\$ 6,775.00	\$ -	\$ 6,775.00				\$ 6,775.00			\$ 6,775.00	
2. Employee Benefits	\$ 1,039.00	\$ -	\$ 1,039.00				\$ 1,039.00			\$ 1,039.00	
3. Consultants	\$ -	\$ -	\$ -				\$ -			\$ -	
4. Equipment	\$ -	\$ -	\$ -				\$ -			\$ -	
Rental	\$ -	\$ -	\$ -				\$ -			\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -				\$ -			\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -				\$ -			\$ -	
5. Supplies	\$ -	\$ -	\$ -				\$ -			\$ -	
Educational	\$ -	\$ -	\$ -				\$ -			\$ -	
Lab	\$ -	\$ -	\$ -				\$ -			\$ -	
Pharmacy	\$ -	\$ -	\$ -				\$ -			\$ -	
Medical	\$ -	\$ -	\$ -				\$ -			\$ -	
Office	\$ -	\$ -	\$ -				\$ -			\$ -	
6. Travel	\$ -	\$ -	\$ -				\$ -			\$ -	
7. Occupancy	\$ -	\$ -	\$ -				\$ -			\$ -	
8. Current Expenses	\$ -	\$ -	\$ -				\$ -			\$ -	
Telephone	\$ -	\$ -	\$ -				\$ -			\$ -	
Postage	\$ -	\$ -	\$ -				\$ -			\$ -	
Subscriptions	\$ -	\$ -	\$ -				\$ -			\$ -	
Audit and Legal	\$ -	\$ -	\$ -				\$ -			\$ -	
Insurance	\$ -	\$ -	\$ -				\$ -			\$ -	
Board Expenses	\$ -	\$ -	\$ -				\$ -			\$ -	
9. Software	\$ -	\$ -	\$ -				\$ -			\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -				\$ -			\$ -	
11. Staff Education and Training	\$ -	\$ -	\$ -				\$ -			\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -				\$ -			\$ -	
13. Other (HFA Dues)	\$ -	\$ -	\$ -				\$ -			\$ -	
TOTAL	\$ 7,814.00	\$ -	\$ 7,814.00				\$ 7,814.00			\$ 7,814.00	

Indirect As A Percent of Direct

Contractor Initials: 
 Date: 8/6/20

New Hampshire Department of Health and Human Services									
Contractor name: Home Healthcare Hospice and Community Services									
Budget Request for: Healthy Starts									
Budget Period: 6/1/2021 - 6/30/2022									
Line Item	Direct	Indirect	Total	Contractor Share / Match	Funded by DHH contract share	Direct	Indirect	Total	Total
1. Total Salary/Wages	\$ 6,775.00	\$ -	\$ 6,775.00	\$ -	\$ 6,775.00	\$ 6,775.00	\$ -	\$ 6,775.00	\$ 6,775.00
2. Employee Benefits	\$ 1,039.00	\$ -	\$ 1,039.00	\$ -	\$ 1,039.00	\$ 1,039.00	\$ -	\$ 1,039.00	\$ 1,039.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (NFA Dues)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 7,814.00	\$ -	\$ 7,814.00	\$ -	\$ 7,814.00	\$ 7,814.00	\$ -	\$ 7,814.00	\$ 7,814.00

Indirect As A Percent of Direct

0.00%

Exhibit B-6 - Amendment #1

Contractor name: VNA at NCS											
New Hampshire Department of Health and Human Services											
Budget Request for: Healthy Starts											
Budget Period: 07/01/2021 - 06/30/2022 - Federal Funds											
Line Item	Direct	Indirect	Total Program Costs	Contractor Share / Match	Funded by DHH contract share	Indirect	Total	Contractor Share / Match	Funded by DHH contract share	Indirect	Total
1. Total Salary/Wages	\$ 89,334.00	\$ -	\$ 89,334.00		\$ 89,334.00	\$ -	\$ 89,334.00		\$ 89,334.00	\$ -	\$ 89,334.00
2. Employee Benefits	\$ 18,924.00	\$ -	\$ 18,924.00		\$ 18,924.00	\$ -	\$ 18,924.00		\$ 18,924.00	\$ -	\$ 18,924.00
3. Consultants	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Purchase/Depreciation	\$ 1,120.00	\$ -	\$ 1,120.00		\$ 1,120.00	\$ -	\$ 1,120.00		\$ 1,120.00	\$ -	\$ 1,120.00
5. Supplies:	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Educational	\$ 940.00	\$ -	\$ 940.00		\$ 940.00	\$ -	\$ 940.00		\$ 940.00	\$ -	\$ 940.00
Lab	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Office	\$ 150.00	\$ -	\$ 150.00		\$ 150.00	\$ -	\$ 150.00		\$ 150.00	\$ -	\$ 150.00
6. Travel	\$ 4,420.00	\$ -	\$ 4,420.00		\$ 4,420.00	\$ -	\$ 4,420.00		\$ 4,420.00	\$ -	\$ 4,420.00
7. Occupancy	\$ 5,198.00	\$ -	\$ 5,198.00		\$ 5,198.00	\$ -	\$ 5,198.00		\$ 5,198.00	\$ -	\$ 5,198.00
8. Current Expenses	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Telephone	\$ 3,210.00	\$ -	\$ 3,210.00		\$ 3,210.00	\$ -	\$ 3,210.00		\$ 3,210.00	\$ -	\$ 3,210.00
Postage	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Bond Expenses	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 500.00	\$ -	\$ 500.00		\$ 500.00	\$ -	\$ 500.00		\$ 500.00	\$ -	\$ 500.00
11. Staff Education and Training	\$ 585.00	\$ -	\$ 585.00		\$ 585.00	\$ -	\$ 585.00		\$ 585.00	\$ -	\$ 585.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
13. Other (HFA Dues):	\$ 1,750.00	\$ -	\$ 1,750.00		\$ 1,750.00	\$ -	\$ 1,750.00		\$ 1,750.00	\$ -	\$ 1,750.00
Indirect	\$ -	\$ 12,550.00	\$ 12,550.00		\$ -	\$ 12,550.00	\$ 12,550.00		\$ -	\$ 12,550.00	\$ 12,550.00
TOTAL	\$ 126,128.00	\$ 12,550.00	\$ 138,678.00		\$ 126,128.00	\$ 12,550.00	\$ 138,678.00		\$ 126,128.00	\$ 12,550.00	\$ 138,678.00

Indirect At A Percent of Direct

10.0%

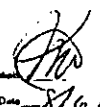
Contractor Initials: 
Date: 8/6/20

Exhibit B.7 - Amendment #1

New Hampshire Department of Health and Human Services									
Contractor name: Home Healthcare Hospice and Community Services									
Budget Request for: Healthy Starts									
Budget Period: 07/01/2022 - 06/30/2022									
Line Item	Direct	Indirect	Total	Contractor Share / Match	Indirect	Total	Funded by DHHHS contract share	Indirect	Total
1. Total Salary/Wages	\$ -	\$ 1,894.00	\$ 1,894.00				\$ -	\$ 1,894.00	\$ 1,894.00
2. Employee Benefits	\$ -	\$ 260.00	\$ 260.00				\$ -	\$ 260.00	\$ 260.00
3. Consultants	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
7. Occupancy	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
13. Other (HFA Dues)	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
TOTAL	\$ -	\$ 1,894.00	\$ 1,894.00				\$ -	\$ 1,894.00	\$ 1,894.00

