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MAY

Lori A. Shibiñette
Commissioner

Tricia M. Tilley
Interim Director

JUN02'21 AM 10:20 RCVD
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
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May 25, 2021

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 contracts** with the vendors listed below to continue to provide nutrition services through the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) and the Breastfeeding Peer Counseling Program to low income women, preschool age children, and infants, by exercising contract renewal options, by increasing the total price limitation by \$5,842,279 from \$11,923,603 to \$17,765,882 and extending the completion dates from June 30, 2021 to June 30, 2023, effective upon Governor and Council approval. 100% Federal funds.

The individual contracts were approved by Governor and Council as specified in the table below.

Vendor Name	Vendor Code	Current Amount	Increase (Decrease)	Revised Amount	G&C Approval
Community Action Program of Belknap and Merrimack Counties, Inc.	177203-B003	\$3,157,440	\$1,549,472	\$4,706,912	O: 06/21/17 (Item #45) A1:06/06/18 (Item #14) A2:4/17/19 (Item #23) A3: 06/05/19 (Item #27) A4:07/10/20 Governor Approved, 08/05/20 G&C Info Item G
Greater Seacoast Community Health	154703-B001	\$1,984,546	\$969,988	\$2,954,534	O: 06/21/17 (Item #45) A1:06/06/18 (Item #14) A2:4/17/19 (Item #23) A3:06/05/19 (Item #27) A4:07/10/20 Governor Approved 08/05/20 G&C Info Item G
Southern New Hampshire Services, Inc.	177198-B006	\$5,438,192	\$2,678,360	\$8,116,552	O: 06/21/17 (Item #45) A1:06/06/18 (Item #14) A2:06/05/19 (Item #27) A3:07/10/20 Governor Approved 08/05/20, G&C Info Item G
Southwestern Community Services, Inc.	177511-R001	\$1,343,425	\$644,459	\$1,987,884	O: 06/21/17 (Item #45) A1:06/06/18 (Item #14) A2:4/17/19 (Item #23) A3: 06/05/19 (Item #27) A4:07/10/20 Governor Approved, 08/05/20 G&C Info Item G
Totals:		\$11,923,603	\$5,842,279	\$17,765,882	

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
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Funds 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

The purpose of this request is to continue providing supplemental nutritious foods and public health nutrition services and breastfeeding education to financially eligible pregnant women, postpartum women, infants and preschool children up to age 5 years, statewide.

The WIC program is cost effective and improves the health outcomes of pregnant women, new mothers and children. Families redeem their WIC benefits through the purchase of healthy foods at local authorized retailers. Women, infants and children who participate in the WIC program are linked to healthier pregnancies, fewer low birth weight babies, improved immunization rates, and more regular sources of medical care. Federal regulations require that the WIC program be provided statewide. New Hampshire is contracted to serve an estimated eligible caseload of 15,108 participants per month.

Approximately 21,551 unique individuals will be served annually through June 30, 2023.

Community action programs and health centers serve as WIC vendors and conduct program eligibility, screening, enrollment, education, counseling and issuance of food benefits. These community-based WIC vendors ensure that participants receive benefits to purchase items tailored to their specific nutritional needs. All program procedures and policies are supported through federal regulations 7 CFR 246 and state policy.

The Department will continue monitoring contract services by reviewing the following Performance Measures are reviewed by the Department on a quarterly basis:

- Performance Measure 1: Increase in the percentage of prenatal clients enrolled in the WIC Program by the third month of pregnancy.
- Performance Measure 2: Increase in the percent of 3 and 4 year-old children who continue enrollment in WIC until their fifth birthday.
- Performance Measure 3: Increase in the percentage of infants breastfed to 6 months.
- Performance Measure 4: Increase in the number of WIC clinics that utilize innovative strategies to increase access to WIC services, retention of participants, and improve client satisfaction.
- Performance Measure 5: Increase in the percentage of caseload served to 95-105% of the assigned caseload. Current NH assigned caseload 15,108 participants per month.

As referenced in Exhibit C-1, Revisions to Standard Contract Provisions, Paragraph 3 of the original contracts, the parties have the option to extend the agreements for up to four (4) 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 the remaining two (2) of the two (2) years available.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
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Should the Governor and Executive Council not authorize this request, New Hampshire's most vulnerable low income pregnant women and preschool aged children will not have access to healthy foods and nutrition education for improved growth and development.

Area served: Statewide

Source of Funds: CFDA #10.557 FAIN #214NH703W1003

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

Respectfully submitted,

DocuSigned by:
Ann H. N. Landry
24BAB37E08EB488...
for

Lori A. Shibinette
Commissioner

**Women, Infant & Children Nutrition Program (WIC) and
Breastfeeding Peer Counseling Services (BFPC)
RFP-2018-DPHS-11-SPECI-01-A04
Fiscal Detail Sheet**

Community Action Program Belknap-Merrimack Counties - Vendor Code: 177203-B003

**05-95-90-902010-52600000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY
SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM 100% Federal Funds**

Fiscal Year	Class/Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006001	\$47,452	\$0	\$47,452
2018	102-500734	Contracts for Program Services	90006002	\$45,911	\$0	\$45,911
2018	102-500734	Contracts for Program Services	90006003	\$314,865	\$0	\$314,865
2018	102-500734	Contracts for Program Services	90006004	\$277,005	\$0	\$277,005
2018	102-500734	Contracts for Program Services	90006022	\$36,730	\$0	\$36,730
2018	102-500734	Contracts for Program Services	90006041	\$60,902	\$0	\$60,902
2018	102-500734	Contracts for Program Services	90006051	\$12,600	\$0	\$12,600
2019	102-500734	Contracts for Program Services	90006001	\$47,452	\$0	\$47,452
2019	102-500734	Contracts for Program Services	90006002	\$45,911	\$0	\$45,911
2019	102-500734	Contracts for Program Services	90006003	\$314,865	\$0	\$314,865
2019	102-500734	Contracts for Program Services	90006004	\$277,005	\$0	\$277,005
2019	102-500734	Contracts for Program Services	90006022	\$43,830	\$0	\$43,830
2019	102-500734	Contracts for Program Services	90006041	\$60,902	\$0	\$60,902
2020	102-500734	Contracts for Program Services	90006003	\$685,233	\$0	\$685,233
2020	102-500734	Contracts for Program Services	90006022	\$36,730	\$0	\$36,730
2020	102-500734	Contracts for Program Services	90006041	\$47,273	\$0	\$47,273
2021	102-500734	Contracts for Program Services	90006003	\$691,533	\$0	\$691,533
2021	102-500734	Contracts for Program Services	90006022	\$45,968	\$0	\$45,968
2021	102-500734	Contracts for Program Services	90006041	\$49,273	\$0	\$49,273
2022	074-500589	Grants for Pub Asst & Rel	90006003		\$685,233	

2022	074-500589	Grants for Pub Asst & Rel	90006041		\$52,773	
2022	074-500589	Grants for Pub Asst & Rel	90006022		\$36,730	
2023	074-500589	Grants for Pub Asst & Rel	90006003		\$685,233	
2023	074-500589	Grants for Pub Asst & Rel	90006041		\$52,773	
2023	074-500589	Grants for Pub Asst & Rel	90006022		\$36,730	
			<i>Subtotals:</i>	\$3,141,440	\$1,549,472	\$4,690,912

05-95-90-902010-60480000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM, INFRASTRUCTURE 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006060	\$16,000	\$0	\$16,000
			<i>Subtotals:</i>	\$16,000	\$0	\$16,000
			Totals:	\$3,157,440	\$1,549,472	\$4,706,912

Greater Seacoast Community Health - Vendor Code: 154703-B001

05-95-90-902010-52600000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006001	\$63,779	\$0	\$63,779
2018	102-500734	Contracts for Program Services	90006002	\$10,719	\$0	\$10,719
2018	102-500734	Contracts for Program Services	90006003	\$262,086	\$0	\$262,086
2018	102-500734	Contracts for Program Services	90006004	\$92,186	\$0	\$92,186
2018	102-500734	Contracts for Program Services	90006022	\$23,545	\$0	\$23,545
2018	102-500734	Contracts for Program Services	90006041	\$38,849	\$0	\$38,849
2018	102-500734	Contracts for Program Services	90006051	\$7,650	\$0	\$7,650
2019	102-500734	Contracts for Program Services	90006001	\$63,779	\$0	\$63,779
2019	102-500734	Contracts for Program Services	90006002	\$10,719	\$0	\$10,719
2019	102-500734	Contracts for Program Services	90006003	\$262,086	\$0	\$262,086

2019	102-500734	Contracts for Program Services	90006004	\$92,186	\$0	\$92,186
2019	102-500734	Contracts for Program Services	90006022	\$30,545	\$0	\$30,545
2019	102-500734	Contracts for Program Services	90006041	\$38,849	\$0	\$38,849
2020	102-500734	Contracts for Program Services	90006003	\$428,770	\$0	\$428,770
2020	102-500734	Contracts for Program Services	90006022	\$23,545	\$0	\$23,545
2020	102-500734	Contracts for Program Services	90006041	\$29,179	\$0	\$29,179
2021	102-500734	Contracts for Program Services	90006003	\$437,270	\$0	\$437,270
2021	102-500734	Contracts for Program Services	90006022	\$27,925	\$0	\$27,925
2021	102-500734	Contracts for Program Services	90006022	\$31,179	\$0	\$27,925
2022	074-500589	Grants for Pub Asst & Rel	90006003	\$0	\$428,770	\$428,770
2022	074-500589	Grants for Pub Asst & Rel	90006041	\$0	\$32,679	\$32,679
2022	074-500589	Grants for Pub Asst & Rel	90006022	\$0	\$23,545	\$23,545
2023	074-500589	Grants for Pub Asst & Rel	90006003	\$0	\$428,770	\$428,770
2023	074-500589	Grants for Pub Asst & Rel	90006041	\$0	\$32,679	\$32,679
2023	074-500589	Grants for Pub Asst & Rel	90006022	\$0	\$23,545	\$23,545
			<i>Subtotals:</i>	\$1,974,846	\$969,988	\$2,944,834

05-95-90-902010-60480000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM, INFRASTRUCTURE 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006060	\$9,700	\$0	\$9,700
			<i>Subtotals:</i>	\$9,700	\$0	\$9,700
			Totals:	\$1,984,546	\$969,988	\$2,954,534

Southern New Hampshire Services - Vendor Code: 177198-B006

05-95-90-902010-52600000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
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2018	102-500734	Contracts for Program Services	90006001	\$151,356	\$0	\$151,356
2018	102-500734	Contracts for Program Services	90006002	\$57,349	\$0	\$57,349
2018	102-500734	Contracts for Program Services	90006003	\$701,791	\$0	\$701,191
2018	102-500734	Contracts for Program Services	90006004	\$271,966	\$0	\$271,966
2018	102-500734	Contracts for Program Services	90006022	\$58,929	\$0	\$58,929
2018	102-500734	Contracts for Program Services	90006041	103,643	\$0	\$103,643
2018	102-500734	Contracts for Program Services	90006051	\$24,000	\$0	\$24,000
2019	102-500734	Contracts for Program Services	90006001	\$151,356	\$0	\$151,356
2019	102-500734	Contracts for Program Services	90006002	\$57,349	\$0	\$57,349
2019	102-500734	Contracts for Program Services	90006003	\$701,791	\$0	\$701,791
2019	102-500734	Contracts for Program Services	90006004	\$271,966	\$0	\$271,966
2019	102-500734	Contracts for Program Services	90006022	\$58,929	\$0	\$58,929
2019	102-500734	Contracts for Program Services	90006041	\$103,643	\$0	\$103,643
2020	102-500734	Contracts for Program Services	90006003	\$1,182,462	\$0	\$1,182,462
2020	102-500734	Contracts for Program Services	90006022	\$58,929	\$0	\$58,929
2020	102-500734	Contracts for Program Services	90006041	\$91,789	\$0	\$91,789
2021	102-500734	Contracts for Program Services	90006003	\$1,199,962	\$0	\$1,199,962
2021	102-500734	Contracts for Program Services	90006022	\$66,793	\$0	\$66,793
2021	102-500734	Contracts for Program Services	90006041	\$93,789	\$0	\$93,789
2022	074-500589	Grants for Pub Asst & Rel	90006003	\$0	\$1,182,462	\$1,182,462
2022	074-500589	Grants for Pub Asst & Rel	90006041	\$0	\$97,789	\$97,789
2022	074-500589	Grants for Pub Asst & Rel	90006022	\$0	\$58,929	\$58,929
2023	074-500589	Grants for Pub Asst & Rel	90006003	\$0	\$1,182,462	\$1,182,462
2023	074-500589	Grants for Pub Asst & Rel	90006041	\$0	\$97,789	\$97,789
2023	074-500589	Grants for Pub Asst & Rel	90006022	\$0	\$58,929	\$58,929
			<i>Subtotals:</i>	\$5,407,792	\$2,678,360	\$8,086,152

05-95-90-902010-60480000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM, INFRASTRUCTURE 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006060	\$30,400	\$0	\$30,400
			<i>Subtotals:</i>	<i>\$30,400</i>	<i>\$0</i>	<i>\$30,400</i>
			Totals:	\$5,438,192	\$2,678,360	\$8,116,552

Southwestern Community Services, Inc. - Vendor Code: 177511-R001

05-95-90-902010-52600000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006001	\$33,272	\$0	\$33,272
2018	102-500734	Contracts for Program Services	90006002	\$13,046	\$0	\$13,046
2018	102-500734	Contracts for Program Services	90006003	\$181,110	\$0	\$181,110
2018	102-500734	Contracts for Program Services	90006004	\$53,347	\$0	\$53,347
2018	102-500734	Contracts for Program Services	90006022	\$15,338	\$0	\$15,338
2018	102-500734	Contracts for Program Services	90006041	\$26,136	\$0	\$26,136
2018	102-500734	Contracts for Program Services	90006051	\$5,523	\$0	\$5,523
2019	102-500734	Contracts for Program Services	90006001	\$33,272	\$0	\$33,272
2019	102-500734	Contracts for Program Services	90006002	\$13,046	\$0	\$13,046
2019	102-500734	Contracts for Program Services	90006003	\$181,110	\$0	\$181,110
2019	102-500734	Contracts for Program Services	90006004	\$53,347	\$0	\$53,347
2019	102-500734	Contracts for Program Services	90006022	\$19,938	\$0	\$19,938
2019	102-500734	Contracts for Program Services	90006041	\$31,136	\$0	\$31,136
2020	102-500734	Contracts for Program Services	90006003	\$280,775	\$0	\$280,775
2020	102-500734	Contracts for Program Services	90006022	\$15,338	\$0	\$15,338
2020	102-500734	Contracts for Program Services	90006041	\$23,966	\$0	\$23,966
2021	102-500734	Contracts for Program Services	90006003	\$287,425	\$0	\$287,425

2021	102-500734	Contracts for Program Services	90006022	\$18,856	\$0	\$18,856
2021	102-500734	Contracts for Program Services	90006041	\$28,466	\$0	\$28,466
2022	074-500589	Grants for Pub Asst & Rel	90006003	\$0	\$280,775	\$280,775
2022	074-500589	Grants for Pub Asst & Rel	90006041	\$0	\$24,866	\$27,366
2022	074-500589	Grants for Pub Asst & Rel	90006022	\$0	\$15,338	\$15,338
2023	074-500589	Grants for Pub Asst & Rel	90006003	\$0	\$280,775	\$280,775
2023	074-500589	Grants for Pub Asst & Rel	90006041	\$0	\$27,366	\$27,366
2023	074-500589	Grants for Pub Asst & Rel	90006022	\$0	\$15,338	\$15,338
			<i>Subtotals:</i>	\$1,314,447	\$644,459	\$1,958,906

05-95-90-902010-60480000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM, INFRASTRUCTURE 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006060	\$6,978	\$0	\$6,978
			<i>Subtotals:</i>	\$6,978	\$0	\$6,978

05-95-90-902010-33960000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM, EWIC IMPLEMENTATION 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90003396	\$4,000	\$0	\$4,000
2019	102-500734	Contracts for Program Services	90003396	\$0	\$0	\$0
2020	102-500734	Contracts for Program Services	90003396	\$18,000	\$0	\$18,000
			<i>Subtotals:</i>	\$22,000	\$0	\$22,000
			Totals:	\$1,343,425	\$644,459	\$1,987,884

			GRAND TOTALS:	\$11,923,603	\$5,842,279	\$17,765,882
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**State of New Hampshire
Department of Health and Human Services
Amendment #5**

This Amendment to the WIC and Breastfeeding Peer Counseling Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Community Action Program Belknap-Merrimack Counties, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 21, 2017 (item #45), as amended on June 6, 2018 (item #14); April 17, 2019 (item #23); June 5, 2019 (item #27), and as approved by the Governor on July 10, 2020, as presented to the informational item on August 5, 2020 (item #G) 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, Section 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:
June 30, 2023.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$4,706,912.
3. Modify Exhibit A, Scope of Services, Section 2, Subsection 2.2, Paragraph 2.2.16 to read:
2.2.16 The Contractor shall conduct annual civil rights, customer service and conflict resolution training for all staff and maintain attendance records in accordance with federal regulations.
4. Modify Exhibit A, Scope of Services, Section 2, Subsection 2.2, Paragraph 2.2.19 to read:
2.2.19 The Contractor shall ensure all staff participate in annual training provided by the NH Tobacco Prevention and Cessation Program. WIC CPAs document participant tobacco use, educate on quitline services and refer those willing to try to quit at all certification visits.
5. Modify Exhibit A, Scope of Services, Section 2, Subsection 2.2, Paragraph 2.2.26 to read:
2.2.26 The Contractor shall ensure local agency shall take reasonable steps to provide meaningful access to WIC recipient programs and activities for all persons with limited English proficiency. Local agencies shall use qualified, competent language resources, such as but not limited to interpretation services and American Sign Language.
6. Modify Exhibit A, Scope of Services, Section 2, Subsection 2.2, Paragraph 2.2.27 to read:
2.2.27 The Contractor shall include language on their WIC webpage that provides sufficient notice and how to request free language assistance services for individuals with LEP such as free auxiliary aids and services and other reasonable modifications for individuals with disabilities.

7. Modify Exhibit A, Scope of Services, Section 2, Subsection 2.2, by adding Paragraph 2.2.28 to read:
 - 2.2.28 The Contractor shall offer a respect and civility in the workplace training for all staff during each contract period.
8. Modify Exhibit A, Scope of Services, Section 5, Performance Measures, Workplan Schedule to delete and replace in its entirety with the following:

Table 1

WORKPLAN	DUE DATE
SFY 2022 Workplan	July 30, 2021
SFY 2022 Mid-Year Report	January 30, 2022
SFY 2022 End of Year Report	June 30, 2022
SFY 2023 Workplan	July 30, 2022
SFY 2023 Mid-year Report	January 30, 2023
SFY 2023 End of Year Report	June 30, 2023

9. 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 actual expenditures only. Expenditures shall be in accordance with the approved budget line items in Exhibit B-1 Budget through Exhibit B-8 Budget – Amendment #5, SFY 2023 BFPC Services.
10. Add Exhibit B-5 Amendment #5, SFY 2022 WIC Services Budget, which is attached hereto and incorporated by reference herein.
11. Add Exhibit B-6 Amendment #5, SFY 2022 BFPC Services Budget, which is attached hereto and incorporated by reference herein.
12. Add Exhibit B-7 Amendment #5, SFY 2023 WIC Services Budget, which is attached hereto and incorporated by reference herein.
13. Add Exhibit B-8 Amendment #5, SFY 2023 BFPC Services Budget, which is attached hereto and incorporated by reference herein.

All terms and conditions of the Contract and prior amendments not modified by this Amendment #5 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

5/19/2021

Date

DocuSigned by:
Patricia M. Tilley

Name: Patricia M. Tilley
Title: Interim Director

Community Action Program Belknap-Merrimack
Counties, Inc.

5/14/2021

Date

DocuSigned by:
Jeanne Agri

Name: Jeanne Agri
Title: Executive Director

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

OFFICE OF THE ATTORNEY GENERAL

5/25/2021

Date

DocuSigned by:

D5CA9202E32C4AF

Name: Catherine Pinos

Title: 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 B-5 Amendment #5

BUDGET FORM

New Hampshire Department of Health and Human Services

Bidder Name: Community Action Program Belknap-Merrimack Counties, IncBudget Request for: WIC Program
(Name of RFP)Budget Period: July 1, 2021- June 30, 2022

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 405,500.00	\$ 29,810.00	\$ 435,310.00	
2. Employee Benefits	\$ 98,750.00	\$ 7,101.00	\$ 105,851.00	
3. Consultants	\$ 4,000.00	\$ -	\$ 4,000.00	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ 1,000.00	\$ -	\$ 1,000.00	
Purchase/Depreciation	\$ 1,200.00	\$ -	\$ 1,200.00	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ 2,500.00	\$ -	\$ 2,500.00	
Lab	\$ 4,250.00	\$ -	\$ 4,250.00	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ 2,000.00	\$ -	\$ 2,000.00	
Office	\$ 2,500.00	\$ 3,300.00	\$ 5,800.00	
6. Travel	\$ 29,500.00	\$ -	\$ 29,500.00	
7. Occupancy	\$ 94,500.00	\$ 3,250.00	\$ 97,750.00	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ 13,500.00	\$ 250.00	\$ 13,750.00	
Postage	\$ 7,250.00	\$ 1,320.00	\$ 8,570.00	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ 3,300.00	\$ 875.00	\$ 4,175.00	
Insurance	\$ 8,200.00	\$ 2,300.00	\$ 10,500.00	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ 1,000.00	\$ -	\$ 1,000.00	
10. Marketing/Communications	\$ 500.00	\$ -	\$ 500.00	
11. Staff Education and Training	\$ 2,500.00	\$ -	\$ 2,500.00	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
Agency Computer Fees	\$ 1,900.00	\$ 450.00	\$ 2,350.00	
NWA Conference support	\$ 2,000.00	\$ -	\$ 2,000.00	
Teletask	\$ 3,500.00	\$ -	\$ 3,500.00	
TOTAL	\$ 689,350.00	\$ 48,656.00	\$ 738,006.00	

Indirect As A Percent of Direct

7.1%

Contractor Initials

Exhibit B-6 Amendment #5

BUDGET FORM

New Hampshire Department of Health and Human Services

Bidder Name: Community Action Program Belknap-Merrimack Counties, IncBudget Request for: Breastfeeding Peer Counselor Program
(Name of RFP)Budget Period: July 1, 2021- June 30, 2022

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 26,050.00	\$ -	\$ 26,050.00	
2. Employee Benefits	\$ 3,205.00	\$ -	\$ 3,205.00	
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ 100.00	\$ -	\$ 100.00	
6. Travel	\$ 2,500.00	\$ -	\$ 2,500.00	
7. Occupancy	\$ 1,000.00	\$ -	\$ 1,000.00	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ 3,500.00	\$ -	\$ 3,500.00	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ 375.00	\$ -	\$ 375.00	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL	\$ 36,730.00	\$ -	\$ 36,730.00	

Indirect As A Percent of Direct

0.0%

Contractor Initials

Exhibit B-7 Amendment #5

BUDGET FORM

New Hampshire Department of Health and Human Services

Bidder Name: Community Action Program Belknap-Merrimack Counties, IncBudget Request for: WIC Program

(Name of RFP)

Budget Period: July 1, 2022- June 30, 2023

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 405,500.00	\$ 29,810.00	\$ 435,310.00	
2. Employee Benefits	\$ 98,750.00	\$ 7,101.00	\$ 105,851.00	
3. Consultants	\$ 4,000.00	\$ -	\$ 4,000.00	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ 1,000.00	\$ -	\$ 1,000.00	
Purchase/Depreciation	\$ 1,200.00	\$ -	\$ 1,200.00	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ 2,500.00	\$ -	\$ 2,500.00	
Lab	\$ 4,250.00	\$ -	\$ 4,250.00	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ 2,000.00	\$ -	\$ 2,000.00	
Office	\$ 2,500.00	\$ 3,300.00	\$ 5,800.00	
6. Travel	\$ 29,500.00	\$ -	\$ 29,500.00	
7. Occupancy	\$ 94,500.00	\$ 3,250.00	\$ 97,750.00	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ 13,500.00	\$ 250.00	\$ 13,750.00	
Postage	\$ 7,250.00	\$ 1,320.00	\$ 8,570.00	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ 3,300.00	\$ 875.00	\$ 4,175.00	
Insurance	\$ 8,200.00	\$ 2,300.00	\$ 10,500.00	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ 1,000.00	\$ -	\$ 1,000.00	
10. Marketing/Communications	\$ 500.00	\$ -	\$ 500.00	
11. Staff Education and Training	\$ 2,500.00	\$ -	\$ 2,500.00	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
Agency Computer Fees	\$ 1,900.00	\$ 450.00	\$ 2,350.00	
NWA Conference support	\$ 2,000.00	\$ -	\$ 2,000.00	
Teletask	\$ 3,500.00	\$ -	\$ 3,500.00	
TOTAL	\$ 689,350.00	\$ 48,656.00	\$ 738,006.00	

Indirect As A Percent of Direct

7.1%

Contractor Initials 

Exhibit B-8 Amendment #5

BUDGET FORM

New Hampshire Department of Health and Human Services

Bidder Name: Community Action Program Belknap-Merrimack Counties, IncBudget Request for: Breastfeeding Peer Counselor Program
(Name of RFP)Budget Period: July 1, 2022- June 30, 2023

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 26,050.00	\$ -	\$ 26,050.00	
2. Employee Benefits	\$ 3,205.00	\$ -	\$ 3,205.00	
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ 100.00	\$ -	\$ 100.00	
6. Travel	\$ 2,500.00	\$ -	\$ 2,500.00	
7. Occupancy	\$ 1,000.00	\$ -	\$ 1,000.00	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ 3,500.00	\$ -	\$ 3,500.00	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ 375.00	\$ -	\$ 375.00	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL	\$ 36,730.00	\$ -	\$ 36,730.00	

Indirect As A Percent of Direct

0.0%


 Contractor Initials JA

State of New Hampshire

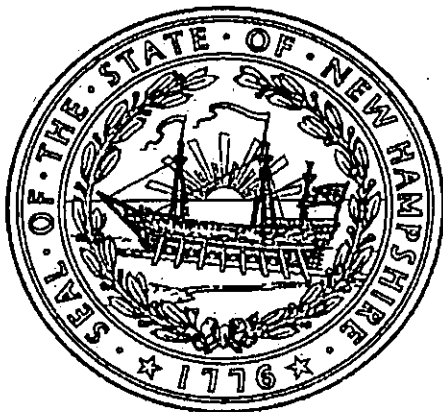
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that COMMUNITY ACTION PROGRAM BELKNAP AND MERRIMACK COUNTIES, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on May 28, 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: 63021

Certificate Number: 0005338239



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. 2021.

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

William M. Gardner
Secretary of State

Phone (603) 225-3295
 (800) 856-5525
 Fax (603) 228-1898
 Web www.bm-cap.org



2 Industrial Park Drive
 P.O. Box 1016
 Concord, NH
 03302-1016

CERTIFICATE OF AUTHORITY

I, Dennis Martino, President, Board of Directors, hereby certify that:

1. I am a duly elected officer of Community Action Program Belknap-Merrimack Counties, Inc.
2. The following is a true copy of a vote taken at a meeting of the Board of Directors, duly called and held on **January 14, 2021**, at which a quorum of the Directors were present and voting.

VOTED: That *Jeanne Agri, Chief Executive Officer/Executive Director, Michael Tabory, Chief Operations Officer/Deputy Director, Rossana Goding, Chief Fiscal Officer, Steven Gregoire, Budget Analyst, Dennis Martino, President, Board of Directors* are duly authorized on behalf of Community Action Program Belknap-Merrimack Counties, Inc. 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. Such authority to be in force and effect until **June 30, 2023**. 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.

Signature of Elected Officer
 Name: Dennis Martino
 Title: President, Board of Directors

Dated: 5/14/2021

Rev. 11/12/2020
 Wh:COA - dennis martino

ALTON Senior Center875-7102 Prospect View Housing.....875-3111	CONCORD Area Center.....225-6880 Head Start.....224-6492 Early Head Start.....224-6492 Concord Area Meats on Wheels225-9092 Concord Area Transit.....225-1989 Horseshoe Pond Place228-6956 WIC/CSFP225-2050 Workplace Success.....223-2305	EPSOM Meadow Brook Housing736-8250	FRANKLIN Head Start.....934-2161 Early Head Start.....934-2161 Senior Center934-4151 Riverside Housing.....934-5340	LACONIA Area Center.....524-5512 Head Start.....528-5334 Early Head Start.....528-5334 Senior Center524-7689 Family Planning524-5453 Workplace Success.....524-4367	NEWBURY Newbury Commons Housing.....763-0360	SUNCOOK Area Center.....485-7824 Senior Center.....485-4254
BELMONT Heritage Terr. Housing267-8801	BRADFORD Senior Center938-2104			MEREDITH Area Center.....279-4096	PEMBROKE Village at Pembroke Farms Housing.....485-1842	TILTON Senior Center.....527-8291
					PITTSFIELD Senior Center.....435-8482 Head Start.....435-6618 Early Head Start.....435-6611	WARNER Area Center.....456-2207 Head Start.....456-2208 North Ridge Housing.....456-3398



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/02/2021

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, No, Ext): (603) 669-3218 FAX (A/C, No): (603) 645-4331 E-MAIL ADDRESS: anicklin@crossagency.com														
INSURED Community Action Program Belknap-Merrimack Counties Inc. P. O. Box 1016 Concord NH 03302	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A: Tokio Marine Holdings, Inc.</td> <td></td> </tr> <tr> <td>INSURER B: Granite State Health Care and Human Services Self-</td> <td></td> </tr> <tr> <td>INSURER C: Federal Ins Co</td> <td style="text-align: center;">20281</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Tokio Marine Holdings, Inc.		INSURER B: Granite State Health Care and Human Services Self-		INSURER C: Federal Ins Co	20281	INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
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INSURER B: Granite State Health Care and Human Services Self-															
INSURER C: Federal Ins Co	20281														
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES **CERTIFICATE NUMBER:** 20-21 All, 21-22 D&O/WC **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"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHPK2187440	10/01/2020	10/01/2021	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td style="text-align: right;">\$ 100,000</td></tr> <tr><td>MED EXP (Any one person)</td><td style="text-align: right;">\$ 5,000</td></tr> <tr><td>PERSONAL & ADV INJURY</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td style="text-align: right;">\$ 3,000,000</td></tr> <tr><td>PRODUCTS - COM/OP AGG</td><td style="text-align: right;">\$ 3,000,000</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> </table>	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		\$
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	<input checked="" type="checkbox"/> 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 <input type="checkbox"/> OTHER:			PHPK2187429	10/01/2020	10/01/2021	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>BODILY INJURY (Per person)</td><td style="text-align: right;">\$</td></tr> <tr><td>BODILY INJURY (Per accident)</td><td style="text-align: right;">\$</td></tr> <tr><td>PROPERTY DAMAGE (Per accident)</td><td style="text-align: right;">\$</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> </table>	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$				
COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000																				
BODILY INJURY (Per person)	\$																				
BODILY INJURY (Per accident)	\$																				
PROPERTY DAMAGE (Per accident)	\$																				
	\$																				
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB740340	10/01/2020	10/01/2021	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td style="text-align: right;">\$ 5,000,000</td></tr> <tr><td>AGGREGATE</td><td style="text-align: right;">\$ 5,000,000</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> </table>	EACH OCCURRENCE	\$ 5,000,000	AGGREGATE	\$ 5,000,000		\$								
EACH OCCURRENCE	\$ 5,000,000																				
AGGREGATE	\$ 5,000,000																				
	\$																				
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	HCHS20210000395 (3a.) NH	02/01/2021	02/01/2022	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td><input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER</td><td></td></tr> <tr><td>E.L. EACH ACCIDENT</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>E.L. DISEASE - EA EMPLOYEE</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>E.L. DISEASE - POLICY LIMIT</td><td style="text-align: right;">\$ 1,000,000</td></tr> </table>	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER		E.L. EACH ACCIDENT	\$ 1,000,000	E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000	E.L. DISEASE - POLICY LIMIT	\$ 1,000,000						
<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER																					
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 Liability			82471794	04/01/2021	04/01/2022	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Limit</td><td style="text-align: right;">\$1,000,000</td></tr> <tr><td>Deductible</td><td style="text-align: right;">\$5,000</td></tr> </table>	Limit	\$1,000,000	Deductible	\$5,000										
Limit	\$1,000,000																				
Deductible	\$5,000																				

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

CERTIFICATE HOLDER State of New Hampshire; Department of Health & Human Services 129 Pleasant Street Concord NH 03301	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
---	--

Financial Statements

COMMUNITY ACTION PROGRAM
BELKNAP - MERRIMACK COUNTIES, INC.

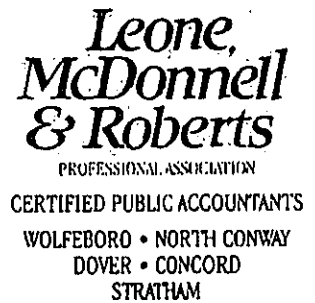
FINANCIAL STATEMENTS
FOR THE YEARS ENDED FEBRUARY 29, 2020 AND
FEBRUARY 28, 2019
AND
INDEPENDENT AUDITORS' REPORTS

COMMUNITY ACTION PROGRAM BELKNAP – MERRIMACK COUNTIES, INC.

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

INDEPENDENT AUDITORS' REPORT

Report on the Financial Statements

We have audited the accompanying financial statements of Community Action Program Belknap-Merrimack Counties, Inc. (a nonprofit organization), which comprise the statements of financial position as of February 29, 2020 and February 28, 2019, and the related statements of activities, functional expenses and cash flows, and notes to the financial statements for the years then ended.

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the 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 Program Belknap-Merrimack Counties, Inc. as of February 29, 2020 and February 28, 2019, and the changes in their net assets and their cash flows for the years then ended, in accordance with accounting principles generally accepted in the United States of America.

Other Information

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 January 5, 2021, on our consideration of Community Action Program Belknap-Merrimack Counties, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on 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 Program Belknap-Merrimack Counties, Inc.'s internal control over financial reporting and compliance.