Indirect As A Percent of Direct

100%

Exhibit B-4 - Amendment #1

<p>Contractor name: VNA & MCS, Inc. New Hampshire Department of Health and Human Services</p> <p>Budget Request for: Healthy Starts</p> <p>Budget Period: 07/01/2022 - 06/30/2023 Federal Funds</p>									
Line Item	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	22,343.75	-	22,343.75	22,343.75	-	22,343.75	22,343.75	-	22,343.75
2. Employee Benefits	4,708.75	-	4,708.75	4,708.75	-	4,708.75	4,708.75	-	4,708.75
3. Consultants	-	-	-	-	-	-	-	-	-
4. Equipment:	-	-	-	-	-	-	-	-	-
Rental	-	-	-	-	-	-	-	-	-
Repair and Maintenance	-	-	-	-	-	-	-	-	-
Purchase/Depreciation	280.00	-	280.00	280.00	-	280.00	280.00	-	280.00
5. Supplies:	-	-	-	-	-	-	-	-	-
Educational	235.00	-	235.00	235.00	-	235.00	235.00	-	235.00
Lab	-	-	-	-	-	-	-	-	-
Pharmacy	-	-	-	-	-	-	-	-	-
Medical	-	-	-	-	-	-	-	-	-
Office	37.50	-	37.50	37.50	-	37.50	37.50	-	37.50
6. Travel	1,105.00	-	1,105.00	1,105.00	-	1,105.00	1,105.00	-	1,105.00
7. Occupancy	1,299.00	-	1,299.00	1,299.00	-	1,299.00	1,299.00	-	1,299.00
8. Current Expenses:	-	-	-	-	-	-	-	-	-
Telephone	802.50	-	802.50	802.50	-	802.50	802.50	-	802.50
Postage	-	-	-	-	-	-	-	-	-
Subscriptions	-	-	-	-	-	-	-	-	-
Audit and Legal	-	-	-	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-	-	-
Board Expenses	-	-	-	-	-	-	-	-	-
9. Software	-	-	-	-	-	-	-	-	-
10. Marketing/Communications	125.00	-	125.00	125.00	-	125.00	125.00	-	125.00
11. Staff Education and Training	148.25	-	148.25	148.25	-	148.25	148.25	-	148.00
12. Subcontractor/Agreements	-	-	-	-	-	-	-	-	-
13. Other (HFA Over)	437.50	-	437.50	437.50	-	437.50	437.50	-	437.50
Indirect	-	3,150.00	3,150.00	-	3,150.00	3,150.00	-	3,150.00	3,150.00
TOTAL	\$ 31,820.25	\$ 3,150.00	\$ 34,870.25	\$ 31,820.25	\$ 3,150.00	\$ 34,870.25	\$ 31,820.25	\$ 3,150.00	\$ 34,870.25

Indirect As A Percent of Direct

10.0%

Curriculum Vitae
 Date 8/6/20

State of New Hampshire

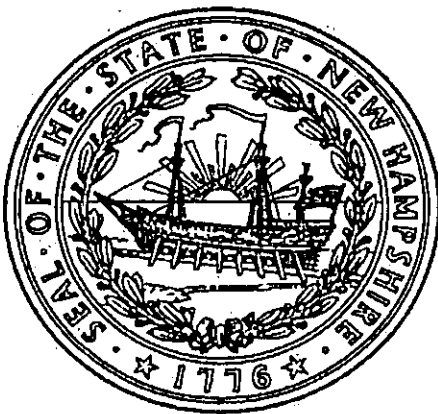
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that VNA AT HCS, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on November 18, 1981. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 67798

Certificate Number: 0004882946



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. 2020.

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

William M. Gardner

Secretary of State

CERTIFICATE OF AUTHORITY

I, Julie Greenwood, hereby certify that:
(Name of the elected Officer of the Corporation/LLC; cannot be contract signatory)

1. I am a duly elected Clerk/Secretary/Officer of VNA at HCS.
(Corporation/LLC Name)

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on May 13, 2020, at which a quorum of the Directors/shareholders were present and voting.
(Date)

VOTED: That Maura McQueeney, CEO (may list more than one person)
(Name and Title of Contract Signatory)

is duly authorized on behalf of VNA at HCS to enter into contracts or agreements with the State
(Name of Corporation/ LLC)

of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority **remains valid for thirty (30) days** from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: 8/5/2020



Signature of Elected Officer
Name: Julie E. Greenwood
Title: Chair of the Board of Directors



HOMEHEA-02

NLAF0REST

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/24/2020

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 have ADDITIONAL INSURED provisions or 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 Berkshire Insurance Group, Inc PO Box 4889 Pittsfield, MA 01202	CONTACT NAME:	
	PHONE (A/C, No, Ext): (866) 636-0244	FAX (A/C, No): (413) 447-1977
INSURED Home Healthcare Hospice & Community Services, Inc. & VNA at HCS, Inc. PO Box 564 Keene, NH 03431	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Philadelphia Indemnity Insurance Company	
	INSURER B: ATLANTIC CHARTER INSURANCE GROUP	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			PHPK2081408	1/4/2020	1/4/2021	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 \$ 3,000,000 PRODUCTS - COM/OP AGG \$ 3,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2081411	1/4/2020	1/4/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> Y/N <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WCA00539808	7/1/2020	7/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liab			PHPK2081408	1/4/2020	1/4/2021	per claim \$ 1,000,000
A	Professional Liab			PHPK2081408	1/4/2020	1/4/2021	Aggregate \$ 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

State of New Hampshire
Department of Health & Human Services
129 Pleasant Street
Concord, NH 03301

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

Michael J. Smith



Mission

Home Healthcare, Hospice and Community Services

&

VNA at HCS

Our mission is to provide services which enable people to function throughout life at their optimal level of health, well-being and independence, according to their personal beliefs and choices.

**HOME HEALTHCARE, HOSPICE AND COMMUNITY
SERVICES, INC. AND AFFILIATE**

CONSOLIDATED FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2019 AND 2018



CLAAconnect.com

WEALTH ADVISORY

OUTSOURCING

**AUDIT, TAX, AND
CONSULTING**

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES, INC.
AND AFFILIATE
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YEARS ENDED JUNE 30, 2019 AND 2018**

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CliftonLarsonAllen LLP
CLAAconnect.com

INDEPENDENT AUDITORS' REPORT

Board of Directors
Home Healthcare, Hospice and Community Services, Inc. and Affiliate
Keene, New Hampshire

We have audited the accompanying consolidated financial statements of Home Healthcare, Hospice and Community Services, Inc. and Affiliate (the Association), which comprise the consolidated balance sheet as of June 30, 2019 and 2018, and the related consolidated statements of operations, changes in net assets, and cash flows for the years then ended, and the related notes to the consolidated financial statements.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated 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 consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

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

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


Board of Directors
Home Healthcare, Hospice and Community Services, Inc. and Affiliate

Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Home Healthcare, Hospice and Community Services, Inc. and Affiliate as of June 30, 2019 and 2018, and the results of their operations, changes in their net assets, and their cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Effect of Adopting New Accounting Standard

As described in Note 1, Home Healthcare, Hospice and Community Services, Inc. and Affiliate adopted the Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2016-14, *Not-For-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities*. Accordingly, the accounting change has been retrospectively applied to prior periods presented as if the policy had always been used. Our opinion is not modified with respect to that matter.



CliftonLarsonAllen LLP

Boston, Massachusetts
March 6, 2020

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES, INC.
AND AFFILIATE
CONSOLIDATED BALANCE SHEETS
JUNE 30, 2019 AND 2018**

	<u>2019</u>	<u>2018</u>
ASSETS		
CURRENT ASSETS		
Cash and Cash Equivalents	\$ 343,467	\$ 247,576
Investments	17,267	17,938
Patient Accounts Receivable, Less Allowance for Uncollectible Accounts of \$652,535 in 2019 and \$620,128 in 2018	2,366,149	2,132,956
Other Receivables	324,782	191,155
Prepaid Expenses	224,029	249,650
Total Current Assets	<u>3,275,694</u>	<u>2,839,275</u>
ASSETS LIMITED AS TO USE	12,642,547	12,248,325
PROPERTY AND EQUIPMENT, NET	<u>2,657,038</u>	<u>2,978,403</u>
Total Assets	<u><u>\$ 18,575,279</u></u>	<u><u>\$ 18,066,003</u></u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Line of Credit	\$ 533,503	\$ 667,125
Accounts Payable and Accrued Expenses	1,300,311	502,305
Accrued Payroll and Related Expenses	1,002,194	1,114,892
Deferred Revenue	543,274	622,004
Total Current Liabilities	<u>3,379,282</u>	<u>2,906,326</u>
NET ASSETS		
Without Donor Restrictions	14,267,831	14,205,505
With Donor Restrictions	928,166	954,172
Total Net Assets	<u>15,195,997</u>	<u>15,159,677</u>
Total Liabilities and Net Assets	<u><u>\$ 18,575,279</u></u>	<u><u>\$ 18,066,003</u></u>

See accompanying Notes to Consolidated Financial Statements.