*Leone McDonnell & Roberts
Professional Association*

Concord, New Hampshire
January 5, 2021

COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.**STATEMENTS OF FINANCIAL POSITION
FEBRUARY 29, 2020 AND FEBRUARY 28, 2019**

	<u>ASSETS</u>	
	<u>2020</u>	<u>2019</u>
CURRENT ASSETS		
Cash	\$ 549,026	\$ 1,411,762
Accounts receivable	2,556,855	2,321,041
Inventory	22,916	22,800
Prepaid expenses	44,159	52,632
Investments	110,078	102,522
Total current assets	<u>3,283,034</u>	<u>3,910,757</u>
PROPERTY		
Land, buildings and improvements	5,544,770	4,749,673
Equipment, furniture and vehicles	5,652,539	5,979,320
Total property	11,197,309	10,728,993
Less accumulated depreciation	<u>6,695,428</u>	<u>6,330,580</u>
Property, net	<u>4,501,881</u>	<u>4,398,413</u>
OTHER ASSETS		
Due from related party	<u>139,441</u>	<u>139,441</u>
Total other assets	<u>139,441</u>	<u>139,441</u>
TOTAL ASSETS	<u>\$ 7,924,356</u>	<u>\$ 8,448,611</u>
	<u>LIABILITIES AND NET ASSETS</u>	
CURRENT LIABILITIES		
Current portion of notes payable	\$ 201,245	\$ 183,269
Line of credit	550,000	-
Accounts payable	1,160,635	1,069,165
Accrued expenses	757,999	1,066,748
Refundable advances	1,084,516	998,332
Total current liabilities	3,754,395	3,317,514
LONG TERM LIABILITIES		
Notes payable, less current portion shown above	<u>814,253</u>	<u>781,385</u>
Total liabilities	<u>4,568,648</u>	<u>4,098,899</u>
NET ASSETS		
Without donor restrictions	2,992,894	3,842,297
With donor restrictions	<u>362,814</u>	<u>507,415</u>
Total net assets	<u>3,355,708</u>	<u>4,349,712</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 7,924,356</u>	<u>\$ 8,448,611</u>

See Notes to Financial Statements

COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.**STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED FEBRUARY 29, 2020**

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>2020 Total</u>
REVENUES AND OTHER SUPPORT			
Grant awards	\$ 18,276,247	\$ -	\$ 18,276,247
Other funds	2,437,366	2,986,021	5,423,387
In-kind	920,759	-	920,759
Unltd Way	11,938	-	11,938
	<u>21,646,310</u>	<u>2,986,021</u>	<u>24,632,331</u>
Total revenues and other support			
	21,646,310	2,986,021	24,632,331
NET ASSETS RELEASED FROM RESTRICTIONS	<u>3,130,622</u>	<u>(3,130,622)</u>	<u>-</u>
Total	<u>24,776,932</u>	<u>(144,601)</u>	<u>24,632,331</u>
EXPENSES			
Salaries and wages	9,213,867	-	9,213,867
Payroll taxes and benefits	2,508,455	-	2,508,455
Travel	322,894	-	322,894
Occupancy	1,393,046	-	1,393,046
Program services	9,231,697	-	9,231,697
Other costs	1,634,451	-	1,634,451
Depreciation	401,166	-	401,166
In-kind	920,759	-	920,759
	<u>25,626,335</u>	<u>-</u>	<u>25,626,335</u>
Total expenses			
	25,626,335	-	25,626,335
CHANGE IN NET ASSETS	(849,403)	(144,601)	(994,004)
NET ASSETS, BEGINNING OF YEAR	<u>3,842,297</u>	<u>507,415</u>	<u>4,349,712</u>
NET ASSETS, END OF YEAR	<u>\$ 2,992,894</u>	<u>\$ 362,814</u>	<u>\$ 3,355,708</u>

See Notes to Financial Statements

COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.**STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED FEBRUARY 28, 2019**

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>2019 Total</u>
REVENUES AND OTHER SUPPORT			
Grant awards	\$ 19,205,554	\$ -	\$ 19,205,554
Other funds	4,706,408	169,246	4,875,654
In-kind	829,464	-	829,464
United Way	18,227	-	18,227
	<u>24,759,653</u>	<u>169,246</u>	<u>24,928,899</u>
Total revenues and other support			
NET ASSETS RELEASED FROM RESTRICTIONS			
	<u>364,684</u>	<u>(364,684)</u>	<u>-</u>
Total	<u>25,124,337</u>	<u>(195,438)</u>	<u>24,928,899</u>
EXPENSES			
Salaries and wages	8,905,642	-	8,905,642
Payroll taxes and benefits	2,428,774	-	2,428,774
Travel	324,491	-	324,491
Occupancy	1,310,477	-	1,310,477
Program services	8,941,429	-	8,941,429
Other costs	1,707,999	-	1,707,999
Depreciation	330,491	-	330,491
In-kind	829,924	-	829,924
	<u>24,779,227</u>	<u>-</u>	<u>24,779,227</u>
Total expenses			
CHANGE IN NET ASSETS	345,110	(195,438)	149,672
NET ASSETS, BEGINNING OF YEAR	<u>3,497,187</u>	<u>702,853</u>	<u>4,200,040</u>
NET ASSETS, END OF YEAR	<u>\$ 3,842,297</u>	<u>\$ 507,415</u>	<u>\$ 4,349,712</u>

See Notes to Financial Statements

COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.**STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED FEBRUARY 29, 2020 AND FEBRUARY 28, 2019**

	<u>2020</u>	<u>2019</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ (994,004)	\$ 149,672
Adjustments to reconcile change in net assets to net cash (used in) provided by operating activities:		
Depreciation	401,166	330,491
Decrease (increase) in current assets:		
Accounts receivable	(235,814)	672,364
Inventory	(116)	3,767
Prepaid expenses	8,473	35,655
Decrease (increase) in current liabilities:		
Accounts payable	91,470	(374,532)
Accrued expenses	(308,749)	10,072
Refundable advances	86,184	(189,001)
NET CASH (USED IN) PROVIDED BY OPERATING ACTIVITIES	<u>(951,390)</u>	<u>638,488</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Additions to property	(268,634)	(803,770)
Investment in partnership	(7,556)	(3,769)
NET CASH USED IN INVESTING ACTIVITIES	<u>(276,190)</u>	<u>(807,539)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Net borrowings on line of credit	550,000	-
Repayment of long term debt	(185,156)	(170,872)
NET CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES	<u>364,844</u>	<u>(170,872)</u>
NET DECREASE IN CASH	(862,736)	(339,923)
CASH BALANCE, BEGINNING OF YEAR	<u>1,411,762</u>	<u>1,751,685</u>
CASH BALANCE, END OF YEAR	<u>\$ 549,026</u>	<u>\$ 1,411,762</u>
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:		
Cash paid during the year for interest	<u>\$ 73,255</u>	<u>\$ 63,133</u>
SUPPLEMENTAL DISCLOSURE OF NONCASH INVESTING AND FINANCING ACTIVITIES:		
Property purchased with new debt	<u>\$ 236,000</u>	<u>\$ -</u>

See Notes to Financial Statements

COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED FEBRUARY 29, 2020

	<u>Program</u>	<u>Management</u>	<u>Total</u>
Salaries and wages	\$ 8,797,236	\$ 416,631	\$ 9,213,867
Payroll taxes and benefits	2,468,991	39,464	2,508,455
Travel	322,870	24	322,894
Occupancy	1,225,265	167,781	1,393,046
Program Services	9,231,697	-	9,231,697
Other costs:			
Accounting fees	475	60,771	61,246
Legal fees	-	9,261	9,261
Supplies	214,778	31,442	246,220
Postage and shipping	19,055	34,399	53,454
Equipment rental and maintenance	3,627	275	3,902
Printing and publications	27,109	6,562	33,671
Conferences, conventions and meetings	27,248	4,662	31,910
Interest	57,543	15,712	73,255
Insurance	133,619	5,949	139,568
Membership fees	12,862	7,586	20,448
Utility and maintenance	170,336	48,114	218,450
Computer services	51,908	-	51,908
Other	663,656	27,502	691,158
Depreciation	401,166	-	401,166
In-kind	920,759	-	920,759
	<u>\$ 24,750,200</u>	<u>\$ 876,135</u>	<u>\$ 25,626,335</u>
Total functional expenses			

See Notes to Financial Statements

COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.**STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED FEBRUARY 28, 2019**

	<u>Program</u>	<u>Management</u>	<u>Total</u>
Salaries and wages	\$ 8,682,073	\$ 223,569	\$ 8,905,642
Payroll taxes and benefits	2,320,432	108,342	2,428,774
Travel	323,333	1,158	324,491
Occupancy	1,293,439	17,038	1,310,477
Program Services	8,941,429	-	8,941,429
Other costs:			
Accounting fees	-	57,892	57,892
Legal fees	19,554	3,520	23,074
Supplies	284,548	-	284,548
Postage and shipping	53,134	-	53,134
Equipment rental and maintenance	2,208	-	2,208
Printing and publications	45,786	3,732	49,518
Conferences, conventions and meetings	22,840	27,848	50,688
Interest	46,478	16,655	63,133
Insurance	143,136	6,760	149,896
Membership fees	9,891	9,093	18,984
Utility and maintenance	214,214	-	214,214
Computer services	37,562	1,304	38,866
Other	701,232	612	701,844
Depreciation	330,491	-	330,491
In-kind	829,924	-	829,924
	<u>\$ 24,301,704</u>	<u>\$ 477,523</u>	<u>\$ 24,779,227</u>
Total functional expenses	<u>\$ 24,301,704</u>	<u>\$ 477,523</u>	<u>\$ 24,779,227</u>

See Notes to Financial Statements

COMMUNITY ACTION PROGRAM BELKNAP – MERRIMACK COUNTIES, INC.

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED FEBRUARY 29, 2020 AND FEBRUARY 28, 2019.**

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Organization

Community Action Program Belknap – Merrimack Counties, Inc. (the Organization) is a New Hampshire nonprofit organization that serves nutritional, health, living and support needs of the low income and elderly clients in the two county service areas, as well as state wide. These services are provided with the financial support of various federal, state, county and local organizations.

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with the accounting principles generally accepted in the United State of America.

New Accounting Pronouncement

During the year, the Organization adopted the provisions of FASB ASU 2018-08, *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made* (Topic 958). This accounting standard is meant to help not-for-profit entities evaluate whether transactions should be accounted for as contributions or as exchange transactions and, if the transaction is identified as a contribution, whether it is conditional or unconditional. ASU 2018-08 clarifies how an organization determines whether a resource provider is receiving commensurate value in return for a grant. If the resource provider does receive commensurate value from the grant recipient, the transaction is an exchange transaction and would follow the guidance under ASU 2014-09 (FASB ASC Topic 606). If no commensurate value is received by the grant maker, the transfer is a contribution. ASU 2018-08 stresses that the value received by the general public as a result of the grant is not considered to be commensurate value received by the provider of the grant. Results for reporting the years ending February 29, 2020 and February 28, 2019 are presented under FASB ASU 2018-08. The comparative information has not been restated and continues to be reported under the accounting standards in effect in those reporting periods. There was no material impact to the financial statements as a result of adoption. Accordingly, no adjustment to opening net assets was recorded.

Financial Statement Presentation

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

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

Net assets with donor restrictions include 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 Organization 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 restrictions expire, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statement of activities. The Organization had net assets with donor restrictions of \$362,814 and \$507,415 at February 29, 2020 and February 28, 2019, respectively. See **Note 13**.

Income Taxes

The Organization is organized as a nonprofit corporation and is exempt from federal income taxes under Internal Revenue Code Section 501(c)(3). The Internal Revenue Service has determined them to be other than a private foundation.

The Organization files information returns in the United States and the State of New Hampshire. The Organization is no longer subject to examinations by tax authorities for years before 2017.

Accounting Standard Codification No. 740 (ASC 740), *Accounting for Income Taxes*, established the minimum threshold for recognizing, and a system for measuring, the benefits of tax return positions in financial statements. The Organization has analyzed its tax position taken on its information returns for the years (2017 through 2020), and has concluded that no additional provision for income taxes is necessary in the Organization's financial statements.

Property

Property and equipment is recorded at cost or, if donated, at the approximate fair value at the date of the donation. Assets purchased with a useful life in excess of one year and exceeding \$5,000 are capitalized unless a lower threshold is required by certain funding sources. Depreciation is computed on the straight-line basis over the estimated useful lives of the related assets as follows:

Buildings and improvements	40 years
Equipment, furniture and vehicles	3 - 7 years

Use of Estimates

The preparation of financial statements in conformity with United States generally accepted accounting principles requires management to make estimates and assumptions that affect certain 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

For purposes of the statement of cash flows, the Organization considers all liquid investments purchased with original maturities of three months or less to be cash equivalents. The Organization maintains its cash in bank deposit accounts, which at times may exceed federally insured limits. The Organization has not experienced any losses in such accounts and believes it is not exposed to any significant risk with respect to these accounts.

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.

In-Kind Donations / Noncash Transactions

Donated facilities, services and supplies are reflected as revenue and expense in the accompanying financial statements, if the criteria for recognition is met. This represents the estimated fair value for the service, supplies and space that the Organization might incur under normal operating activities. The Organization received \$920,759 and \$829,924 in donated facilities, services and supplies for the years ended February 29, 2020 and February 28, 2019, respectively, as follows:

The Organization 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 \$52,181 and \$35,519 for the years ended February 29, 2020 and February 28, 2019, respectively.

The Organization 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 \$868,578 and \$793,945 for the years ended February 29, 2020 and February 28, 2019, respectively.

Advertising

The Organization expenses advertising costs as they are incurred. Total advertising costs for the years ended February 29, 2020 and February 28, 2019 totaled \$46,899 and \$54,461, respectively.

Inventory

Inventory consists of weatherization supplies and work in process and is valued at the lower of cost or net realizable value, using the first-in, first-out method.

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been presented in the Statements of Functional Expenses. Accordingly, certain costs have been allocated among the program services and supporting activities benefited. Expenses are charged to each program based on the direct expenses incurred or estimated usage based on time spent on each program by staff.

<u>Expense</u>	<u>Method of allocation</u>
Wages and benefits	Time and effort
Depreciation	Actual assets used by program
All other expenses	Direct assignment

2. LIQUIDITY AND AVAILABILITY

The following represents the Organization's financial assets as of February 29, 2020 and February 28, 2019:

	<u>2020</u>	<u>2019</u>
Financial assets at year end:		
Cash and cash equivalents, undesignated	\$ 549,026	\$ 1,411,762
Accounts receivable	2,556,855	2,321,041
Investments	<u>110,078</u>	<u>102,522</u>
Total financial assets	<u>3,215,959</u>	<u>3,835,325</u>
Less amounts not available to be used within one year:		
Net assets with donor restrictions	362,814	507,415
Less net assets with time restrictions to be met in less than a year	<u>-</u>	<u>-</u>
Amounts not available within one year	<u>362,814</u>	<u>507,415</u>
Financial assets available to meet general expenditures over the next twelve months	<u>\$ 2,853,145</u>	<u>\$ 3,327,910</u>

It is the Organization's goal to maintain financial assets to meet 60 days of operating expenses which approximates \$3,995,000 and \$3,880,000 respectively, at February 29, 2020 and 2019. The Organization has an available line of credit in the amount of \$50,000 and \$200,000, respectively, at February 29, 2020 and February 28, 2019.

3. 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 February 29, 2020 and February 28, 2019. The Organization has no policy for charging interest on overdue accounts.

4. REFUNDABLE ADVANCES

Grants received in advance are recorded as refundable advances and recognized as revenue in the period in which the related services or expenditures are performed or incurred. Funds received in advance of grantor conditions being met aggregated \$1,084,516 and \$998,332 as of February 29, 2020 and February 28, 2019, respectively.

5. RETIREMENT PLAN

The Organization has a qualified contributory pension plan which covers substantially all employees. The cost of the plan is charged to programs administered by the Organization. The expense of the plan for the year ended February 29, 2020 and February 28, 2019 totaled \$181,057 and \$184,961, respectively.

6. LEASED FACILITIES

Facilities occupied by the Organization for its community service programs are leased under various operating leases. The lease terms range from month to month to twenty years. For the year ended February 29, 2020 and February 28, 2019, the annual lease expense for the leased facilities was \$546,861 and \$480,258, respectively.

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

<u>Year Ended</u> <u>February 28</u>	<u>Amount</u>
2021	\$ 456,568
2022	138,021
2023	125,947
2024	105,882
2025	98,362
Thereafter	<u>876,241</u>
Total	<u>\$ 1,801,021</u>

7. ACCRUED EARNED TIME

The Organization has accrued a liability for future annual leave time that its employees have earned and vested with the employees in the amount of \$341,532 and \$377,163 at February 29, 2020 and 2019, respectively.

8. BANK LINE OF CREDIT

The Organization has a \$200,000 revolving line of credit agreement (the line) with a bank that is due on demand. The line calls for monthly variable interest payments based on the Wall Street Journal Prime Rate (6.00% and 5.50% at February 29, 2020 and February 28, 2019, respectively) plus 1%, but not less than 6% per annum. The line is secured by all the Organization's assets. There was a balance of \$200,000 outstanding at February 29, 2020. There was no outstanding balance on the line at February 28, 2019.