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES, INC.
AND AFFILIATE
CONSOLIDATED STATEMENTS OF OPERATIONS
YEARS ENDED JUNE 30, 2019 AND 2018**

	2019	2018
OPERATING REVENUE		
Patient Service Revenue	\$ 13,093,709	\$ 14,463,382
Provision for Bad Debt	(129,445)	(367,378)
Net Patient Service Revenue	12,964,264	14,096,004
Other Operating Revenue	2,598,094	2,561,188
Net Assets Released from Restrictions Used for Operations	107,946	45,441
Total Operating Revenue	15,670,304	16,702,633
OPERATING EXPENSES		
Salaries and Related Expenses	11,958,073	13,428,756
Other Operating Expenses	4,751,034	5,130,498
Depreciation	431,929	455,303
Total Operating Expenses	17,141,036	19,014,557
OPERATING LOSS	(1,470,732)	(2,311,924)
OTHER REVENUE AND GAINS		
Contributions and Fundraising Income	634,736	425,576
Investment Income, Net	171,101	167,938
Realized and Unrealized Gains on Investments	724,386	697,024
Total Other Revenue and Gains	1,530,223	1,290,538
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	59,491	(1,021,386)
Net Assets Released from Restrictions Used for Capital	2,835	172,287
CHANGE IN NET ASSETS WITHOUT DONOR RESTRICTIONS	<u>\$ 62,326</u>	<u>\$ (849,099)</u>

See accompanying Notes to Consolidated Financial Statements.

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES, INC.
AND AFFILIATE
CONSOLIDATED STATEMENTS OF CHANGES IN NET ASSETS
YEARS ENDED JUNE 30, 2019 AND 2018**

	<u>2019</u>	<u>2018</u>
NET ASSETS WITHOUT DONOR RESTRICTIONS		
Excess (Deficiency) of Revenue of Expenses	\$ 59,491	\$ (1,021,386)
Net Assets Released from Restrictions Used for Capital	<u>2,835</u>	<u>172,287</u>
Change in Net Assets Without Donor Restrictions	<u>62,326</u>	<u>(849,099)</u>
NET ASSETS WITH DONOR RESTRICTIONS		
Contributions	12,822	-
Investment Income	13,833	15,074
Realized and Unrealized Gains on Investments	58,120	63,117
Net Assets Released from Restrictions Used for Operations	(107,946)	(45,441)
Net Assets Released from Restrictions Used for Capital	<u>(2,835)</u>	<u>(172,287)</u>
Change in Net Assets With Donor Restrictions	<u>(26,006)</u>	<u>(139,537)</u>
CHANGE IN NET ASSETS	36,320	(988,636)
Net Assets - Beginning of Year	<u>15,159,677</u>	<u>16,148,313</u>
NET ASSETS - END OF YEAR	<u><u>\$ 15,195,997</u></u>	<u><u>\$ 15,159,677</u></u>

See accompanying Notes to Consolidated Financial Statements.

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES, INC.
AND AFFILIATE
CONSOLIDATED STATEMENTS OF CASH FLOWS
YEARS ENDED JUNE 30, 2019 AND 2018**

	2019	2018
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in Net Assets	\$ 36,320	\$ (988,636)
Adjustments to Reconcile Change in Net Assets to Net Cash Used by Operating Activities:		
Depreciation	431,929	455,303
Provision for Bad Debts	129,445	367,378
Realized and Unrealized Gains on Investments	(782,506)	(760,141)
Investment Income Restricted for Reinvestment	(13,833)	(15,074)
(Increase) Decrease in:		
Investments	671	598
Patient Accounts Receivable	(362,638)	(166,864)
Other Receivables	(133,627)	304,113
Prepaid Expenses	25,621	108,843
Increase (Decrease) in:		
Accounts Payable and Accrued Expenses	798,006	(73,615)
Accrued Payroll and Related Expenses	(112,698)	(48,123)
Deferred Revenue	(78,730)	74,730
Net Cash Used by Operating Activities	<u>(62,040)</u>	<u>(741,488)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of Investments	(4,235,594)	(2,814,287)
Proceeds from Sale of Investments	4,637,711	3,152,045
Capital Expenditures	<u>(110,564)</u>	<u>(174,237)</u>
Net Cash Provided by Investing Activities	291,553	163,521
CASH FLOWS FROM FINANCING ACTIVITIES		
Proceeds from Line of Credit	1,522,000	1,730,000
Payments on Line of Credit	<u>(1,655,622)</u>	<u>(1,262,721)</u>
Net Cash Provided (Used) by Financing Activities	<u>(133,622)</u>	<u>467,279</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	95,891	(110,688)
Cash and Cash Equivalents - Beginning of Year	<u>247,576</u>	<u>358,264</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u><u>\$ 343,467</u></u>	<u><u>\$ 247,576</u></u>
SUPPLEMENTAL DISCLOSURE		
Interest Paid	<u><u>\$ 36,935</u></u>	<u><u>\$ 25,300</u></u>

See accompanying Notes to Consolidated Financial Statements.

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES, INC.
AND AFFILIATE
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2019 AND 2018**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

Home Healthcare, Hospice and Community Services, Inc. is a nonstock, nonprofit corporation in New Hampshire whose primary purpose is to act as a holding company and provide management services to its affiliate.

Affiliate

VNA at HCS, Inc. is a nonstock, nonprofit corporation in New Hampshire whose primary purposes are to provide home healthcare, hospice, and community services.

Principles of Consolidation

The consolidated financial statements include the accounts of Home Healthcare, Hospice and Community Services, Inc. and its affiliate, VNA at HCS, Inc. (collectively, the Association). They are related through a common board membership and common management. All significant intercompany balances and transactions have been eliminated in consolidation.

The Association prepares its consolidated financial statements in accordance with U.S. generally accepted accounting principles (U.S. GAAP) established by the Financial Accounting Standards Board (FASB). References to U.S. GAAP in these notes are to the FASB Accounting Standards Codification (ASC).

Income Taxes

The Association is a public charity under Section 501(c)(3) of the Internal Revenue Code. As a public charity, the Association is exempt from state and federal income taxes on income earned in accordance with its tax-exempt purpose. Unrelated business income is subject to state and federal income tax. Management has evaluated the Association's tax positions and concluded that the Association has no unrelated business income or uncertain tax positions that require adjustment to the consolidated financial statements.

Use of Estimates

The preparation of consolidated financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements. Estimates also affect the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Basis of Presentation

Net assets, revenues, expenses, gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Association and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets that are not subject to donor-imposed stipulations. Net assets without donor restrictions includes assets set aside by the board of directors for future use.

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES, INC.
AND AFFILIATE
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2019 AND 2018**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Basis of Presentation (Continued)

Net Assets With Donor Restrictions – Net assets subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Revenues are reported as increases in net assets without donor restrictions, unless use of the related assets is limited by donor-imposed restrictions. Expenses are reported as decreases in net assets without donor restrictions. Gains and losses on investments and other assets or liabilities, other than endowment and similar funds, are reported as increases or decreases in net assets without donor restrictions unless their use is restricted by explicit donor stipulation. Expirations of time restrictions on net assets (i.e., the donor-stipulated purpose has been fulfilled and/or the stipulated time period has elapsed) are reported as reclassifications between the applicable classes of net assets as net assets released from restrictions.

Donated services are recognized in the financial statements if the services enhance or create nonfinancial assets or require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation.

Contributions, including pledges receivable which are unconditional promises to give, are recognized as revenues in the period received. Conditional promises to give are not recognized until they become unconditional, that is, when the conditions on which they depend are substantially met. Gifts of long-lived assets are reported as assets without donor restrictions unless explicit donor stipulations specify how the assets are to be used, and gifts of cash or other assets that must be used to acquire long-lived assets are reported as restricted support. Absent explicit donor stipulation about how long those assets must be maintained, expiration of donor restrictions are reported when the donated or acquired long-lived assets are placed into service. Contributions of assets other than cash are recorded at their estimated fair value. Contributions to be received after one year are discounted at an appropriate discount rate commensurate with the risks involved. Amortization of discounts is recorded as additional contribution revenue in accordance with donor-imposed restrictions, if any, on the contributions.

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES, INC.
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NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Cash and Cash Equivalents

Cash and cash equivalents include highly liquid investments with an original maturity of three months or less, excluding assets limited as to use.

The Association has cash deposits in a major financial institution which may exceed federal depository insurance limits. The Association has not experienced any losses in such accounts. Management believes it is not exposed to any significant risk with respect to these accounts.