During the year ended February 29, 2020 the Organization entered into an additional revolving line of credit agreement (the line) in the amount of \$400,000, with a bank that is due on demand. The line calls for monthly variable interest payments based on the LIBOR rate (4.02% at February 29, 2020). The line is secured by all the Organization's assets. There was a balance of \$350,000 outstanding at February 29, 2020.

9. **LONG TERM DEBT**

Long term debt consisted of the following as of February 29, 2020 and February 28, 2019:

	<u>2020</u>	<u>2019</u>
5.50% note payable to a financial institution in monthly installments of \$1,634 through July 2039. The note is secured by property of the Organization.	\$ 232,259	\$ -
5.75% note payable to a financial institution in monthly installments for principal and interest of \$13,912 through July 2023. The note is secured by property of the Organization for Lakes Region Family Center.	520,492	649,372
3.00% note payable to the City of Concord for leasehold improvements in monthly installments for principal and interest of \$747 through May 2027. The note is secured by property of the Organization for the agency administrative building renovations.	57,848	64,943
7.00% note payable to a bank in monthly installments for principal and interest of \$4,842 through May 2023. The note is secured by a first real estate mortgage and assignment of rents and leases on property located in Concord, New Hampshire for Early Head Start.	<u>204,899</u>	<u>250,339</u>
Total	1,015,498	964,654
Less amounts due within one year	<u>201,245</u>	<u>183,269</u>
Long term portion	<u>\$ 814,253</u>	<u>\$ 781,385</u>

The scheduled maturities of long-term debt as of February 29, 2020 were as follows:

<u>Year Ending February 28</u>	<u>Amount</u>
2021	\$ 201,245
2022	213,444
2023	226,567
2024	143,136
2025	16,749
Thereafter	<u>214,357</u>
	<u>\$ 1,015,498</u>

10. **PROPERTY AND EQUIPMENT**

Property and equipment consisted of the following as of February 29, 2020 and February 28, 2019:

	<u>2020</u>	<u>2019</u>
Land	\$ 168,676	\$ 168,676
Building and improvements	5,376,094	4,580,996
Equipment and vehicles	<u>5,652,539</u>	<u>5,979,321</u>
	11,197,309	10,728,993
Less accumulated depreciation	<u>6,695,428</u>	<u>6,330,580</u>
Property and equipment, net	<u>\$ 4,501,881</u>	<u>\$ 4,398,413</u>

Depreciation expense for the years ended February 29, 2020 and February 28, 2019 was \$401,166 and \$330,491, respectively.

11. **CONTINGENCIES**

The Organization receives grant funding from various sources. Under the terms of these agreements, the Organization is required to use the funds within a certain period and for purposes specified by the governing laws and regulations. If expenditures were found not to have been made in compliance with the laws and regulations, the Organization might be required to repay the funds. No provisions have been made for this contingency because specific amounts, if any, have not been determined or assessed as of February 29, 2020.

12. **CONCENTRATION OF RISK**

For the years ended February 29, 2020 and February 28, 2019, approximately \$12,100,000 (51%) and \$12,000,000 (48%), respectively, of the Organization's total revenue was received from the Department of Health and Human Services. The future scale and nature of the Organization is dependent upon continued support from this department.

13. NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions are available for the following specific program services as of February 29, 2020 and February 28, 2019:

	<u>2020</u>	<u>2019</u>
NH Food Pantry Coalition	\$ 663	\$ 663
Senior Center	141,114	137,743
Elder Services	2,867	200,912
Mary Gale	24,082	-
NH Rotary Food Challenge	5,068	5,068
Summer Feeding	18,840	-
Common Pantry	4,764	5,534
Caring Fund	9,064	11,811
Agency – FAP	4,751	6,342
Agency Head Start	145,747	137,967
Community Crisis	2,550	350
Other Programs	<u>3,304</u>	<u>1,025</u>
Total net assets with donor restrictions	<u>\$ 362,814</u>	<u>\$ 507,415</u>

14. RELATED PARTY TRANSACTIONS

The Organization is related to the following corporation as a result of common management:

<u>Related Party</u>	<u>Function</u>
CAPBMC Development Corporation	Real Estate Development

There was \$139,441 due from CAPBMC Development Corporation at both February 29, 2020 and February 28, 2019.

The Organization serves as the management agent for the following organizations:

<u>Related Party</u>	<u>Function</u>
Belmont Elderly Housing, Inc.	HUD Property
Epsom Elderly Housing, Inc.	HUD Property
Alton Housing for the Elderly, Inc.	HUD Property
Pembroke Housing for the Elderly, Inc.	HUD Property
Newbury Elderly Housing, Inc.	HUD Property
Kearsarge Elderly Housing, Inc.	HUD Property
Riverside Housing Corporation	HUD Property
Sandy Ledge Limited Partnership	Low Income Housing Tax Credit Property
Twin Rivers Community Corporation	Property Development
Ozanam Place, Inc.	Transitional Supportive Services
TRCC Housing Limited Partnership I	Low Income Housing Tax Credit Property

The services performed by the Organization included, marketing, accounting, tenant selection (for the HUD properties), HUD compliance (for the HUD properties), and maintenance of property.

The total amount due from the related parties (collectively) at February 29, 2020 and February 28, 2019 was \$198,763 and \$185,937, respectively, and is included in accounts receivables.

15. **RECLASSIFICATION**

Certain amounts and accounts from the prior year financial statements have been reclassified to enhance the comparability with the presentation of the current year.

16. **FAIR VALUE OF FINANCIAL INSTRUMENTS**

Community Action Program Belknap-Merrimack Counties, Inc. has also invested money relating to its Fix-it program in certain mutual funds. The fair value of the mutual funds totaled \$109,078 and \$101,522 at February 29, 2020 and February 28, 2019, respectively.

ASC Topic No. 825-10, Financial Instruments, 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, the Organization 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, FASB ASC 820 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 FASB ASC 820 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 February 29, 2020 and February 28, 2019, the Organization's investments were classified as Level 1 and were based on fair value.

Fair Value Measurements using Significant Observable Inputs (Level 1)

	<u>2020</u>	<u>2019</u>
Beginning balance – mutual funds	\$ 101,522	\$ 97,753
Total gains (losses) – mutual funds	<u>7,556</u>	<u>3,769</u>
Ending balance – mutual funds	<u>\$ 109,078</u>	<u>\$ 101,522</u>

The carrying amount of cash, current assets, other assets and current liabilities, approximates fair value because of the short maturity of those instruments.

The Organization also has \$1,000 invested in a Partnership, The Lakes Region Partnership for Public Health, at February 29, 2020 and February 28, 2019.

17. FISCAL AGENT

Community Action Program Belknap-Merrimack Counties, Inc. acts as the fiscal agent for the following community organizations: Franklin Community Services Building (Franklin), the Common Pantry (Laconia), the Caring Fund (Meredith), the NH Food Pantry Coalition, the NH Rotary Food Challenge and FGP/SCP Association Region 1. The Agency provides the management and oversight of the revenues received (donations) and the expenses (utilities, food and emergency services).

18. SUBSEQUENT EVENTS

Subsequent events are events or transactions that occur after the statement of financial position date, but before the 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 January 5, 2021, the date the financial statements were available to be issued.

The impact of the novel coronavirus (COVID-19) and measures to prevent its spread are affecting the Organization's business. The significance of the impact of these disruptions, including the extent of their adverse impact on the Organization's financial and 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.

In April 2020, the Organization received loan proceeds in the amount of \$1,935,300 under the Paycheck Protection Program ("PPP"). The PPP, is established as part of the Coronavirus Aid, Relief and Economic Security Act ("CARES Act").

If the Organization 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 Organization intends to use the proceeds for purposes consistent with the PPP. Through the date of this report, the final determination of forgiveness has not occurred.

SUPPLEMENTAL INFORMATION

(See Independent Auditors' Report)

COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND NON-FEDERAL AWARDS
FOR THE YEAR ENDED FEBRUARY 29, 2020

<u>FEDERAL GRANTOR/ PROGRAM TITLE</u>	<u>CFDA NUMBER</u>	<u>PASS THROUGH NAME</u>
<u>US DEPARTMENT OF HEALTH AND HUMAN SERVICES</u>		
Head Start	93.600	
Head Start	93.600	State of New Hampshire
Low Income Home Energy Assistance Program	93.568	State of New Hampshire
Low Income Home Energy Assistance Program-WX	93.568	State of New Hampshire
Low Income Home Energy Assistance Program-HRRP	93.568	State of New Hampshire
Community Services Block Grant	93.569	State of New Hampshire
Social Services Block Grant-Home Delivered & Congregate Meals	93.667	State of New Hampshire
Social Services Block Grant-Service Link	93.667	State of New Hampshire
<u>TANF CLUSTER</u>		
Temporary Assistance for Needy Families-Family Planning	93.558	State of New Hampshire
Temporary Assistance for Needy Families-Workplace Success	93.558	Southern New Hampshire Services
<u>AGING CLUSTER</u>		
Title III, Part B-Senior Transportation	93.044	State of New Hampshire
Title III, Part C-Congregate Meals	93.045	State of New Hampshire
Title III, Part C-Home Delivered Meals	93.045	State of New Hampshire
NSIP	93.053	State of New Hampshire
<u>CHILD CARE AND DEVELOPMENT FUND CLUSTER</u>		
Child Care & Development Block Grant	93.575	State of New Hampshire
Child Care Mandatory & Matching Funds of the CCDF	93.596	State of New Hampshire
<u>MEDICAID CLUSTER</u>		
Medical Assistance Program	93.778	State of New Hampshire
Medical Assistance Program - Veterans	93.778	Gateways Community Services
Family Planning - Services	93.217	State of New Hampshire
Public Health Emergency Response: Cooperative Agreement for Emergency Response: Public Health	93.354	State of New Hampshire
<u>MATERNAL, INFANT, AND EARLY CHILDHOOD HOME VISITING CLUSTER</u>		
ACA - Maternal, Infant, & Early Childhood Home Visiting Program	93.505	State of New Hampshire
ACA - Aging & Disability Resource Center	93.517	State of New Hampshire
National Family Caregiver Support, Title III, Part E-Service Link	93.052	State of New Hampshire
Special Programs for Aging, Title IV-Service Link	93.048	State of New Hampshire
CMS Research Demonstrations & Evaluations	93.779	State of New Hampshire

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**FEDERAL GRANTOR/
PROGRAM TITLE**

**CFDA
NUMBER**

PASS THROUGH NAME

FOOD DISTRIBUTION CLUSTER

Commodity Supplemental Food Program
Emergency Food Assistance Program-Administration
Emergency Food Assistance Program

10.565
10.568
10.569

State of New Hampshire
State of New Hampshire
State of New Hampshire

Trade Mitigation

10.178

State of New Hampshire

Rural Housing Preservation Grant

10.433

CORPORATION FOR NATIONAL & COMMUNITY SERVICES

FOSTER GRANDPARENTS/SENIOR COMPANION CLUSTER
Senior Companion Program

94.016

US DEPARTMENT OF TRANSPORTATION

Formula Grants for Rural Areas-Concord Transit

20.509

State of New Hampshire-Department of Transportation

TRANSIT SERVICES PROGRAMS CLUSTER

Enhanced Mobility of Seniors & Ind. W/Disabilities-CAT
Enhanced Mobility of Seniors & Ind. W/Disabilities-Rural Transportation
Enhanced Mobility of Seniors & Ind. W/Disabilities-Volunteer Drivers

20.513
20.513
20.513

State of New Hampshire-Department of Transportation
State of New Hampshire-Department of Transportation
Merrimack County

US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Supportive Housing Program
Supportive Housing Program-Outreath

14.235
14.235

State of New Hampshire
State of New Hampshire

Emergency Solutions Grant
Continuum of Care Program

14.231
14.267

State of New Hampshire
State of New Hampshire

US DEPARTMENT OF ENERGY

Weatherization Assistance for Low Income Persons

81.042

State of New Hampshire

US DEPARTMENT OF LABOR

Senior Community Service Employment Program

17.235

State of New Hampshire

WIA/WIOA CLUSTER

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COMMUNITY ACTION PROGRAM BELKNAP-MERRIMACK COUNTIES, INC.

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED FEBRUARY 29, 2020**

NOTE 1 BASIS OF PRESENTATION

The accompanying schedule of expenditures of Federal Awards (the Schedule) includes the federal award activity of Community Action Program Belknap-Merrimack Counties, Inc. under programs of the federal government for the year ended February 29, 2020. 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 Program Belknap-Merrimack Counties, Inc., it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Organization.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

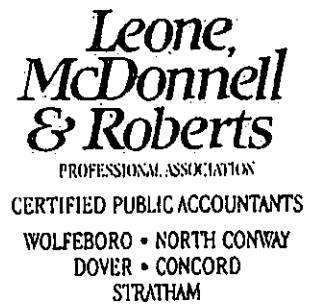
Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years.

NOTE 3 INDIRECT COST RATE

Community Action Program Belknap-Merrimack Counties, Inc. has elected not to use the ten percent de minimis indirect cost rate allowed under the Uniform Guidance.

NOTE 4 FOOD COMMODITIES AND VEHICLES

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



COMMUNITY ACTION PROGRAM BELKNAP-MERRIMACK COUNTIES, INC.

**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
Community Action Program Belknap-Merrimack Counties, Inc.
Concord, 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 Program Belknap-Merrimack Counties, Inc. (a nonprofit organization), which comprise the statement of financial position as of February 29, 2020, and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated January 5, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Community Action Program Belknap-Merrimack Counties, Inc.'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 Program Belknap-Merrimack Counties, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Community Action Program Belknap-Merrimack Counties, Inc.'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. We did identify a deficiency in internal control, described in the accompanying schedule of findings and questioned costs as item 2020-001 that we consider to be a material weakness.

Compliance and Other Matters

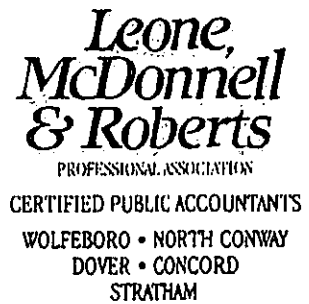
As part of obtaining reasonable assurance about whether Community Action Program Belknap-Merrimack Counties, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance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

Purpose of this Report

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

Leone McDonnell & Roberts
Professional Association

Concord, New Hampshire
January 5, 2021



COMMUNITY ACTION PROGRAM BELKNAP-MERRIMACK COUNTIES, INC.

**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
Community Action Program Belknep-Merrimack Counties, Inc.
Concord, New Hampshire

Report on Compliance for Each Major Federal Program

We have audited Community Action Program Belknep-Merrimack Counties, Inc.'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 Program Belknep-Merrimack Counties, Inc.'s major federal programs for the year ended February 29, 2020. Community Action Program Belknep-Merrimack Counties, Inc.'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 Program Belknep-Merrimack Counties, Inc.'s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and 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 Program Belknep-Merrimack Counties, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Community Action Program Belknep-Merrimack Counties, Inc.'s compliance.

Opinion on Each Major Federal Program

In our opinion, Community Action Program Belknap-Merrimack Counties, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended February 29, 2020.

Report on Internal Control Over Compliance

Management of Community Action Program Belknap-Merrimack Counties, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Community Action Program Belknap-Merrimack Counties, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with 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 Program Belknap-Merrimack Counties, Inc.'s internal control over compliance.

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

Leone McDonnell & Roberts
Professional Association

Concord, New Hampshire
January 5, 2021

COMMUNITY ACTION PROGRAM BELKNAP-MERRIMACK COUNTIES, INC.

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED FEBRUARY 29, 2020**

SUMMARY OF AUDITORS' RESULTS

1. The auditors' report expresses an unmodified opinion on whether the financial statements of Community Action Program Belknap-Merrimack Counties, Inc. were prepared in accordance with generally accepted accounting principles.
2. One material weakness relating to the audit of the financial statements is 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*.
3. No instances of noncompliance material to the financial statements of Community Action Program Belknap-Merrimack Counties, Inc., 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 Program Belknap-Merrimack Counties, Inc. expresses an unmodified opinion on all major programs.
6. There were no audit findings that are required to be reported in accordance with 2 CFR section 200.516(a).
7. The programs tested as major programs include:
U.S. Department of Health and Human Services, Low Income Home Energy Assistance Program 93.568, Head Start 93.600, Community Services Block Grant 93.569, U.S. Department of Agriculture, Food Distribution Cluster, 10.565, 10.568, 10.569, Trade Mitigation 10.178, NON-FEDERAL Public Utilities Companies, Electrical Assistance Program.
8. The threshold for distinguishing Type A and B programs was \$750,000.
9. Community Action Program Belknap-Merrimack Counties, Inc. was determined to not be a low-risk auditee.

FINDINGS - FINANCIAL STATEMENTS AUDIT

MATERIAL WEAKNESS

2020-001

Condition: The financial statements presented to the auditor at the beginning of fieldwork understated revenue and expenses by a material amount. This was primarily the result of improper cut off due to revenue and expenses related to the fiscal year under audit being recorded to the subsequent period.

Criteria: The Organization's internal control procedures should be structured so that accounts are reconciled and reviewed on a timely basis and a review is completed prior to closing the financial records for the year.

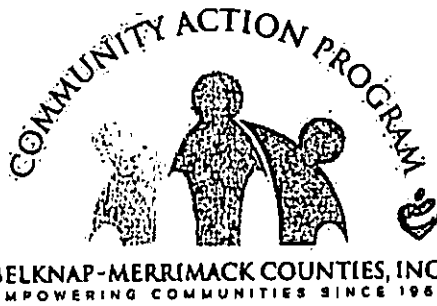
Cause: The Organization's Director of Finance did not regard the proper cut off of the direct fuel assistance payments and reimbursement revenue to be important. Both the accounting staff and the staff within the fuel assistance department appears to maintain good controls and good records, however, the Director of Finance did not understand the importance of using the information available to post an entry to ensure correct cut off of revenue and expenses.

Effect: A significant adjusting journal entry was proposed by the auditor to ensure accurate revenue and expense cut off for the period under audit.

Recommendations: The auditors recommend that the financial closing process include a review of all significant balance sheet and profit and loss accounts.

FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL PROGRAMS AUDIT

None



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 Web www.bm-cap.org

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 P.O. Box 1016
 Concord, NH
 03302-1016

CORRECTIVE ACTION PLAN

Finding: 2020-001

Plan: Accounts will be reconciled and reviewed on a timely basis and completed prior to the annual close of the financial records.

The Staff Accountant or other accounting staff member reconciles all monthly bank statements which are then approved by the Fiscal Officer. The Staff Accountant prepares an adjusting entry for interest, service charges and other adjustments which are also approved by the Fiscal Officer.

The Staff Accountant or other accounting staff member reconciles all project balance sheet accounts monthly which are then approved by Fiscal Officer. The Staff Accountant or other accounting staff member print necessary schedules to reconcile the accounts & check balance totals. Any reconciling items are brought to the attention of the Fiscal Officer who corrects them at the Bank or approves the adjusting journal entry.

The Organization will ensure the policies are followed as written.

Contact:

Rossana Goding, Fiscal Officer
 2 Industrial Park Drive Concord NH 03303 (603)
 225-3295 x 1131

Jeanne Agri, Chief Executive Officer
 2 Industrial Park Drive Concord, NH 03303 (603)
 225-3295 x 1113

Anticipated completion date: February 28, 2021

ALTON Senior Center 875-7102 Prospect View Housing 875-3111	CONCORD Area Center 225-6680 Head Start 224-6492 Early Head Start 224-6492 Concord Area Mechs on Wheels 225-9092 Concord Area Transit 225-1989 Horseshoe Pond Place 228-4956 WIC/CSFP 225-2050 Workplace Success 223-2305	EPSOM Meadow Brook Housing 734-8250	FRANKLIN Head Start 934-2161 Early Head Start 934-2161 Senior Center 934-4151 Friends Housing 934-5340	LACONIA Area Center 524-5512 Head Start 528-5334 Early Head Start 528-5334 Senior Center 524-7489 Family Planning 524-5453 Workplace Success 524-4367	NEWBURY Newbury Commons Housing 743-0340	PEMBROKE Village of Pembroke Farms Housing 485-1842	PITTSFIELD Senior Center 435-8482 Head Start 435-6618 Early Head Start 435-6611	SUNCOOK Area Center 485-7824 Senior Center 485-4254	TILTON Senior Center 577-8291	WARNER Area Center 454-2207 Head Start 454-2208 North Ridge Housing 454-3398
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COMMUNITY ACTION PROGRAM BELKNAP-MERRIMACK COUNTIES, INC.

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED FEBRUARY 29, 2020**

MATERIAL WEAKNESS

2019-001

Condition: The financial statements presented to the auditor at the beginning of fieldwork understated net income by a material amount. This was primarily the result of improper cut off due to revenue related to the fiscal year under audit being recorded to the subsequent period.

Recommendations: The auditors recommend that the Organization implement procedures so that balance sheet accounts are reconciled and reviewed by management on a monthly basis. Further, the auditors recommend that the financial closing process be simplified and include a review of all significant balance sheet and profit and loss accounts.

Current Status: The balance sheet accounts did show evidence of monthly reconciliations. However, the financial closing process was not complete and the required entry to adjust fuel assistance revenue and expense was not made. See 2020-001.



**COMMUNITY ACTION PROGRAM
BELKNAP-MERRIMACK COUNTIES, INC.**

Effective April 2021

BOARD OF DIRECTORS

Dennis Martino, <i>President</i>	Kathy Goode
Robert (Bob) Krieger, <i>Vice President</i>	Sara A. Lewko
Safiya Wazir, <i>Treasurer</i>	Chris Pyles, Esq.
A. Bruce Carri, <i>Secretary/Clerk</i>	David Siff, Esq.
Heather Brown	Ben Wilson, AAMS® Financial Advisor
Theresa M. Cromwell	David Croft, Sheriff

Kayla Carlisle

EDUCATION

UNIVERSITY OF NEW HAMPSHIRE (UNH)

Graduated: May 2019

Bachelor of Science: Nutrition and Wellness

Student Organization Memberships: UNH Serves, Stoke Hall Council Secretary, Criminal Justice Studies Mock Trial, Alpha Xi Delta, UNH Sales Club, Student Accessibility Services Notetaker

Current Position: WIC Nutritionist - Breastfeeding and Peer Counseling Program Coordinator Community Action Program Belknap-Merrimack Counties, Inc.

June 2019 – Current

- Nutrition education and assessment for WIC, CSFP, and SFMNP programs
- Provides overall direction and program development for breastfeeding promotion and BFPC program
- Ensures promotion, recruitment, and delivery of peer counseling services to WIC participants
- Direct supervision of breastfeeding peer counselors
- Anthropometric and hematological data collection
- Food package prescription
- Documentation and data entry
- Referrals to other health and social services

CERTIFIED LACTATION CONSULTANT (CLC) – ALPP (ID# 328680)

Valid From: 12/31/2020-12/31/2023

- Received 52 hours of online education from the Healthy Children's Project
- Promote, Protect, and Support breastfeeding
- Educate and counsel pregnant/post-partum women and their families
- Assess nursing sessions and evaluate milk transfer
- Work collaboratively with other health care providers and make referrals when necessary

ASSOCIATION OF PUBLIC HEALTH NUTRITIONISTS (ASPHN) – Board Member

July 2019 – Current

NUTRITION ASSISTANT & DIETARY AIDE – Elliot Hospital

Feb 2019 – June 2019

Manchester, NH

STUDENT COUNSELOR – Nutrition & Wellness Program

Oct 2018 – Dec 2018

UNH Durham, NH

- Advertised for volunteers within the community to participate in an eight-week nutrition and wellness program
- Designed and performed a complete nutritional assessment form for a personal client in a one on one setting
- Counseled one client to work towards individual health goals and tracked their progress with weekly reports

DIETARY AIDE & ALZHEIMBER'S/DEMENTIA RESIDENT CAREGIVER – Harmony Homes by the Bay

Feb 2018 – Oct 2018

Durham, NH

- Operated as a food and nutrition services representative by collecting up to 60 residents' food orders per meal
- Provided nutrition education for residents with questions about their diet, facilitated appropriate food choices
- Organized and presented a nutrition education session on vitamin and mineral needs for the aging population

SUSAN M. WNUK

EXPERIENCE

1992 to
Present

COMMUNITY ACTION PROGRAM BELKNAP-MERRIMACK COUNTIES, INC.

Director, Community Health and Nutrition Services

- Responsible for overall management of the WIC, Breastfeeding Peer Counseling Program, Title X Family Planning, Teen Clinic, HIV and Hepatitis C testing in correctional facilities and serves as the Statewide Administrator for Senior Farmers Market Nutrition Program and Commodity Supplemental Food Program,
- Oversee planning, development, implementation and coordination of all program services and personnel for multiple programs and clinic locations
- Fiscal management including budget preparation, monitoring, fundraising, and reports
- Responsible for hiring, personnel management
- Oversee special grant projects including Oral Health initiatives and statewide coordination of WIC Lead Screening.
- Development and implementation of policies and procedures
- Oversee quality improvements plans for all program services
- Responsible for grant management and report preparation
- Represents agency on local Boards of Directors, Coalitions, and Partnership

1991-1992

Director, Family Planning, Prenatal, STD Clinics and HIV Counseling and Testing Services

- Initiated development and implementation of comprehensive Prenatal program clinical services in Belknap County for low-income women
- Integrated all program services to provide access to comprehensive care

1989-1992

Director, Family Planning, STD Clinics and HIV counseling and Testing Services

- Coordinated development of STD Clinic Services in three County area including obtaining initial grant funding
- Fiscal, personnel, program management of all services

1987-1989

Director, Family Planning and HIV Counseling and Testing Services

- Obtained grant funding to initiate development of HIV Counseling and Testing Services
- Integrated services into Family Planning Clinic

1986-1987

Family Planning Program Director

- Responsible for the overall fiscal, programmatic and personnel management of a Title X funded Family planning program in a three County area.
- Initiated program development activities and expansion of services

1980-1985

CONCORD HOSPITAL, CONCORD NEW HAMPSHIRE

Social Worker – Social Services Department

- Evaluation of emotional, social and economic stresses of illness.
 - Developed patient care plans including financial assessment, discharge planning needs, home supports, and transfer for patients in maternity/newborn nursery, ICU, nephrology/dialysis, and urology units.
 - Liaison between medical staff, patient, families and community agencies.
 - Coordinated adoptions with public and private organizations.
 - Provided assessments for guardianships hearings.
 - Initiated protective service referrals for infants, children and seniors.
 - Coordinated transfers to skilled, intermediate level nursing homes, group homes, and facilities providing traumatic head injury and spinal cord care.
-

EDUCATION

- 1977 Massachusetts College of Liberal Arts
North Adams, MA
Bachelor of Arts Degree Majors: History and Sociology

PROFESSIONAL ASSOCIATIONS**Board of Directors and Committees**

- National WIC Association
Board of Directors 2013- present
 - Chair - Local Agency Section representing 7 USDA defined Regions - 2016-17
 - Northeast Region Local Agency Representative - 2013- present
 - NH Representative to Local Agency Section - 2010-present
 - NWA/USDA Food and Nutrition Services - Verification of Certification Task Force – Local Agency Representative - 2015-16
 - NWA Chair of Recruitment and Retention of RD's in WIC Task Force – 32018 to present
- National Commodity Supplemental Food Program Association
President Board of Directors 2011
Vice President Board of Directors 2010
 - *Marketing Committee- Chair 2012-2014*
 - *Board of Directors Local Agency Representative 1999-2000*
- New Hampshire WIC Directors Association - 1992-Present
Chairperson 2010-present
Secretary 2000-2008
- NH Hunger Solutions Coalition 2011-present
NH Roadmap to End Childhood Hunger
- Health First Family Care Center - Board of Directors - January 2009-present
- Partnership for Public Health - Board of Directors - 2005-2015
- Winnepesaukee Public Health Council – Executive Committee - 2014 to present Co-Chair 2020 - present
- Capital Area Public Health Network – Public Health Advisory Council Executive Committee 2014-present
- Upper Valley Hunger Council – 2015 to present.
- Public Health Council of the Upper Valley – 2014 to present
 - *HEAL and Oral Health Committees – 2016 to present*
- Central New Hampshire Health Care Partnership - Founding member 2008-present
- HEAL - Statewide Practice Committee - 2009-2012
Lakes Region HEAL - 2009-present
CCNTR HEAL - 2009-2012
- Bi-State Primary Care Association – *Operations and Government Relations Committee 2004-2019*
- Whole Village Family Resource Center - *Board of Directors 1995-2000*
Chair Personnel Committee 1996-2000
- Capital Area Wellness Coalition – 2010-present
Healthy Foods Subcommittee

Government Task Forces and Legislative Committees

- Legislative Task Force on Perinatal Substance Abuse – 1993-2002
- Legislative Study Committee on Premature Births – 1991
- Attorney General's Task Force on Child Abuse and Neglect – 1990-1993
- National Family Planning and Reproductive Health Association – 1986-Present

COMMUNITY & VOLUNTEER

- Bow School District Wellness Committee - 2004-present
- Bow POPS (Parents of Performing Arts Students) 2005-2010 – Vice President 2009-2010
- Boys Indoor Soccer Team - Coach – 2008-2010

Hannah Scott

Professional Summary

Registered dietitian experienced in managing the nutrition care of high risk individuals with a wide range of health concerns and varied demographics. Demonstrated ability to lead teams in the development and implementation of nutrition programs to improve patient outcomes. Seeking the opportunity to be more involved with community based nutrition programs.

Skills

- Communication
- Organization and Planning
- Attention to Detail
- Motivational Interviewing
- Time Management

Experience

Nutrition Coordinator April 2021 - Current
Community Action Program Belknap-Merrimack Counties, Inc., Concord, NH

- Oversee the coordination, implementation and evaluation of the WIC, CSFP, Senior Farmers' Market Nutrition, and FIT WIC Programs in order to ensure the goals, objectives and activities are in accordance with state guidelines.
- Provide guidance and support to Agency nutritionists by providing information on best practices, updates on current nutrition standards, and interpretation of policies and procedures, and oversee the preparation, publication and distribution of nutrition education materials and demonstrations in coordination with the Program Manager.
- Participate in quality improvement activities as required by Agency, state and federal regulations, including completion of evaluations and audits of program activities; identifies areas in need of improvement and develops corrective action plans; provides guidance to nutrition staff with goal setting for corrective actions.
- Formulate and implement the nutrition care plans for individual participants of WIC and CSFP utilizing Value Enhanced Nutrition Services, Getting to the Heart of the Matter framework and Participant Centered Education; provides nutrition education and counseling to high-risk WIC participants according to state and federal policies and procedures, referring to appropriate health and social service resources as needed.
- Assist with development of outreach plan and conduct outreach throughout the assigned service area to promote the WIC/CSFP programs.
- Assist with implementation of special projects (e.g. breastfeeding promotion, immunization screening, Fit WIC, oral health, etc.) and related goals and objectives.
- Provide consultation and collaboration regarding early childhood nutrition with Early Head Start and Head Start agencies in the program services area.
- Perform the usual duties of a manager including interviewing, hiring, scheduling, training, supervising, evaluating and developing subordinate staff, and resolving employee problems; assign tasks to maximize individual and team performance; ensure compliance with Agency policies and procedures.

Outpatient Clinical Dietitian and Diabetes Educator | Quality Coordinator February 2018 - Current
Elliot Hospital, Bedford, NH

- Assessed patient, community, and staff needs in order to develop appropriate nutrition education resources (education tables, articles, handouts, presentations, classes, and fairs).
- Led the development, promotion, and execution of aforementioned projects and evaluated their outcomes and effectiveness.
- Maintained appropriate program documentation and records.

- Identified departmental problems and contributed to the development of policies in order to improve patient outcomes.
- Conducted nutrition and diabetes assessments and developed appropriate care plans for patients with varying health concerns and risk factors.

Inpatient Clinical Dietitian
Elliot Hospital, Manchester, NH

August 2017 - Current

- Prioritized patients and conducted nutrition assessments accordingly.
- Developed nutrition diagnosis statements and interventions, completed nutrition interventions and monitored as appropriate.
- Worked collaboratively with the healthcare team in order to deliver quality nutritional care.

Cardiac Rehabilitation Dietitian
Catholic Medical Center, Manchester, NH

September 2017 - March 2020

- Developed and presented educational lessons pertinent to the nutrition care for patients, staff, and the community.
- Conducted individual assessments and developed appropriate nutrition care plans.
- Answered patient questions effectively in one-on-one and group environment.

Dietetic Intern
University of New Hampshire, Durham, NH

July 2016 - May 2017

- Relevant experience includes rotations with WIC, Nutrition Connections, Sustainability Institute, and Fuel Up to Play 60.
- Developed and implemented nutrition education presentations for children of varying ages and evaluated their effectiveness.
- Engaged students in nutrition education with hands-on learning experiences and presentation booths during classes and lunch periods.

Education

M.S. - University of Alabama	2020
B.S. - University of New Hampshire, Durham, NH	2016

Certifications

Registered and Licensed Dietitian
Certified Diabetes Care and Education Specialist

Jean C. Zanni

Professional Experience:

Community Action Program
Belknap-Merrimack Counties, Inc.
WIC and CSFP Programs
WIC/CSFP Program Manager

Concord, NH
February- Present 2021

- Provide direct management of the day-to-day operations of the Women, Infants and Children Program and the Commodity Supplemental Food Program.
- Responsible for the development, planning and quality assurance of program services, priorities and activities.
- Provide positive leadership to the staff in the implementation and oversight of program services in accordance with State, Federal and Agency requirements.
- Oversee nutrition education, breastfeeding promotion and outreach components of the programs.
- Responsible for providing nutrition education services to participants of the program at clinic sites throughout Belknap, Merrimack, Grafton and Coos Counties.
- Work independently with minimal supervision.

Community Action Program
Belknap-Merrimack Counties, Inc.
WIC and CSFP Programs
Nutritionist

Concord, NH
Dec 2011-February 2021

- Provided nutrition education services to pregnant, breastfeeding and postpartum women, infants and children up to age 5 throughout Belknap, Merrimack, Grafton and Coos Counties.
- Performed quarterly chart reviews and monthly topic audits in a specific area of the participant's chart.