Allowance for Uncollectible Accounts

Accounts receivable are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible accounts by analyzing the Association's past history and identification of trends for all funding sources in the aggregate. In addition, balances in excess of 365 days are fully reserved. Management regularly reviews revenue data in evaluating the sufficiency of the allowance for uncollectible accounts. Amounts not collected after all reasonable collection efforts have been exhausted are applied against the allowance for uncollectible accounts.

A reconciliation of the allowance for uncollectible accounts follows as of June 30:

	2019	2018
Balance - Beginning of Year	\$ 620,128	\$ 575,388
Provision	129,445	367,378
Write-Offs	(97,038)	(322,638)
Balance - End of Year	<u>\$ 652,535</u>	<u>\$ 620,128</u>

Investments

Investments in short-term investment options are reported as current assets. Investments held for long-term return are reported as noncurrent assets.

The Association reports investments at fair value and has elected to report all gains and losses in the Excess (Deficiency) of Revenue of Expenses to simplify the presentation of these amounts in the consolidated statement of operations, unless otherwise stipulated by the donor or state law.

Investments, in general, are exposed to various risks, such as interest rate, credit, and overall market volatility risks. As such, it is reasonably possible that changes in the values of investments will occur in the near term and that such changes could materially affect the amounts reported in the consolidated balance sheets, statements of operations, and statements of changes in net assets.

Assets Limited as to Use

Assets limited as to use includes designated assets set aside by the board of directors and donor contributions.

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NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Property and Equipment

Property and equipment are carried at cost less accumulated depreciation. Assets with an estimated useful life of more than one year and a historical cost in excess of \$5,000 are capitalized. Maintenance, repairs, and minor renewals are expensed as incurred and renewals and betterments are capitalized. Provision for depreciation is computed using the straight-line method over the useful lives of the related assets.

Property is reviewed for impairment whenever events or changes in circumstances indicate the related carrying amount may not be recoverable. When required, impairment losses on assets to be held and used are recognized based on the excess of the assets' carrying amount over the fair value of the asset.

Deferred Revenue

Deferred revenue represents advances on episodic payments that have not yet been earned. Revenue is recognized over the period in which treatment is provided (60 days) on a straight-line basis.

Patient Service Revenue

Providers of home health services to clients eligible for Medicare home health benefits are paid on a prospective basis, with no retrospective settlement. The prospective payment is based on the scoring attributed to the acuity level of the client at a rate determined by federal guidelines.

Providers of hospice services to clients eligible for Medicare hospice benefits are paid on a fee for service basis, with no retrospective settlement, provided the Association's aggregate annual Medicare reimbursement is below a predetermined aggregate capitated rate. Revenue is recognized as the services are performed based on the fixed rate amount.

Charges for services to all patients are recorded as revenue when services are rendered at the net realizable amounts from patients, third-party payors, and others, including estimated retroactive adjustments under reimbursement agreements with third-party payors. Retroactive adjustments are accrued on an estimated basis in the period the related services are rendered and in future periods as final settlements are determined. Patients unable to pay full charge, who do not have other third-party resources, are charged a reduced amount based on the Association's published sliding fee scale. Reductions in full charge are recognized when the service is rendered.

Cost Allocations

The Association operates several related programs. Costs directly attributable to a program are charged to the respective program services. Management and general costs of the Association have been allocated between the programs on the basis of actual direct program costs.

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES, INC.
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JUNE 30, 2019 AND 2018**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Measure of Operations

For purposes of presentation, transactions deemed by management to be ongoing, major, or central to the provision of program services are reported as revenues and expenses. Peripheral or incidental transactions are reported as nonoperating gains and losses. The consolidated statements of operations include the operating loss. Changes in net assets without donor restrictions which are excluded from the operating loss, consistent with industry practice, include contributions and fundraising income, investment income and realized and unrealized gains and losses on investments.

Excess (Deficiency) of Revenues Over Expenses

The consolidated statements of operations includes the excess (deficiency) of revenues over expenses. Changes in net assets without donor restrictions which are excluded from the excess (deficiency) of revenues over expenses, consistent with industry practice, include contributions of, and net assets released from donor restrictions related to, long-lived assets.

Functional Expenses

The financial statements contain certain categories of expenses that attributable to one or more program or supporting functions of the Association. Expenses are directly allocated to program or support services whenever possible. Other shared expenses are allocated based on a reasonable basis that is consistently applied. The expenses that are allocated include depreciation, interest, and occupancy, which are allocated on a square footage basis, salaries and benefits, which are allocated on a basis of estimated time and effort, and information technology, which is allocated based on estimates of time and cost of the specific technology utilized. See Note 8 for the natural classification detail of expenses by function.

Reclassifications

Certain reclassifications have been made to prior year amounts to conform with the current year presentation.

Change in Accounting Principle

The Association has adopted the accounting guidance in Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities*, which changes presentation and disclosure requirements for nonprofit entities to provide more relevant information about their resources (and the changes in those resources) to donors, granters, creditors, and other users. These include qualitative and quantitative requirements in the following areas: net asset classes, investment return, expenses, and liquidity. Adoption of the new standard had no effect on the previously reported change in net assets or net assets balance.

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NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

New Accounting Pronouncements

In May 2014, FASB issued ASU 2014-09, *Revenue from Contracts with Customers*. The guidance requires the Association to recognize revenue to depict the transfer of goods or services to customers in an amount that reflects the consideration to which the Association expects to be entitled in exchange for those goods or services. The guidance also requires expanded disclosures relating to the nature, amount, timing, and uncertainty of revenue and cash flows arising from contracts with customers. Additionally, qualitative and quantitative disclosures are required regarding customer contracts, significant judgments and changes in judgments, and assets recognized from the costs to obtain or fulfill a contract. Implementation of the new standard can result in changes to the reporting and disclosure of leases. The standard will be effective for the Association for the year ending June 30, 2020. Management is in the process of evaluating the impact on the Association.

In February 2016, FASB issued ASU 2016-02, *Leases*, pertaining to recording of leases. While the standard will not be effective for the Association until the year ending June 30, 2021, the standard can be adopted as early as the year ending December 31, 2016. Early adoption has not been exercised. Implementation of the new standard can result in changes to the reporting and disclosure of leases. Management is in the process of evaluating the impact on the Association.

Subsequent Events

For financial reporting purposes, subsequent events have been evaluated by management through March 6, 2020, which is the date the consolidated financial statements were available to be issued.

NOTE 2 INVESTMENTS AND ASSETS LIMITED AS TO USE

Investments and assets limited as to use, stated at fair value, are as follows as of June 30:

	2019	2018
Cash and Cash Equivalents	\$ 329,576	\$ 106,923
U.S. Government and Corporate Bonds	3,404,633	3,335,084
Marketable Securities	5,988,449	5,656,193
Mutual Funds	2,937,156	3,168,063
Total Investments and Assets Limited as to Use	<u>\$ 12,659,814</u>	<u>\$ 12,266,263</u>
Investments Without Donor Restrictions	\$ 17,267	\$ 17,938
Assets Limited as to Use:		
Board-Designated for Future Use	11,760,468	11,363,748
Donor-Restricted, Time or Purpose	647,848	650,346
Donor-Restricted, Perpetual in Nature	234,231	234,231
Total Assets Limited as to Use	<u>12,642,547</u>	<u>12,248,325</u>
Total Investments and Assets Limited as to Use	<u>\$ 12,659,814</u>	<u>\$ 12,266,263</u>

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES, INC.
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NOTE 2 INVESTMENTS AND ASSETS LIMITED AS TO USE (CONTINUED)

Fair Value Measurement

FASB ASC Topic 820, *Fair Value Measurement*, defines fair value as the price that would be received to sell an asset or paid to transfer a liability (an exit price) in an orderly transaction between market participants and also establishes a fair value hierarchy which requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value. The fair value hierarchy within ASC Topic 820 distinguishes three levels of inputs that may be utilized when measuring fair value.

Level 1 – Quoted prices (unadjusted) for identical assets or liabilities in active markets that the entity has the ability to access as of the measurement date.

Level 2 – Significant observable inputs other than Level 1 prices, such as quoted prices for similar assets or liabilities, quoted prices in markets that are not active, and other inputs that are observable or can be corroborated by observable market data.

Level 3 – Significant unobservable inputs that reflect an entity's own assumptions about the assumptions that market participants would use in pricing an asset or liability.

All of the Association's investments were measured on a recurring basis.