Community Action Program
Belknap-Merrimack Counties, Inc.
WIC and CSFP Programs
Per Diem Nutritionist

Concord, NH
June 2011-Dec 2011

- Provided nutrition education services to pregnant, breastfeeding and postpartum women infants and children up to age 5 throughout Belknap, Merrimack and Grafton Counties.

Community Action Program
Belknap-Merrimack Counties, Inc.
WIC and CSFP Programs
WIC Program Manager

Concord, NH
April 2003-February 2011

- Provided direct management of the day-to-day operations of the Women, Infants and Children Program.
- Responsible for the development; planning and quality assurance of program services, priorities and activities.
- Provided positive leadership to the staff in the implementation and oversight of program services in accordance with State, Federal and Agency requirements.
- Oversaw nutrition education, breastfeeding promotion and outreach components of the program.
- Responsible for providing nutrition education services to participants of the program at clinic sites throughout Belknap, Merrimack and Southern Grafton Counties.
- Worked independently with minimal supervision.

Community Action Program
Belknap-Merrimack Counties, Inc.
WIC and CSFP Programs
Breastfeeding Peer Counselor Coordinator

Concord, NH
October 1999-2003

- Oversaw the development and implementation of the Breastfeeding Peer Counselor Program. Provided supervision, guidance and training to the WIC breastfeeding peer counselors. Maintained internal policies and procedures for the Breastfeeding Peer Counselor Program. Maintained an accurate monthly inventory of breastfeeding equipment and supplies.
- Responsibilities also included those listed below as WIC nutritionist.

Community Action Program
Belknap-Merrimack Counties, Inc
WIC and CSFP Programs
Nutritionist

Concord, NH
July 1994-October 1999

- Provided nutrition education and assessment to pregnant women, breastfeeding and postpartum women, infants and children up to age 5.
- Contributed articles and assist with the preparation, publication and distribution of the tri-monthly newsletter.
- Developed nutrition education materials to distribute to participants.
- Assisted with the design, implementation and evaluation of the programs' nutrition objectives for state proposals.

Elliot Hospital
Diet Technician

Manchester, NH
September 1989-April 1995

- Provided food service supervision of the daily meal tray line for food safety standards and accuracy.
- Determined patients' food preferences and provide guidance on appropriate food selections.
- Maintained accurate patient cardex.
- Reviewed patient menus for adequacy and corrected modified menus within therapeutic guidelines.
- Conducted patient meal rounds to assess temperature, patient intake, tolerance and/or feeding issues.

Education

Nashua Community College
Medical Coding Certificate

Nashua, NH
May 2011

University of New Hampshire
BS Nutritional Science

Durham, NH

Certification

Certified Lactation Counselor

June 2012

References: Furnished upon request

Department of Health and Human Services

Community Action Program Belknap-Merrimack Counties, Inc.

WIC and Breastfeeding Peer Counseling Services

July 1, 2021 – June 30, 2022

KEY PERSONNEL

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Susan M. Wnuk	Director, Community Health & Nutrition Services	\$66,866.00	59.99%	\$40,113.00
Jean Zanni	WIC/CSFP/BFPC Program Manager	\$53,137.50	100.00%	\$53,137.50
Hannah Scott	Nutrition & FIT WIC Coordinator	\$52,650.00	100.00%	\$52,650.00
Kayla Carlisle	Breastfeeding Coordinator & Nutritionist	\$43,387.50	100.00%	\$43,387.50

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

Lori A. Sibillette
Commissioner

Lisa M. Morris
Director

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

July 13, 2020

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

INFORMATIONAL ITEM

Pursuant to RSA 4:45, RSA 21-P:43, and Section 4 of Executive Order 2020-04, as extended by Executive Orders 2020-05, 2020-08, 2020-09, and 2020-10, Governor Sununu has authorized the Department of Health and Human Services to amend existing contracts with the vendors listed below for the Women, Infants and Children (WIC) Special Supplemental Nutrition Program and Breastfeeding Peer Counseling Program services to low-income women and children, by increasing the total price limitation by \$68,950 from \$11,854,653 to \$11,923,603 with no change to the contract completion dates of June 30, 2021, effective July 1, 2020, or upon Governor approval, whichever is later. 100% Federal Funds.

The individual contracts were approved by Governor and Council as specified in the table below.

Vendor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount	G&C Approval
Community Action Program Belknap-Merrimack Counties, Inc.	177203-B003	Concord, NH	\$3,141,902	\$15,538	\$3,157,440	O: 06/21/17 (Item #45) A1: 06/06/18 (Item #14) A2: 4/17/19 (Item #23) A3: 06/05/19 (Item #27)
Greater Seacoast Community Health	154703-B001	Somersworth, NH	\$1,971,666	\$12,880	\$1,984,546	O: 06/21/17 (Item #45) A1: 06/06/18 (Item #14) A2: 4/17/19 (Item #23) A3: 06/05/19 (Item #27)
Southern New Hampshire Services, Inc.	177198-B006	Manchester, NH	\$5,412,828	\$25,364	\$5,438,192	O: 06/21/17 (Item #45) A1: 06/06/18 (Item #14) A2: 06/05/19 (Item #27)

Southwestern Community Services, Inc.	177511- R001	Keene, NH	\$1,328,257	\$15,168	\$1,343,425	O: 06/21/17 (Item #45) A1: 08/06/18 (Item #14) A2: 4/17/19 (Item #23) A3: 06/06/19 (Item #27)
Totals:			\$11,854,653	\$68,850	\$11,923,803	

Funds are available in State Fiscal Year 2021, with the authority to adjust budget line items within the price limitation, if needed and justified.

See attached fiscal details.

EXPLANATION

The purpose of these amendments is to increase funding to support supplemental nutritious foods, public health nutrition, and breastfeeding services to pregnant women, postpartum women, infants, and preschool children up to five (5) years of age statewide who are at or below 185% Federal Poverty Level. The support would continue during the COVID-19 pandemic and thereafter as nutrition service operations change in the Women, Infants, and Children clinics.

The Women, Infants and Children program is effective in improving the health outcomes of pregnant women, new mothers, and children. Families redeem their Women, Infants and Children benefits through the purchase of healthy foods at local authorized retailers. Women, infants, and children who participate in the program are linked to healthier pregnancies, fewer low birth weight babies, improved immunization rates, and a more regular source of medical care. The program is cost-effective in improving the health and nutritional status of low-income women, infants, and children.

Services are provided to an estimated 15,108 participants each month. It is anticipated that the Women, Infants and Children program will serve a greater number of families during State Fiscal Year 2021 due to the changes in the economy as a result of the COVID-19 pandemic.

Additional funding for each of the local agencies' Women, Infant and Children programs is for the purchase or procurement of new technology, new computer equipment, and additional office supplies to support the implementation of innovative telehealth practices which are necessary to serve the agencies' assigned caseload and to continue the procedures established during the COVID-19 pandemic.

The Department will monitor contracted services quarterly using the following performance measures:

- Increase in the percentage of prenatal clients enrolled in the Women, Infants and Children program by the third (3rd) month of pregnancy.
- Increase in the percentage (%) of children three (3) and four (4) years of age who continue enrollment in the Women, Infants and Children program until their fifth (5th) birthday.
- Increase in the percentage of infants who are breastfed to six (6) months of age.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 3 of 3

- Increase in the number of Women, Infants and Children program clinics that utilize innovative strategies to increase access to Women, Infants and Children program services, retention of participants and improve client satisfaction.
- Increase in the percentage of the caseload served (currently 15,108 participants in New Hampshire) to ninety-five to one-hundred-five percent (95-105%) of the assigned caseload.
- Increase in the access to women, infants, and children as a result of federal waivers approved during the COVID-19 pandemic.

Area served: Statewide

Sources of Funds: CFDA #10.557, FAIN 184NH703W1003; CFDA #10.578, FAINs 174NH781W5413 and 204NH703W1003; and CFDA #10.557, FAIN 194NH743W5003.

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. Shibanette
Commissioner

**Women, Infant & Children (WIC) and Breastfeeding Peer Counseling Services
RFP-2018-DPHS-11-SPECI-01-A04
Fiscal Detail Sheet**

Community Action Program Belknap-Merrimack Counties - Vendor Code: 177203-B003
05-95-90-902010-52600000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY
SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006001	\$47,452	\$0	\$47,452
2018	102-500734	Contracts for Program Services	90006002	\$45,911	\$0	\$45,911
2018	102-500734	Contracts for Program Services	90006003	\$314,865	\$0	\$314,865
2018	102-500734	Contracts for Program Services	90006004	\$277,005	\$0	\$277,005
2018	102-500734	Contracts for Program Services	90006022	\$36,730	\$0	\$36,730
2018	102-500734	Contracts for Program Services	90006041	\$60,902	\$0	\$60,902
2018	102-500734	Contracts for Program Services	90006051	\$12,600	\$0	\$12,600
2019	102-500734	Contracts for Program Services	90006001	\$47,452	\$0	\$47,452
2019	102-500734	Contracts for Program Services	90006002	\$45,911	\$0	\$45,911
2019	102-500734	Contracts for Program Services	90006003	\$314,865	\$0	\$314,865
2019	102-500734	Contracts for Program Services	90006004	\$277,005	\$0	\$277,005
2019	102-500734	Contracts for Program Services	90006022	\$43,830	\$0	\$43,830
2019	102-500734	Contracts for Program Services	90006041	\$60,902	\$0	\$60,902
2020	102-500734	Contracts for Program Services	90006003	\$685,233	\$0	\$685,233
2020	102-500734	Contracts for Program Services	90006022	\$36,730	\$0	\$36,730
2020	102-500734	Contracts for Program Services	90006041	\$47,273	\$0	\$47,273
2021	102-500734	Contracts for Program Services	90006003	\$685,233	\$6,300	\$691,533
2021	102-500734	Contracts for Program Services	90006022	\$36,730	\$9,238	\$45,968
2021	102-500734	Contracts for Program Services	90006041	\$49,273	\$0	\$49,273
			<i>Subtotals:</i>	\$3,125,902	\$15,538	\$3,141,440

05-95-90-902010-60480000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY
SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM, INFRASTRUCTURE 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006060	\$16,000	\$0	\$16,000
			<i>Subtotals:</i>	<i>\$16,000</i>	<i>\$0</i>	<i>\$16,000</i>
			Totals:	\$3,141,902	\$15,538	3,157,440

Greater Seacoast Community Health - Vendor Code: 154703-B001

05-95-90-902010-52600000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY
SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006001	\$63,779	\$0	\$63,779
2018	102-500734	Contracts for Program Services	90006002	\$10,719	\$0	\$10,719
2018	102-500734	Contracts for Program Services	90006003	\$262,086	\$0	\$262,086
2018	102-500734	Contracts for Program Services	90006004	\$92,186	\$0	\$92,186
2018	102-500734	Contracts for Program Services	90006022	\$23,545	\$0	\$23,545
2018	102-500734	Contracts for Program Services	90006041	\$38,849	\$0	\$38,849
2018	102-500734	Contracts for Program Services	90006051	\$7,650	\$0	\$7,650
2019	102-500734	Contracts for Program Services	90006001	\$63,779	\$0	\$63,779
2019	102-500734	Contracts for Program Services	90006002	\$10,719	\$0	\$10,719
2019	102-500734	Contracts for Program Services	90006003	\$262,086	\$0	\$262,086
2019	102-500734	Contracts for Program Services	90006004	\$92,186	\$0	\$92,186
2019	102-500734	Contracts for Program Services	90006022	\$30,545	\$0	\$30,545
2019	102-500734	Contracts for Program Services	90006041	\$38,849	\$0	\$38,849
2020	102-500734	Contracts for Program Services	90006003	\$428,770	\$0	\$428,770
2020	102-500734	Contracts for Program Services	90006022	\$23,545	\$0	\$23,545
2020	102-500734	Contracts for Program Services	90006041	\$29,179	\$0	\$29,179
2021	102-500734	Contracts for Program Services	90006003	\$428,770	\$8,500	\$437,270

2021	102-500734	Contracts for Program Services	90006022	\$23,545	\$4,380	\$27,925
2021	102-500734	Contracts for Program Services	90006041	\$31,179	\$0	\$31,179
			<i>Subtotals:</i>	<i>\$1,961,966</i>	<i>\$12,880</i>	<i>\$1,974,846</i>

05-95-90-902010-60480000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM, INFRASTRUCTURE 100% Federal Funds

Fiscal Year	Class/Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006060	\$9,700	\$0	\$9,700
			<i>Subtotals:</i>	<i>\$9,700</i>	<i>\$0</i>	<i>\$9,700</i>
			<i>Totals:</i>	<i>\$1,971,666</i>	<i>\$12,880</i>	<i>\$1,984,546</i>

Southern New Hampshire Services - Vendor Code: 177198-B006

05-95-90-902010-52600000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM 100% Federal Funds

Fiscal Year	Class/Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006001	\$151,356	\$0	\$151,356
2018	102-500734	Contracts for Program Services	90006002	\$57,349	\$0	\$57,349
2018	102-500734	Contracts for Program Services	90006003	\$701,791	\$0	\$701,191
2018	102-500734	Contracts for Program Services	90006004	\$271,966	\$0	\$271,966
2018	102-500734	Contracts for Program Services	90006022	\$58,929	\$0	\$58,929
2018	102-500734	Contracts for Program Services	90006041	103,643	\$0	\$103,643
2018	102-500734	Contracts for Program Services	90006051	\$24,000	\$0	\$24,000
2019	102-500734	Contracts for Program Services	90006001	\$151,356	\$0	\$151,356
2019	102-500734	Contracts for Program Services	90006002	\$57,349	\$0	\$57,349
2019	102-500734	Contracts for Program Services	90006003	\$701,791	\$0	\$701,791
2019	102-500734	Contracts for Program Services	90006004	\$271,966	\$0	\$271,966
2019	102-500734	Contracts for Program Services	90006022	\$58,929	\$0	\$58,929
2019	102-500734	Contracts for Program Services	90006041	\$103,643	\$0	\$103,643

2020	102-500734	Contracts for Program Services	90006003	\$1,182,462	\$0	\$1,182,462
2020	102-500734	Contracts for Program Services	90006022	\$58,929	\$0	\$58,929
2020	102-500734	Contracts for Program Services	90006041	\$91,789	\$0	\$91,789
2021	102-500734	Contracts for Program Services	90006003	\$1,182,462	\$17,500	\$1,199,962
2021	102-500734	Contracts for Program Services	90006022	\$58,929	\$7,864	\$66,793
2021	102-500734	Contracts for Program Services	90006041	\$93,789	\$0	\$93,789
			<i>Subtotals:</i>	\$5,382,428	\$25,364	\$5,407,792

05-95-90-902010-60480000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM, INFRASTRUCTURE 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006060	\$30,400	\$0	\$30,400
			<i>Subtotals:</i>	\$30,400	\$0	\$30,400
			Totals:	\$5,412,828	\$25,364	\$5,438,192

Southwestern Community Services, Inc. - Vendor Code: 177511-R001

05-95-90-902010-52600000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006001	\$33,272	\$0	\$33,272
2018	102-500734	Contracts for Program Services	90006002	\$13,046	\$0	\$13,046
2018	102-500734	Contracts for Program Services	90006003	\$181,110	\$0	\$181,110
2018	102-500734	Contracts for Program Services	90006004	\$53,347	\$0	\$53,347
2018	102-500734	Contracts for Program Services	90006022	\$15,338	\$0	\$15,338
2018	102-500734	Contracts for Program Services	90006041	\$26,136	\$0	\$26,136
2018	102-500734	Contracts for Program Services	90006051	\$5,523	\$0	\$5,523
2019	102-500734	Contracts for Program Services	90006001	\$33,272	\$0	\$33,272
2019	102-500734	Contracts for Program Services	90006002	\$13,046	\$0	\$13,046

2019	102-500734	Contracts for Program Services	90006003	\$181,110	\$0	\$181,110
2019	102-500734	Contracts for Program Services	90006004	\$53,347	\$0	\$53,347
2019	102-500734	Contracts for Program Services	90006022	\$19,938	\$0	\$19,938
2019	102-500734	Contracts for Program Services	90006041	31,136	\$0	\$31,136
2020	102-500734	Contracts for Program Services	90006003	\$280,775	\$0	\$280,775
2020	102-500734	Contracts for Program Services	90006022	\$15,338	\$0	\$15,338
2020	102-500734	Contracts for Program Services	90006041	\$23,966	\$0	\$23,966
2021	102-500734	Contracts for Program Services	90006003	\$280,775	\$6,650	\$287,425
2021	102-500734	Contracts for Program Services	90006022	\$15,338	\$3,518	\$18,856
2021	102-500734	Contracts for Program Services	90006041	\$23,466	\$5,000	\$28,466
			<i>Subtotals:</i>	\$1,299,279	\$15,168	\$1,314,447

05-95-90-902010-60480000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM, INFRASTRUCTURE 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006060	\$6,978	\$0	\$6,978
			<i>Subtotals:</i>	\$6,978	\$0	\$6,978

05-95-90-902010-33960000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM, EWIC IMPLEMENTATION 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90003396	\$4,000	\$0	\$4,000
2019	102-500734	Contracts for Program Services	90003396	\$0	\$0	\$0
2020	102-500734	Contracts for Program Services	90003396	\$18,000	\$0	\$18,000
			<i>Subtotals:</i>	\$22,000	\$0	\$22,000
			Totals:	\$1,328,257	\$15,168	\$1,343,425

			GRAND TOTALS:	\$11,854,653	\$68,950	\$11,923,603
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**New Hampshire Department of Health and Human Services
WIC and Breastfeeding Peer Counseling Services**



**State of New Hampshire
Department of Health and Human Services
Amendment #4 to the WIC and Breastfeeding Peer Counseling Services Contract**

This 4th Amendment to the WIC and Breastfeeding Peer Counseling Services contract (hereinafter referred to as "Amendment #4") 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 Program Belknap-Merrimack Counties, Inc. (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at Industrial Park Drive, PO Box 1016 Concord, NH 03302.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 21, 2017 (item #45), as amended on June 6, 2018 (item #14); April 17, 2019 (item #23); and June 5, 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, 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 modify the scope of services and increase the price limitation 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 1.8, Price Limitation, to read:
\$3,157,440.
2. Modify Exhibit A Scope of Services, Section 2. Statement of Work, Subsection 2.2. by adding Paragraph 2.2.26, to read:
2.2.26. The Contractor shall implement and provide ongoing WIC Program remote services.
3. Modify Exhibit A Scope of Services, Section 2. Statement of Work, Subsection 2.2. by adding Paragraph 2.2.27, to read:
2.2.27. The Contractor shall purchase or procure computer equipment and supplies to implement WIC Program remote services, which includes:
 - 2.2.27.1. Computer laptops and/or tablets that:
 - 2.2.27.1.1 Meet the specifications of the New Hampshire WIC Management Information System and enhancements for Electronic Benefit Transfer;
 - 2.2.27.1.2. Wholly support Windows 10 and accompanying security updates; and
 - 2.2.27.1.3. Are operational no later than September 30, 2020;
 - 2.2.27.2. An SMS/texting notification system; and
 - 2.2.27.3. Mailing supplies.
4. Modify Exhibit A Scope of Services, Section 2. Statement of Work, Subsection 2.2. by adding Paragraph 2.2.28, to read:
2.2.28. The Contractor shall enhance its Breastfeeding Peer Counselor Program community outreach and promotion services, in accordance with the USDA Loving Support Model and federal allowable costs, by providing services that include, but are not limited to:
 - 2.2.28.1. In-office breastfeeding education and support.