The following table presents the Association's fair value hierarchy for those assets and liabilities measured at fair value on a recurring basis as of June 30, 2019 and 2018:

	2019			
	Level 1	Level 2	Level 3	Total
Corporate Bonds	\$ -	\$ 1,125,332	\$ -	\$ 1,125,332
Government Bonds	2,279,301	-	-	2,279,301
Equity Securities	5,988,449	-	-	5,988,449
Mutual Funds	2,937,156	-	-	2,937,156
Total Investments and Assets				
Limited as to Use at Fair Value	<u>\$ 11,204,906</u>	<u>\$ 1,125,332</u>	<u>\$ -</u>	12,330,238
Cash and Cash Equivalents				329,576
Total Investments and Assets				
Limited as to Use				<u>\$ 12,659,814</u>

	2018			
	Level 1	Level 2	Level 3	Total
Corporate Bonds	\$ -	\$ 1,135,706	\$ -	\$ 1,135,706
Government Bonds	2,199,378	-	-	2,199,378
Equity Securities	5,656,193	-	-	5,656,193
Mutual Funds	3,168,063	-	-	3,168,063
Total Investments and Assets				
Limited as to Use at Fair Value	<u>\$ 11,023,634</u>	<u>\$ 1,135,706</u>	<u>\$ -</u>	12,159,340
Cash and Cash Equivalents				106,923
Total Investments and Assets				
Limited as to Use				<u>\$ 12,266,263</u>

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES, INC.
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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2019 AND 2018**

NOTE 2 INVESTMENTS AND ASSETS LIMITED AS TO USE (CONTINUED)

Investment income and gains for cash equivalents and investments consist of the following as of June 30:

	2019	2018
Net Assets Without Donor Restrictions:		
Investment Income, Net	\$ 171,101	\$ 167,938
Realized and Unrealized Gains on Investments	724,386	697,024
Net Assets With Donor Restrictions:		
Investment Income	13,833	15,074
Realized and Unrealized Gains on Investments	58,120	63,117
Total Investment Income and Gains	<u>\$ 967,440</u>	<u>\$ 943,153</u>

NOTE 3 PROPERTY AND EQUIPMENT

Property and equipment consists of the following as of June 30:

	2019	2018
Land and Improvements	\$ 482,961	\$ 471,403
Building and Improvements	5,384,931	5,384,931
Furniture, Fixtures, and Equipment	3,121,014	3,028,445
Total Cost	8,988,906	8,884,779
Less: Accumulated Depreciation	6,331,868	5,906,376
Total Property and Equipment, Net	<u>\$ 2,657,038</u>	<u>\$ 2,978,403</u>

NOTE 4 LINE OF CREDIT

The Association has an unsecured \$1,000,000 line of credit payable on demand with a local bank with interest at 1% above the bank's base rate (6.50% and 6.00% at June 30, 2019 and 2018, respectively). The outstanding balance was \$533,503 and \$667,125 at June 30, 2019 and 2018, respectively. The line is subject to automatic annual renewal at the discretion of the lender.

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES, INC.
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NOTE 5 NET ASSETS WITH DONOR RESTRICTIONS

The Association has received donor-restricted contributions, which have been accounted for as net assets with donor restrictions and are available for the following purposes at June 30:

	2019	2018
Time or Purpose Restrictions for:		
Haskell Fund for Office Rent	\$ 304,618	\$ 339,825
Operations	107,789	98,797
Meal Sites	1,337	1,697
Respite	4,089	4,089
Hospice Operations	3,208	1,252
Hospice Memorial Garden	134,641	123,926
Johnson Family Fund for Capital Expenditures	7,009	5,757
Barbara Duckett Scholarship Fund	89,486	75,003
Donated Motor Vehicles	41,758	69,595
Total	<u>\$ 693,935</u>	<u>\$ 719,941</u>
Restrictions that are Perpetual in Nature for:		
Hospice	\$ 10,000	\$ 10,000
Operations	8,623	8,623
Johnson Family Fund for Capital Expenditures	10,202	10,202
Bednar Endowment Fund	50,000	50,000
Haskell Endowment Fund	120,570	120,570
Jones Endowment Fund	34,836	34,836
Total	<u>\$ 234,231</u>	<u>\$ 234,231</u>

NOTE 6 ENDOWMENTS

The Association has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds, absent explicit donor stipulations to the contrary. As a result of this interpretation, the Association classifies as a donor-restricted endowment (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent donor-restricted endowment gifts, and (c) accumulations to the donor-restricted endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund is classified as net assets with donor restrictions until those amounts are appropriated for expenditure by the Association in a manner consistent with the standard of prudence prescribed by UPMIFA.

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JUNE 30, 2019 AND 2018**

NOTE 6 ENDOWMENTS (CONTINUED)

In accordance with the UPMIFA, the Association considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

1. The duration and preservation of the fund;
2. The purposes of the organization and the donor-restricted endowment fund;
3. General economic conditions;
4. The possible effect of inflation and deflation;
5. The expected total return from income and the appreciation of investments;
6. Other resources of the Association;
7. The investment policies of the Association;
8. The spending policy; and
9. Funds with deficiencies.

Return Objectives and Risk Parameters

The investment portfolio is managed to provide for the long-term support of the Association. Accordingly, these funds are managed with disciplined, longer-term investment objectives and strategies designed to meet cash flow and spending requirements. Management of the assets is designed to attain the maximum total return consistent with acceptable and agreed upon levels of risk. The Association benchmarks its portfolio performance against a number of commonly used indices.

Strategies Employed for Achieving Objectives

To satisfy its long-term rate of return objectives, the Association relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The Association targets an asset allocation strategy wherein assets are diversified among several asset classes. The pursuit of maximizing total return is tempered by the need to minimize the volatility of returns and preserve capital. As such, the Association seeks broad diversification among assets having different characteristics with the intent to endure lower relative performance in strong markets in exchange for greater downside protection in weak markets.

Spending Policy

The Association's spending policy is equal to investment returns. All available investment returns earned on endowments are expended, or released from endowment in the year earned.

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES, INC.
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NOTE 6 ENDOWMENTS (CONTINUED)

The following schedule details the changes in endowment net assets for the years ended June 30:

	Without Donor Restrictions	With Donor Restrictions		
		Purpose Restrictions	Perpetual in Nature	Total
Net Assets - June 30, 2017	\$ 10,828,438	\$ 479,136	\$ 234,231	\$ 11,541,805
Investment Income, Net	163,146	10,945	-	174,091
Realized and Unrealized Gains on Investments	696,259	45,731	-	741,990
Net Assets Released from Restrictions	-	(184,706)	-	(184,706)
Use of Board Designated Funds for Operations	(324,095)	-	-	(324,095)
Change in Net Assets	535,310	(128,030)	-	407,280
Net Assets - June 30, 2018	11,363,748	351,106	234,231	11,949,085
Investment Income	169,336	9,153	-	178,489
Realized and Unrealized Gains on Investments	723,838	38,445	-	762,283
Net Assets Released from Restrictions	-	(79,584)	-	(79,584)
Use of Board Designated Funds for Operations	(496,454)	-	-	(496,454)
Change in Net Assets	396,720	(31,986)	-	364,734
Net Assets - June 30, 2019	\$ 11,760,468	\$ 319,120	\$ 234,231	\$ 12,313,819

NOTE 7 PATIENT SERVICE REVENUE

Patient service revenue is as follows as of June 30:

	2019	2018
Medicare	\$ 9,540,407	\$ 9,710,931
Medicaid	826,800	991,348
Other Third-Party Payors	2,529,426	2,818,951
Private Pay	197,076	942,152
Total	<u>\$ 13,093,709</u>	<u>\$ 14,463,382</u>

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES, INC.
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NOTE 7 PATIENT SERVICE REVENUE (CONTINUED)

Laws and regulations governing the Medicare and Medicaid programs are complex and subject to interpretation. Compliance with such laws and regulations can be subject to future government review and interpretation, as well as significant regulatory action including fines, penalties, and exclusion from the Medicare and Medicaid programs. The Association believes that it is in substantial compliance with all applicable laws and regulations. However, there is at least a reasonable possibility that recorded estimates could change by a material amount in the near term. Differences between amounts previously estimated and amounts subsequently determined to be recoverable or payable are included in net patient service revenue in the year that such amounts become known.

The Association provides care to patients who meet certain criteria under its charity care policy without charge or at amounts less than its established rates. Because the Association does not pursue collection of amounts determined to qualify as charity care, they are not reported as revenue.

The Association provided services in other health related activities, primarily to indigent patients, at rates substantially below cost. For certain activities, services were provided without charge. The Association estimates the costs associated with providing the other health related activities by applying Medicare cost report methodology to determine program costs less any net patient revenue generated by the program. The estimated costs incurred in these activities amounted to \$1,104,471 and \$1,047,857 for the years ended June 30, 2019 and 2018, respectively.

The Association is able to provide these services with a component of funds received through local community support and federal and state grants. Local community support consists of contributions received directly from the public, United Way, municipal appropriations, and investment income earned from assets limited as to use. Federal and state grants consisted of monies received from the state of New Hampshire.

NOTE 8 FUNCTIONAL EXPENSES

The Association provides various services to residents within its geographic location. All operating expenses are considered to relate, either directly or indirectly, to providing these services. The tables below present expenses by both their nature and function for the years ended June 30:

	2019			
	Home Healthcare, Hospice and Community Services	Supporting Services		Total
		Fundraising	Management and General	
Salaries and Related Expenses	\$ 10,338,358	\$ 593	\$ 1,619,122	\$ 11,958,073
Contracted Services	1,255,855	-	1,056,333	2,312,188
Office and Occupancy	1,605,346	12,959	744,891	2,363,196
Insurance	12,751	-	62,899	75,650
Depreciation	31,748	-	400,181	431,929
Total Expenses	<u>\$ 13,244,058</u>	<u>\$ 13,552</u>	<u>\$ 3,883,426</u>	<u>\$ 17,141,036</u>

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES, INC.
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JUNE 30, 2019 AND 2018**

NOTE 8 FUNCTIONAL EXPENSES (CONTINUED)

	2018			
	Home Healthcare, Hospice and Community Services	Supporting Services		Total
		Fundraising	Management and General	
Salaries and Related Expenses	\$ 11,037,228	\$ 37,647	\$ 2,353,881	\$ 13,428,756
Contracted Services	1,928,537	-	714,469	2,643,006
Office and Occupancy	1,783,386	12,059	607,574	2,403,019
Insurance	13,508	-	70,965	84,473
Depreciation	80,504	-	374,799	455,303
Total Expenses	<u>\$ 14,843,163</u>	<u>\$ 49,706</u>	<u>\$ 4,121,688</u>	<u>\$ 19,014,557</u>

NOTE 9 MALPRACTICE INSURANCE

The Association insures its malpractice risks on a claims made basis. There was one known malpractice claim outstanding at June 30, 2019 and 2018. There were no unasserted claims or incidents which require loss accrual at June 30, 2019 or 2018. The Association intends to renew coverage on a claims made basis and anticipates that such coverage will be available.

Litigation

The Association is involved in litigation arising in the normal course of business. After consultation with legal counsel, management estimates these matters will be resolved without a material adverse effect on the Association's future financial position or results of operations.

NOTE 10 RETIREMENT PLAN

The Association sponsors a defined contribution plan. The retirement contributions by the Association amounted to \$144,683 and \$165,184 for 2019 and 2018, respectively.

NOTE 11 CONCENTRATION OF RISK

The Association grants credit without collateral to its patients, most of whom are local residents and are insured under third-party payor agreements. Following is a summary of accounts receivable, by funding source:

	2019	2018
Medicare	66%	65%
Medicaid	8%	3%
Other Third-Party Payors	26%	32%
Total	<u>100%</u>	<u>100%</u>

**HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES, INC.
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NOTE 12 CONTINGENCIES

Third-Party Payors

A significant portion of the Association's net revenues and accounts receivable are derived from services reimbursable under the Medicaid and the Medicare programs. There are numerous healthcare reform proposals being considered on the federal and state levels. The Association cannot predict at this time whether any of these proposals will be adopted or, if adopted and implemented, what effect such proposals would have on the Association.

A significant portion of the Association's revenues are derived from services under the Medicare program (see Note 7). Under this program, cost reports are subject to audit for a period of three years from the date of issuance of a Notification of Provider Reimbursement by the fiscal intermediary. It is not possible at this time to determine whether the Association will be audited or if a retroactive rate adjustment would result.

Medicare fiscal intermediaries and other payors periodically conduct pre-payment or post-payment medical reviews or other audits of the Association's hospice reimbursement claims. In order to conduct these reviews, the payor requests documentation from the Association and then reviews the documentation to determine compliance with applicable rules and regulations, including the eligibility of patients to receive hospice benefits, the appropriateness of the care provided to those patients, and the documentation of the care. The Association cannot predict whether medical reviews or similar audits by federal or state agencies or commercial payors of the Association hospice program will result in material recoupments or denials, which could have a material adverse effect on the Association's financial condition and results of operations.

A portion of the Association's revenues are derived from services reimbursable under the Medicaid program (see Note 7). The base year costs utilized in calculating the Medicaid prospective rates are subject to audit which could result in a retroactive rate adjustment for all years in which that base year's costs are utilized in calculating the prospective rate. It is not possible at this time to determine whether the Association will be audited or if a retroactive rate adjustment would result.

NOTE 13 AVAILABLE RESOURCES AND LIQUIDITY

The Association has the following financial assets available within one year of the date of the statement of financial position at June 30:

	2019	2018
Cash and Cash Equivalents	\$ 343,467	\$ 247,576
Investments	17,267	17,938
Patient Accounts Receivable, Net	2,366,149	2,132,956
Other Receivables	324,782	191,155
Total Financial Assets Available to Meet Liquidity Needs	<u>\$ 3,051,665</u>	<u>\$ 2,589,625</u>

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NOTE 13 AVAILABLE RESOURCES AND LIQUIDITY (CONTINUED)

None of these financial assets are subject to donor or other contractual restrictions that make them unavailable for general expenditure within one year of the date of the statement of financial position.

In addition, approximately \$11.8 million and \$11.4 million in board designated funds at June 30, 2019 and 2018, respectively, could be made available to the Association upon approval by the board of directors. The Association also has approximately \$466,000 and \$333,000 in availability under the line of credit as of June 30, 2019 and 2018, respectively.

Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC,
an SEC-registered investment advisor. | CliftonLarsonAllen LLP



**Home Healthcare, Hospice and Community Services/VNA at HCS
2019/2020 Board of Directors**

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Julie Greenwood

Vice-Chair:

Jane Larmon

Treasurer:

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Secretary:

Susan Abert

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Mike Chelstowski

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Maura McQueeney, CEO
HCS, VNA at HCS
312 Marlboro St.
Keene, NH 03431
352-2253 x121

Penelope R Vaine

Objective

To use my knowledge, energy and expertise to provide support and advocacy to those who need it.

Employment

(April 2010 – Present) Home Healthcare, Hospice and Community Services (VNA at HCS, Inc.)

Program Manager, Healthy Starts

Coordination of program, supervision and scheduling of home visits.

(March 2009- April 2010) Home Health Care Hospice and Community Services

Social Worker Maternal Child Health Program

Responsible for a caseload of 50 children and pregnant women needing parenting education, health care, connection to community resources and developmental screenings. Coordinated and collaborated with other agencies to advocate for each client. Maintained appropriate documentation.

(May 2008 – present)

The United Church of Winchester

Director of Christian Education

Responsible for designing and implementing a vibrant Christian Education program for the Congregation.

(March 2007– present)

Mobile Home Supply of New England

Owner/Manager

Self taught to manage, market, and sell supplies for retail mobile home supply shop.

(2000-2007)

The Winchester Learning Center

Executive Director

From dream to reality, organized a nonprofit community supported Child Care, Preschool and Family Resource Program. Implemented unique, Waldorf-inspired curriculum to meet the needs of the children and their families. Under the direction of a Board of Directors, managed daily operations, programming, staffing, fiscal management, fundraising and grant writing. Developed an extensive parent education and support network for families.

(1999-1999)

Winchester Elementary School

Substitute Teacher

Provided one on one tutoring care for preschool children with special needs. Coordinated care and educational plans with professional team.

(1993-2000)

Home Child Care

Director

Created a joyful home child care program which was Licensed by the State of NH and registered with Family Works. Provided a variety of

developmentally appropriate activities to promote creativity, confidence and independence. Established support network for parents. Supervised two high school interns.

(1989-1993) Home Health Care Hospice and Community Services

Director

Responsible for managing and operating the Castle Center for Adult Day Care. Program provided quality care and socialization for elderly and handicapped participants. Supervised team of RN's CNA's and aides; and dozens of volunteers. Secured funding annually from the United Way and the NH Dept of Elderly and Adult Services.