**New Hampshire Department of Health and Human Services
WIC and Breastfeeding Peer Counseling Services**



- 2.2.28.2. Telephone support.
- 2.2.28.3. In-hospital support.
- 2.2.28.4. On-going training for peer counselors.
- 5. Exhibit B, Methods and Conditions Precedent to Payment, Section 1, to read:
 - 1. This contract is funded with funds from the Catalog of Federal Domestic Assistance (CFDA) #10.557, U.S. Department of Agriculture, Special Supplemental Nutrition Program for Women, Infants and Children; in providing services pursuant to Exhibit A, Scope of Services. The Contractor agrees to provide the services in Exhibit A, Scope of Services and Exhibit A-1, Scope of Services, in compliance with funding requirements.
- 6. Exhibit B, Methods and Conditions Precedent to Payment, Section 2, to read:
 - 2. The State shall pay the Contractor an amount not to exceed the Price Limitation on Form P-37, Block 1.8, for the services provided by the Contractor pursuant to Exhibit A, Scope of Services and Exhibit A-1, Scope of Services.
- 7. Exhibit B; Methods and Conditions Precedent to Payment, Section 3, to read:
 - 3. Payment for expenses shall be on a cost reimbursement basis for actual expenditures only. Expenditures shall be in accordance with the approved budget line items in Exhibit B-1 Budget through Exhibit B-4 Budget – Amendment #4, SFY 2021 BFPC Services.
- 8. Modify Exhibit B-2 Amendment #3, SFY 2021 WIC Services Budget, by replacing in its entirety with Exhibit B-2 Budget – Amendment #4, SFY 2021 WIC Services, which is attached hereto and incorporated by reference herein.
- 9. Modify Exhibit B-4 Amendment #3, SFY 2021 BFPC Services Budget, by replacing in its entirety with Exhibit B-4 Budget – Amendment #4, SFY 2021 BFPC Services, which is attached hereto and incorporated by reference herein.

**New Hampshire Department of Health and Human Services
WIC and Breastfeeding Peer Counseling Services**



All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #4 remain in full force and effect. This amendment shall be effective upon the Governor's approval issued under the Executive Order 2020-04 as extended by Executive Orders 2020-05 and 2020-08, July 1, 2021, whichever is later.

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

Handwritten signature of Lisa Morris in cursive script.

Name: Lisa Morris
Title: Director

6/23/2020
Date

Community Action Program Belknap-Merrimack
Counties, Inc.

Handwritten signature of Jeanne Agri in cursive script.

Name: Jeanne Agri
Title: Executive Director

6/23/2020
Date

New Hampshire Department of Health and Human Services
WIC and Breastfeeding Peer Counseling Services



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

OFFICE OF THE ATTORNEY GENERAL

06/26/20
Date

Catherine Pinos
Name:
Title: 06/26/20

I hereby certify that the foregoing Amendment was approved by the Governor approval issued under the Executive Order 2020-04.

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

**Exhibit B-2 Budget – Amendment #4
SFY 2021 WIC Services**

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

Bidder Name: Community Action Program Belknap-Merrimack Counties, Inc.

Budget Request for: WIC Program - Women, Infants and Children
RFP-2018-DPHS-11-SPEC1

Budget Period: July 1, 2020 to June 30, 2021

Line Item	Direct		Total	Allocation Method for Indirect/Fixed Cost
	Incremental	Fixed		
1. Total Salary/Wages	\$ 404,825.00	\$ 29,750.00	\$ 434,575.00	
2. Employee Benefits	\$ 95,871.00	\$ 5,884.00	\$ 101,755.00	
3. Consultants	\$ 4,950.00	\$ -	\$ 4,950.00	
4. Equipment:	\$ -	\$ 250.00	\$ 250.00	
Rental	\$ 150.00	\$ -	\$ 150.00	
Repair and Maintenance	\$ 400.00	\$ -	\$ 400.00	
Purchase/Depreciation	\$ 3,950.00	\$ -	\$ 3,950.00	
5. Supplies:	\$ -	\$ 3,300.00	\$ 3,300.00	
Educational	\$ 9,000.00	\$ -	\$ 9,000.00	
Lab	\$ 2,500.00	\$ -	\$ 2,500.00	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ 2,500.00	\$ -	\$ 2,500.00	
Office	\$ 2,600.00	\$ -	\$ 2,600.00	
6. Travel	\$ 30,000.00	\$ -	\$ 30,000.00	
7. Occupancy	\$ 92,500.00	\$ 3,250.00	\$ 95,750.00	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ 17,300.00	\$ 650.00	\$ 17,950.00	
Postage	\$ 6,650.00	\$ 1,600.00	\$ 8,250.00	
Subscriptions	\$ 150.00	\$ -	\$ 150.00	
Audit and Legal	\$ 3,300.00	\$ 875.00	\$ 4,175.00	
Insurance	\$ 8,200.00	\$ 2,150.00	\$ 10,350.00	
Board Expenses	\$ 1.00	\$ -	\$ 1.00	
9. Software	\$ 150.00	\$ -	\$ 150.00	
10. Marketing/Communications	\$ 1,000.00	\$ 450.00	\$ 1,450.00	
11. Staff Education and Training	\$ 2,500.00	\$ -	\$ 2,500.00	
12. Subcontracts/Agreements	\$ 150.00	\$ -	\$ 150.00	
13. Other (specific details mandatory):	\$ 2,000.00	\$ -	\$ 2,000.00	
Special Project NWA	\$ 2,000.00	\$ -	\$ 2,000.00	
TOTAL	\$ 692,647.00	\$ 48,159.00	\$ 740,806.00	

Indirect As A Percent of Direct

**Exhibit B-4 Budget - Amendment #4
SFY 2021 BFPC Services**

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

Bidder Name: Community Action Program Belknap-Merrimack Counties, Inc.

Budget Request for: Breastfeeding Peer Counseling Program
RFP-2018-DPHS-11-SPECI

Budget Period: July 1, 2020 to June 30, 2021

Line Item	Direct		Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
	Incremental				
1. Total Salary/Wages	\$ 26,230.00	\$ -	\$ -	\$ 26,230.00	
2. Employee Benefits	\$ 2,600.00	\$ -	\$ -	\$ 2,600.00	
3. Consultants	\$ -	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	\$ -	
6. Travel	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00	
7. Occupancy	\$ 1,200.00	\$ -	\$ -	\$ 1,200.00	
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	
Telephone	\$ 2,900.00	\$ -	\$ -	\$ 2,900.00	
Postage	\$ -	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ 300.00	\$ -	\$ -	\$ 300.00	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	
Special Projects	\$ 9,238.00	\$ -	\$ -	\$ 9,238.00	
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
TOTAL	\$ 45,968.00	\$ -	\$ -	\$ 45,968.00	

Indirect As A Percent of Direct:

0.0%

**State of New Hampshire
Department of Health and Human Services
Amendment #5**

This Amendment to the WIC and Breastfeeding Peer Counseling Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Greater Seacoast Community Health ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 21, 2017 (item #45), as amended on June 6, 2018 (item #14); April 17, 2019 (item #23); June 5, 2019 (item #27), and as approved by the Governor on July 10, 2020, as presented to the informational item on August 5, 2020 (item #G) 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:
June 30, 2023.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$2,954,534.
3. Modify Exhibit A, Scope of Services, Section 2, Subsection 2.2, Paragraph 2.2.16 to read:
2.2.16 The Contractor shall conduct annual civil rights, customer service and conflict resolution training for all staff and maintain attendance records in accordance with federal regulations.
4. Modify Exhibit A, Scope of Services, Section 2, Subsection 2.2, Paragraph 2.2.19 to read:
2.2.19 The Contractor shall ensure all staff participate in annual training provided by the NH Tobacco Prevention and Cessation Program. WIC CPAs document participant tobacco use, educate on quitline services and refer those willing to try to quit at all certification visits.
5. Modify Exhibit A, Scope of Services, Section 2, Subsection 2.2, Paragraph 2.2.26 to read:
2.2.26 The Contractor shall take reasonable steps to provide meaningful access to WIC recipient programs and activities for all persons with limited English proficiency: Local agencies shall use qualified, competent language resources, such as but not limited to interpretation services and American Sign Language.
6. Modify Exhibit A, Scope of Services, Section 2, Subsection 2.2, Paragraph 2.2.27 to read:
2.2.27 The Contractor shall include language on their WIC webpage that provides sufficient notice and how to request free language assistance services for individuals with LEP, such as free auxiliary aids and services and other reasonable modifications for individuals with disabilities.

Greater Seacoast Community Health

Amendment #5

Contractor Initials



7. Modify Exhibit A, Scope of Services, Section 2, Subsection 2.2, Paragraph 2.2.28 to read:
 2.2.28 The Contractor shall offer a respect and civility in the workplace training for all staff during each contract period.
8. Modify Exhibit A, Scope of Services, Section 5, Performance Measures, Workplan Schedule to delete and replace in its entirety with the following:

Table 1

WORKPLAN	DUE DATE
SFY 2022 Workplan	July 30, 2021
SFY 2022 Mid-Year Report	January 30, 2022
SFY 2022 End of Year Report	June 30, 2022
SFY 2023 Workplan	July 30, 2022
SFY 2023 Mid-year Report	January 30, 2023
SFY 2023 End of Year Report	June 30, 2023

9. 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 actual expenditures only. Expenditures shall be in accordance with the approved budget line items in Exhibit B-1 Budget through Exhibit B-8 Budget – Amendment #5, SFY 2023 BFPC Services.
10. Add Exhibit B-5 Amendment #5, SFY 2022 WIC Services Budget, which is attached hereto and incorporated by reference herein.
11. Add Exhibit B-6 Amendment #5, SFY 2022 BFPC Services Budget, which is attached hereto and incorporated by reference herein.
12. Add Exhibit B-7 Amendment #5, SFY 2023 WIC Services Budget, which is attached hereto and incorporated by reference herein.
13. Add Exhibit B-8 Amendment #5, SFY 2023 BFPC Services Budget, which is attached hereto and incorporated by reference herein.

All terms and conditions of the Contract and prior amendments not modified by this Amendment #5 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

5/19/2021

Date

DocuSigned by:
Patricia M. Tilley
846FB36F58FD4C9...
Name: Patricia M. Tilley
Title: Interim Director

Greater Seacoast Community Health

5/18/2021

Date

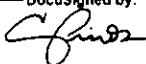
DocuSigned by:
Janet Laatsch
487E1760D2E74E0
Name: Janet Laatsch
Title: CEO

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

OFFICE OF THE ATTORNEY GENERAL

5/24/2021

Date

DocuSigned by:

DSCA9202E32C4AE...

Name: Catherine Pinos

Title: 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 B-5 Amendment #5

BUDGET FORM

New Hampshire Department of Health and Human Services

Bidder Name: Greater Seacoast Community HealthBudget Request for: WIC Program

(Name of RFP)

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

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 338,000.00	\$ -	\$ 338,000.00	
2. Employee Benefits	\$ 63,819.00	\$ -	\$ 63,819.00	
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ 2,000.00	\$ -	\$ 2,000.00	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ 4,500.00	\$ -	\$ 4,500.00	
Office	\$ 2,340.00	\$ -	\$ 2,340.00	
6. Travel	\$ 3,500.00	\$ -	\$ 3,500.00	
7. Occupancy	\$ 33,000.00	\$ -	\$ 33,000.00	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ 7,140.00	\$ -	\$ 7,140.00	
Postage	\$ 900.00	\$ -	\$ 900.00	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ 500.00	\$ -	\$ 500.00	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ 750.00	\$ -	\$ 750.00	
11. Staff Education and Training	\$ 1,500.00	\$ -	\$ 1,500.00	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
NWA Conference support	\$ 2,000.00	\$ -	\$ 2,000.00	
Teletask	\$ 1,500.00	\$ -	\$ 1,500.00	
	\$ -	\$ -	\$ -	
TOTAL	\$ 461,449.00	\$ -	\$ 461,449.00	

Indirect As A Percent of Direct

0.0%

Contractor Initials 

Exhibit B-6 Amendment #5

BUDGET FORM

New Hampshire Department of Health and Human Services

Bidder Name: Greater Seacoast Community Health

Budget Request for: Breastfeeding Peer Counselor Program
(Name of RFP)

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

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 19,788.60	\$ -	\$ 19,788.60	
2. Employee Benefits	\$ 3,756.40	\$ -	\$ 3,756.40	
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	\$ 23,545.00	\$ -	\$ 23,545.00	

Indirect As A Percent of Direct

0.0%

DB
H

Contractor Initials

Exhibit B-7 Amendment #5

BUDGET FORM

New Hampshire Department of Health and Human Services

Bidder Name: Greater Seacoast Community Health

Budget Request for: WIC Program

(Name of RFP)

Budget Period: July 1, 2022- June 30, 2023

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 348,140.00	\$ -	\$ 348,140.00	
2. Employee Benefits	\$ 66,119.00	\$ -	\$ 66,119.00	
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ 4,500.00	\$ -	\$ 4,500.00	
Office	\$ 2,340.00	\$ -	\$ 2,340.00	
6. Travel	\$ 3,500.00	\$ -	\$ 3,500.00	
7. Occupancy	\$ 30,600.00	\$ -	\$ 30,600.00	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ 500.00	\$ -	\$ 500.00	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ 750.00	\$ -	\$ 750.00	
11. Staff Education and Training	\$ 1,500.00	\$ -	\$ 1,500.00	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
<i>NWA Conference support</i>	\$ 2,000.00	\$ -	\$ 2,000.00	
<i>Teletask</i>	\$ 1,500.00	\$ -	\$ 1,500.00	
		\$ -	\$ -	
TOTAL	\$ 461,449.00	\$ -	\$ 461,449.00	

Indirect As A Percent of Direct

0.0%

Contractor Initials 

Exhibit B-8 Amendment #5

BUDGET FORM

New Hampshire Department of Health and Human Services

Bidder Name: Greater Seacoast Community Health

Budget Request for: Breastfeeding Peer Counselor Program
(Name of RFP)

Budget Period: July 1, 2022- June 30, 2023

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 19,392.83	\$ -	\$ 19,392.83	
2. Employee Benefits	\$ 4,152.17	\$ -	\$ 4,152.17	
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	\$ 23,545.00	\$ -	\$ 23,545.00	

Indirect As A Percent of Direct

0.0%

Contractor Initials 

State of New Hampshire

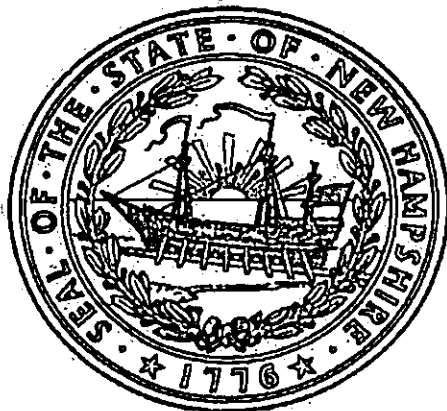
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that GREATER SEACOAST COMMUNITY HEALTH is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on August 18, 1971. 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: 65587

Certificate Number: 0005310754



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. 2021.