Education

(September 1980- May 1985)

Wheelock College, Boston Mass

Bachelor of Social Work

References

Roberta Royce The Winchester Learning Center, Winchester, NH 03470
(603) 239-7347

Jed Butterfield 60 Colony Hill Road, Richmond, NH 03470 (603) 239-8780

**Volunteer
experience**

2009 – present

C.A.S.T.

Co facilitator of Community and School Together, a network of concerned citizens who desire to improve the quality of life for all residents. The group has been meeting monthly for 14 years in the town of Winchester.

2007 – present

Town of Winchester

Participant in the Revitalization Committee which is preparing a plan to revitalize downtown Winchester.

1994-present

The United Church of Winchester

Sunday School teacher, Vacation Bible School Co-Coordinator, Fabulous Family Friday Organizer, Religious Education Board Chair, Tweens Leader, Assistant Moderator, Search Team

1998-2000

Board of Directors

Winchester Learning Center

1996-2000

Vice Chair~ Board of Trustees

Conant Public Library

Rebecca Landry

PROFESSIONAL EXPERIENCE

Home Healthcare, Hospice, & Community Services

Keene, NH

Position: Home Visitor (January 2013 – Present)

- * Community liaison for HCS programs with families and individuals throughout the service area.
- * Provide safe, efficient personal interaction with pregnant and parenting families while promoting independence.
- * Teach prenatal care, parenting skills, early intervention and children's health, help establish goals and encouraging achievement of these goals.
- * Reports and documents pertinent observations, including changes in client's condition and need, appropriately.

Monadnock Community Hospital

Peterborough, NH

Position: Reception (January 2010 - March 2012)

- * Compile and record medical charts, reports, and correspondence, using typewriter or personal computer.
- * Maintain medical records, technical library and correspondence files.
- * Transmit correspondence and medical records by mail, e-mail, or fax.
- * Operate office equipment such as voice mail messaging systems, and use word processing, spreadsheet, and other software applications to prepare reports, invoices, financial statements, letters, case histories and medical records.
- * Greet visitors, ascertain purpose of visit, and direct them to appropriate staff.
- * Answer telephones, and direct calls to appropriate staff.
- * Perform various clerical and administrative functions, such as ordering and maintaining an inventory of supplies.
- * Receive and route messages and documents to appropriate staff.
- * Schedule and confirm patient diagnostic appointments.

Monadnock Family Services

Keene, New Hampshire

Position: Children's Intake Coordinator (June 2009 - January 2010)

- * Verify Insurance benefits, obtain, and maintain authorizations.

- * Set payment plan based on sliding fee scale.
- * Perform various clerical and administrative functions, such as ordering and maintaining an inventory of supplies.
- * Greet visitors, ascertain purpose of visit, and direct them to appropriate staff.
- * Interview patients to complete documents, case histories, and forms such as intake and insurance forms.
- * Maintain medical records, technical library and correspondence files.
- * Compile and record medical charts, reports, and correspondence, using typewriter or personal computer.
- * Answer telephones, and direct calls to appropriate staff.

Bard Chiropractic

Peterborough, New Hampshire

Position: Chiropractic Assistant (June 2004 - June 2009)

- * Verify insurance coverage.
- * Perform various clerical and administrative functions, such as ordering and maintaining an inventory of supplies.
- * Greet visitors, ascertain purpose of visit, and direct them to appropriate staff.
- * Assist with physiological therapy.
- * Transcribe recorded messages and practitioners' diagnoses and recommendations into patients' medical records.
- * Compile and record medical charts, reports, and correspondence, using typewriter or personal computer.
- * Operate office equipment such as voice mail messaging systems, and use word processing, spreadsheet, and other software applications to prepare reports, invoices, financial statements, letters, case histories and medical records.
- * Answer telephones, and direct calls to appropriate staff.
- * Prepare correspondence and assist physicians or medical scientists with preparation of reports, speeches, articles and conference proceedings.
- * Interview patients to complete documents, case histories, and forms such as intake and insurance forms.
- * Obtain and maintain authorizations.
- * Maintain medical records, technical library and correspondence files.
- * Schedule and confirm patient diagnostic appointments, surgeries and medical consultations.
- * Perform bookkeeping duties, such as credits and collections, preparing and sending financial statements and bills, and keeping financial records.
- * Transmit correspondence and medical records by mail, e-mail, or fax.
- * Receive and route messages and documents such as laboratory results to appropriate staff.

EDUCATION

Conant High School
Jaffrey, New Hampshire
Diploma, June 1994

ADDITIONAL SKILLS

- * Ability to work well under pressure.
- * Ability to communicate well.
- * Ability to multi-task.
- * Great with people.

Mary Mullen-LaValley

Objective

Acquisition of a teaching position that will render use of my talents and educational expertise as well as provide me with the opportunity to serve those in need of care and support.

Experience

Home Healthcare, Hospice & Community Services

2012 - present

Healthy Starts Home Visitor

Keene, NH

Community liaison for HCS programs with families and individuals throughout the service area. Provide safe, efficient personal interaction with pregnant and parenting families while promoting independence. Teach prenatal care, parenting skills, early intervention and children's health, help establish goals and encouraging achievement of these goals. Report and document pertinent observations, including changes in client's condition and need, appropriately.

Monadnock Family Services, Educator/Home Visitor

2006 – 2012

Keene, NH

Provide education and home visiting services to young at-risk mothers in collaboration with the VNA at HCS Maternal Child Health Program. NH Certified education, K-5 (2009) and NH CAD Certified Advocate/Counselor, Domestic and Sexual Abuse (2006).

Westmoreland Elementary School/Middle School, Special Ed Teacher

1999 - 2006

Westmoreland, NH

Special education tutor, K-5 and 8, as well as continued education service contract (21 year old student). Provided differentiated, appropriate and motivated education techniques for various behavioral and emotional needs. Originated and implemented academic plans, individual and whole class.

New Hampshire Technical Institute, Public Relations Facilitator

1995 – 1996

Claremont, NH

Public Relations Facilitator of Adult Education

Bessie C. Rowell Elementary School, Kindergarten Teacher

1976 - 1978

Education

University of New Hampshire

1976

BA Elementary Education

Special education concentration

Keene State College

Currently Enrolled

Masters of Education

CONTRACTOR NAME: VNA at HCS, Inc.

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Penny Vaine	Program Manager	69,432	43%	29,575
Rebecca Landry	Home Visitor	27,273	89%	24,246
Mary Mullen-LaValley	Lactation Consultant, TIECS	35,513	100%	35,513

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Jeffrey A. Meyers
Commissioner

Lisa M. Morris
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301
603-271-4501 1-800-852-3345 Ext. 4501
Fax: 603-271-4827 TDD Access: 1-800-735-2964
www.dhhs.nh.gov

August 27, 2019

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Public Health Services, to amend existing **sole source** agreements with four (4) of the seven (7) vendors listed (in bold) below, to provide home visiting services to expectant women and newly parenting individuals by increasing the total price limitation by \$250,000 from \$4,407,387 to \$4,657,387 with no change to the contract completion dates of September 30, 2020, effective upon Governor and Executive Council approval. 100% Other Funds.

The agreements were originally approved by the Governor and Executive Council on June 20, 2018 (Item #27E).

Vendor Name	Vendor Number	Location	Current Budget Amount	Increase/ (Decrease) Amount	Modified Budget Amount
Community Action of Belknap-Merrimack Counties Inc.	177203-B003	2 Industrial Park Drive Concord, NH 03302-1016	\$285,941	\$28,115	\$314,056
Community Action Partnership of Strafford County	177200-B004	642 Central Avenue Dover, NH 03820	\$424,152	\$68,575	\$492,727
Waypoint	177166-B002	City of Manchester, Hillsborough, Merrimack and Rockingham Counties	\$2,220,473	\$88,965	\$2,309,438
The Family Resource Center at Gorham	162412-B001	Grafton and Coos County	\$737,613	\$64,345	\$801,958
TLC Family Resource Center	170625-B001	109 Pleasant Street Claremont, NH 03743	\$234,000	\$0	\$234,000
Central New Hampshire VNA & Hospice	177244-B002	780 North Main Street, Laconia, NH 03246	\$192,978	\$0	\$192,978
VNA at HCS, Inc.	177274-B002	312 Marlboro Street Keene, NH 03431	\$312,230	\$0	\$312,230
		Totals	\$4,407,387	\$250,000	\$4,657,387

Funds to support this request are anticipated to be available in the following accounts for State Fiscal Years 2020 and 2021 upon the availability and continued appropriation of funds in the future operating budget, with authority to adjust amounts within the price limitation and adjust encumbrances between state fiscal years through the Budget Office, if needed and justified.

05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, ACA HOME VISITING

Fiscal Year	Class	Title	Activity Code	Current (Modified) Budget	Increased/ (Decreased) Amount	Revised Modified Budget
2019	102-500731	Contracts for Program Svcs	90083200	\$1,958,839	\$0	\$1,958,839
2020	102-500731	Contracts for Program Svcs	90083201	\$1,958,839	\$0	\$1,958,839
2021	102-500731	Contracts for Program Svcs	90083201	\$489,709	\$0	\$489,709
			<i>Subtotals:</i>	\$4,407,387	\$0	\$4,407,387

05-95-92-920510-3382 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: BEHAVIORAL HEALTH DIVISION, BUREAU OF DRUG & ALCHOL SVCS, GOVERNOR COMMISSION FUNDS

Fiscal Year	Class	Title	Activity Code	Current (Modified) Budget	Increased/ (Decreased) Amount	Revised Modified Budget
2019	102-500734	Contracts for Social Svcs	92058502	\$0	\$0	\$0
2020	102-500734	Contracts for Social Svcs	92058502	\$0	\$250,000	\$250,000
2021	102-500734	Contracts for Social Svcs	92058502	\$0	\$0	\$0
			<i>Subtotals:</i>	\$0	\$250,000	\$250,000
			Totals:	\$4,407,387	\$250,000	\$4,657,387

EXPLANATION

This request is sole source because these Contractors are the only vendors certified to provide the evidence based home visiting model "Healthy Families America" as approved by the Division of Public Health Services and federal funders. Additionally, these vendors have been providing home visiting services in their respective counties and have developed collaborative referral networks, which can provide new mothers and their families with additional assistance programs in their community. Home Visiting utilizes an approved Maternal Infant Early Childhood Home Visiting model and along with permanent partners within each community, provides an array of services to assist in family support and strengthening services to New Hampshire citizens, statewide.

The purpose of this request is to increase capacity for community outreach in identified areas of need. The additional funding for the four (4) Contractors supports the requirement set forth by the Healthy Families America model to have staff trained in Parent Survey and Community Outreach (PSCO). Contractor staff will provide increased, dedicated allocation of time on community outreach.

The additional funding will allow the Department to provide services to a total of 255 households in need through September 30, 2020. The Contractors have demonstrated their ability to provide these services.

The services provided in these agreements improve maternal and child health, prevent child abuse and neglect, encourage positive parenting and promote child growth and development. Home visitation programs are an effective early-intervention strategy to improve the health and well-being of children, particularly if they are embedded in comprehensive community services to families at risk, referrals and linkages to necessary services is an integral part of the Healthy Families America model.

The Contractors provide home visiting services to pregnant women and newly parenting families with children up to the age of three (3). Nurses and family support workers visit families in their homes to provide educational information, depression and developmental screening, and connect families, as needed, with community services such as prenatal care, employment programs and the New Hampshire Tobacco Helpline.

These original agreements contain language in Exhibit C-1, Revisions to General Provisions that allow the Department to renew the contracts for up to two (2) additional years, subject to the continued availability of funds, satisfactory performance of services and approval from the Governor and Executive Council. The Department is not exercising renewal options at this time.

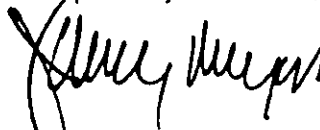
Should the Governor and Executive Council not approve this request, many of the most at risk New Hampshire families may not receive access to resources and family support and strengthening services necessary to raise children who are physically, socially and emotionally healthy, which can reduce juvenile delinquency, family violence and crime.

Area Served: Statewide

Source of Funds: 100% Other Funds from the Governor's Commission on Alcohol and Other Drugs Fund.

In the event that other funds become no longer available, general funds will not be requested to support these agreements.

Respectfully Submitted,



Jeffrey A. Meyers
Commissioner



Jeffrey A. Meyers
Commissioner

Lisa M. Morris
Director

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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301
603-271-4501 1-800-852-3345 Ext. 4501
Fax: 603-271-4827 TDD Access: 1-800-735-2964
www.dhhs.nh.gov

May 2, 2018

His Excellency Governor Christopher T. Sununu
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Public Health Services, to enter into **sole source** agreements with the vendors listed below, in an amount not to exceed \$4,407,387, to provide the provision of home visiting services to expectant women and newly parenting individuals, July 1, 2018 upon Governor and Executive Council approval through September 30, 2020. 100% Federal Funds.

Vendor	Vendor Code	Address	Amount
Community Action of Belknap-Merrimack Counties Inc.	177203-B003	2 Industrial Park Drive Concord, NH 03302-1016	\$285,941
Community Action Partnership of Strafford County	177200-B004	642 Central Avenue Dover, NH 03820	\$424,152
Child and Family Services of New Hampshire	177166-B002	City of Manchester, Hillsborough, Merrimack and Rockingham Counties	\$2,220,473
The Family Resource Center at Gorham	162412-B001	Grafton and Coos County	\$737,613
TLC Family Resource Center	170625-B001	109 Pleasant Street Claremont, NH 03743	\$234,000
Central New Hampshire VNA & Hospice	177244-B002	780 North Main Street, Laconia, NH 03246	\$192,978
VNA at HCS, Inc.	177274-B002	312 Marlboro Street Keene, NH 03431	\$312,230
Total:			\$4,407,387

Funds are available in the following account in State Fiscal Years 2019 and are anticipated to be available in State Fiscal Years 2020 and 2021, upon availability and continued appropriation of funds in the future operating budget, with the ability to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified, without approval from Governor and Executive Council.

**05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS,
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY
SERVICES, ACA HOME VISITING**

Fiscal Year	Class	Title	Activity Code	Amount
2019	102-500731	Contracts for Program Svcs	90083200	\$1,958,839
2020	102-500731	Contracts for Program Svcs	90083201	\$1,958,839
2021	102-500731	Contracts for Program Svcs	90083201	\$489,709
			Total:	\$4,407,387

EXPLANATION

This request is **sole source** because these vendors are the only vendors certified to provide the evidence based home visiting model "Healthy Families America" as approved by the Division of Public Health Services and federal funders. Additionally, these vendors have been providing home visiting services in their respective counties and have developed collaborative referral networks, which can provide new mothers and their families with additional assistance programs available in their community. Home Visiting utilizes an approved Maternal Infant Early Childhood Home Visiting model along with permanent partners within each community providing an array of services to assist in family support and strengthening services to more New Hampshire citizens, statewide. Funds will allow the vendors to provide services to 255 households in need through September 30, 2020. The vendors have demonstrated their ability to provide these services.

The purpose of these agreements is to improve maternal and child health, prevent child abuse and neglect, encourage positive parenting and promote child growth and development. Home visitation programs can be an effective early-intervention strategy to improve the health and well-being of children, particularly if they are embedded in comprehensive community services to families at risk.

These agreements contain language in Exhibit C-1, Revisions to General Provisions that allow the Department to renew the contracts for up to two (2) additional years, subject to the continued availability of funds, satisfactory performance of services and approval from the Governor and Executive Council.

The vendors will provide home visiting services to pregnant women and newly parenting families with children up to the age of three (3). Nurses and family support workers will visit families in their homes to provide educational information, depression and developmental screening, and connect families, as needed, with community services such as prenatal care, employment programs and the New Hampshire Tobacco Helpline.

Should the Governor and Executive Council not approve this request, many of the most at risk New Hampshire families may not receive access to resources and family support and strengthening services necessary to raise children who are physically, socially and emotionally healthy, which can reduce juvenile delinquency, family violence and crime.

Area Served: Statewide

Source of Funds: 100% Federal Funds, CFDA # 93.870, US Department of Health and Human Services, Health Resources and Services Administration, FAIN #'s are: X10MC29490 (4/1/16 – 9/30/18) X10MC31156) (9/30/17 – 9/29/19).

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

Respectfully Submitted,



Lisa Morris
Director

Approved by:



Jeffrey A. Meyers
Commissioner