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

William M. Gardner
Secretary of State

Filing History

 [Back to Home \(/online\)](#)
Business Name

Greater Seacoast Community Health

Business ID

65587

Filing#	Filing Date	Effective Date	Filing Type	Annual Report Year
0005035739	10/29/2020	10/29/2020	Nonprofit Report	2020
0004774355	01/16/2020	01/16/2020	Annual Report Reminder	N/A
0004108345	06/11/2018	06/11/2018	Change of Officer/Director	N/A
0003796237	01/02/2018	01/02/2018	Amendment	N/A
0003670267	11/15/2017	01/01/2018	Merger	N/A
0003235349	01/28/2016	01/28/2016	Reinstatement	N/A
0003198851	01/01/2016	01/01/2016	Admin Dissolution/Suspension	N/A
0000673563	08/04/2011	08/04/2011	Amendment	N/A
0000673560	12/28/2010	12/28/2010	Annual Report	2010
0000673559	12/06/2010	12/06/2010	Amendment	N/A
0000673558	10/08/2010	10/08/2010	Reminder Letter	N/A
0000673557	11/07/2005	11/07/2005	Annual Report	2005
0000673556	10/17/2003	10/17/2003	Change of Business Address	N/A
0000673555	04/20/2001	04/20/2001	Reinstatement	N/A
0000673554	02/01/2001	02/01/2001	Withdraw/Dissolve/Cancel	N/A
0000673553	07/15/1999	07/15/1999	Amendment	N/A
0000673552	01/26/1995	01/26/1995	Annual Report	1995
0000673551	04/01/1993	04/01/1993	Change of Business Address	N/A
0000673550	02/08/1990	02/08/1990	Annual Report	1990
0000673549	04/26/1977	04/26/1977	Withdraw/Dissolve/Cancel	N/A
0000673548	08/28/1973	08/28/1973	Amendment	N/A
0000673547	08/18/1971	08/18/1971	Business Formation	N/A

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[Back](#)NH Department of State, 107 North Main St. Room 204, Concord, NH 03301 -- [Contact Us \(/online/Home/ContactUS\)](#)

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CERTIFICATE OF VOTE

I, Barbara Henry, of Greater Seacoast Community Health, do hereby certify that:


- 1. I am the duly elected Board ^{Vice}Chair of Greater Seacoast Community Health;
- 2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of Greater Seacoast Community Health, duly held on January 21, 2021;

Resolved: That this corporation enter into a contract with the State of New Hampshire, acting through its Department of Health and Human Services for the provision of Public Health Services.

Resolved: That the Chief Executive Officer, Janet Laatsch, is hereby authorized on behalf of this Corporation to enter into the said contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

- 3. The foregoing resolutions have not been amended or revoked and remain in full force and effect as of May 12TH, 2021.

IN WITNESS WHEREOF, I have hereunto set my hand as the Board ^{Vice}Chair of Greater Seacoast Community Health this 12TH day of May, 2021



Barbara Henry, Board Vice-Chair

STATE OF NH
COUNTY OF STRAFFORD

The foregoing instrument was acknowledged before me this _____ day of _____, 2020
by Barbara Henry.

Notary Public/Justice of the Peace

My Commission Expires: _____



GOODCOM-01

PCANTLIN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/17/2021

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 License # AGR8150 Clark Insurance One Sundial Ave Suite 302N Manchester, NH 03103	CONTACT NAME: PHONE (A/C. No, Ext): (603) 622-2855 FAX (A/C. No): (603) 622-2854 E-MAIL ADDRESS: info@clarkinsurance.com
INSURER(S) AFFORDING COVERAGE	
INSURER A: Selective Insurance Co of South Carolina	NAIC # 19259
INSURER B: Technology Insurance Company	42376
INSURER C: AIX Specialty Insurance Co	12833
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
 Greater Seacoast Community Health
 dba Goodwin Community Health, Families First,
 SOS Community Organization, Lilac City Pediatrics
 311 Route 108
 Somersworth, NH 03878

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 YVVD	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:			S 2439491	12/1/2020	12/1/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea. occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			S 2439491	12/1/2020	12/1/2021	COMBINED SINGLE LIMIT (Ea. accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			S 2439491	12/1/2020	12/1/2021	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below			TWC3931922	1/1/2021	1/1/2022	<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	Professional Liab			LIV-A671986-06	1/1/2021	1/1/2022	Each Incident 1,000,000
C	Professional Liab			LIV-A671986-06	1/1/2021	1/1/2022	Aggregate 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Professional Liability excludes coverage for claims that are covered under the FTCA

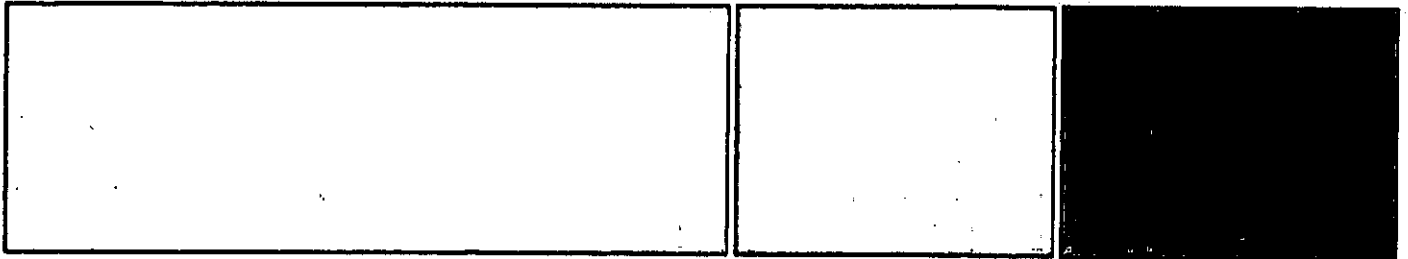
CERTIFICATE HOLDER State of NH Department of Health and Human Services 129 Pleasant Street Concord, NH 03301-3857	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

Greater Seacoast Community Health

Mission

“To deliver innovative, compassionate, integrated health services and support that are accessible to all in our community, regardless of ability to pay.”

Board Approved on 6-25-2018



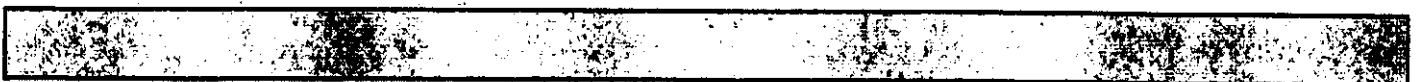
GREATER SEACOAST COMMUNITY HEALTH

Goodwin **Families** **Lilac City**
Community Health First Pediatrics

FINANCIAL STATEMENTS

December 31, 2019 and 2018

With Independent Auditor's Report





INDEPENDENT AUDITOR'S REPORT

Board of Directors
Greater Seacoast Community Health

We have audited the accompanying financial statements of Greater Seacoast Community Health, which comprise the balance sheets as of December 31, 2019 and 2018, 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; 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 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.

Board of Directors
Greater Seacoast Community Health
Page 2

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Greater Seacoast Community Health as of December 31, 2019 and 2018, 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. generally accepted accounting principles.

Change in Accounting Principle

As discussed in Note 1 to the financial statements, in 2019 Greater Seacoast Community Health adopted new accounting guidance, Financial Accounting Standards Board Accounting Standards Update No. 2014-09, *Revenue from Contracts with Customers* (Topic 606), and related guidance. Our opinion is not modified with respect to this matter.

Berry Dunn McNeil & Parker, LLC

Portland, Maine
July 27, 2020

GREATER SEACOAST COMMUNITY HEALTH**Balance Sheets****December 31, 2019 and 2018****ASSETS**

	<u>2019</u>	<u>2018</u>
Current assets		
Cash and cash equivalents	\$ 4,895,949	\$ 3,896,813
Patient accounts receivable	1,178,290	1,560,698
Grants receivable	680,448	424,642
Pledges receivable	33,625	263,557
Inventory	100,428	143,250
Other current assets	<u>53,142</u>	<u>57,987</u>
Total current assets	6,941,882	6,346,947
Investments	1,373,984	1,112,982
Investment in limited liability company	-	38,201
Assets limited as to use	1,621,866	1,421,576
Property and equipment, net	<u>5,784,530</u>	<u>6,107,219</u>
Total assets	<u>\$ 15,722,262</u>	<u>\$15,026,925</u>

LIABILITIES AND NET ASSETS

Current liabilities		
Accounts payable and accrued expenses	\$ 200,449	\$ 172,852
Accrued payroll and related expenses	1,199,712	1,075,463
Patient deposits	137,239	173,105
Deferred revenue	<u>46,628</u>	<u>7,269</u>
Total current liabilities and total liabilities	<u>1,584,028</u>	<u>1,428,689</u>
Net assets		
Without donor restrictions	12,379,359	11,824,495
With donor restrictions	<u>1,758,875</u>	<u>1,773,741</u>
Total net assets	<u>14,138,234</u>	<u>13,598,236</u>
Total liabilities and net assets	<u>\$15,722,262</u>	<u>\$15,026,925</u>

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

GREATER SEACOAST COMMUNITY HEALTH**Statements of Operations****Years Ended December 31, 2019 and 2018**

	<u>2019</u>	<u>2018</u>
Operating revenue and support		
Patient service revenue	\$11,318,482	\$11,353,111
Provision for bad debts	-	(651,700)
Net patient service revenue	<u>11,318,482</u>	<u>10,701,411</u>
Grants, contracts, and contributions	7,943,253	7,713,908
Other operating revenue	259,394	368,017
Net assets released from restriction for operations	<u>448,507</u>	<u>634,931</u>
Total operating revenue and support	<u>19,969,636</u>	<u>19,418,267</u>
Operating expenses		
Salaries and wages	12,295,009	12,439,986
Employee benefits	2,156,634	2,275,134
Contracted services	1,080,950	1,119,854
Program supplies	1,324,866	1,191,451
Software maintenance	503,376	534,192
Occupancy	787,474	582,900
Other	1,125,378	1,018,477
Depreciation	<u>326,934</u>	<u>349,661</u>
Total operating expenses	<u>19,600,621</u>	<u>19,511,655</u>
Operating income (loss)	<u>369,015</u>	<u>(93,388)</u>
Other revenue and (losses)		
Investment income	48,963	48,204
Loss on disposal of assets	(20,936)	(6,874)
Change in fair value of investments	<u>157,822</u>	<u>(95,246)</u>
Total other revenue and (losses)	<u>185,849</u>	<u>(53,916)</u>
Excess (deficiency) of revenue over expenses and increase (decrease) in net assets without donor restrictions	<u>\$ 554,864</u>	<u>\$ (147,304)</u>

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

GREATER SEACOAST COMMUNITY HEALTH**Statements of Changes in Net Assets****Years Ended December 31, 2019 and 2018**

	<u>2019</u>	<u>2018</u>
Net assets without donor restrictions		
Excess (deficiency) of revenue over expenses and increase in net assets without donor restrictions	\$ <u>554,864</u>	\$ <u>(147,304)</u>
Net assets with donor restrictions		
Contributions	169,687	44,649
Investment income	47,540	37,790
Change in fair value of investments	216,414	(147,099)
Net assets released from restriction for operations	<u>(448,507)</u>	<u>(634,931)</u>
Decrease in net assets with donor restrictions	<u>(14,866)</u>	<u>(699,591)</u>
Change in net assets	539,998	(846,895)
Net assets, beginning of year	<u>13,598,236</u>	<u>14,445,131</u>
Net assets, end of year	<u>\$14,138,234</u>	<u>\$13,598,236</u>

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

GREATER SEACOAST COMMUNITY HEALTH

Statements of Cash Flows

Years Ended December 31, 2019 and 2018

	<u>2019</u>	<u>2018</u>
Cash flows from operating activities		
Change in net assets	\$ 539,998	\$ (846,895)
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Depreciation	326,934	349,661
Equity in loss of limited liability company	13,754	2,395
Change in fair value of investments	(374,236)	242,345
Loss on disposal of assets	20,936	6,874
(Increase) decrease in		
Patient accounts receivable	406,855	(319,654)
Grants receivable	(255,806)	304,713
Pledges receivable	229,932	300,635
Inventory	42,822	101,604
Other current assets	4,845	(1,155)
Increase (decrease) in		
Accounts payable and accrued expenses	27,597	(138,262)
Accrued salaries and related amounts	124,249	33,819
Patient deposits	(35,866)	6,790
Deferred revenue	39,359	(2,117)
Net cash provided by operating activities	<u>1,111,373</u>	<u>40,753</u>
Cash flows from investing activities		
Capital acquisitions	(25,181)	(21,463)
Proceeds from sale of investments	244,247	198,458
Purchase of investments	<u>(331,303)</u>	<u>(294,519)</u>
Net cash used by investing activities	<u>(112,237)</u>	<u>(117,524)</u>
Net increase (decrease) in cash and cash equivalents	999,136	(76,771)
Cash and cash equivalents, beginning of year	<u>3,896,813</u>	<u>3,973,584</u>
Cash and cash equivalents, end of year	<u>\$ 4,895,949</u>	<u>\$ 3,896,813</u>

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

GREATER SEACOAST COMMUNITY HEALTH

Notes to Financial Statements

December 31, 2019 and 2018

1. Summary of Significant Accounting Policies

Organization

Greater Seacoast Community Health (the Organization) is a not-for-profit corporation organized in New Hampshire. The Organization is a Federally Qualified Health Center (FQHC), providing fully integrated medical, behavioral, oral health, recovery services and social support for underserved populations. The Organization is a network of community health centers, which includes Families First Health & Support Center, Goodwin Community Health, and Lilac City Pediatrics providing healthcare services to individuals living within the greater Seacoast service area.

Basis of Presentation

The financial statements of the Organization have been prepared in accordance with U.S. generally accepted accounting principles (U.S. GAAP), which requires the Organization to report information in the financial statements 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 Organization. These net assets may be used at the discretion of the Organization'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 Organization or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

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.

Income Taxes

The Organization is a public charity under Section 501(c)(3) of the Internal Revenue Code (IRC). As a public charity, the Organization 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 Organization's tax positions and concluded that the Organization has no unrelated business income or uncertain tax positions that require adjustment to the financial statements.

GREATER SEACOAST COMMUNITY HEALTH

Notes to Financial Statements

December 31, 2019 and 2018

Cash and Cash Equivalents

Cash and cash equivalents consist of demand deposits and petty cash funds.

The Organization has cash deposits in major financial institutions which exceed federal depository insurance limits. The Organization has not experienced losses in such accounts and management believes the credit risk related to these deposits is minimal.

Revenue Recognition and Patient Accounts Receivable

In 2019, the Organization adopted Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) No. 2014-09, *Revenue from Contracts with Customers* (Topic 606), and related guidance, which provide guidance for revenue recognition. These standards' core principle is that a company will recognize revenue when it transfers promised goods or services to customers in an amount that reflects the consideration to which the company expects to be entitled in exchange for those goods or services. The most significant change from the adoption of the new standards relates to the presentation of implicit price concessions. Under the previous standards, the estimate for amounts not expected to be collected based upon historical experience was reflected as provision for doubtful accounts, and presented separately as an offset to net patient service revenue. Under the new standards, the estimate for amounts not expected to be collected based on historical experience will continue to be recognized as a reduction to net revenue, but not reflected separately as provision for doubtful accounts. The Organization has adopted the provisions of ASU No. 2014-09 for the year ended December 31, 2019, and elected the modified retrospective method; therefore, the financial statements and related notes have been presented accordingly. Under the modified retrospective method, amounts in the comparative period have not been restated and continue to be reported under the accounting standards in effect for that year.

The impact of the adoption on the statement of operations for the year ended December 31, 2019 follows:

	<u>As Reported</u>	<u>Balance before ASU 2014-09 Adoption</u>	<u>Effect of Change</u>
Patient service revenue	\$ -	\$ 12,036,809	\$ -
Provision for bad debts	-	(718,327)	-
Net patient service revenue	<u>\$ 11,318,482</u>	<u>\$ 11,318,482</u>	<u>\$ -</u>

Patient service revenue is reported at the amount that reflects the consideration to which the Organization expects to be entitled in exchange for providing patient care. These amounts are due from patients and third-party payers (including commercial insurers and governmental programs). Generally, the Organization bills the patients and third-party payers several days after the services are performed. Revenue is recognized as performance obligations are satisfied.

GREATER SEACOAST COMMUNITY HEALTH

Notes to Financial Statements

December 31, 2019 and 2018

Performance obligations are determined based on the nature of the services provided by the Organization. The Organization measures the performance obligation for medical, behavioral health, dental and ancillary services from the commencement of a face-to-face encounter with a patient to the completion of the encounter. Ancillary services provided the same day as the face-to-face encounter are considered to be part of the performance obligation and are not deemed to be separate performance obligations. The Organization measures the performance obligation for in-house and contract pharmacy services based on when the prescription is distributed to the patient.

The Organization determines the transaction price based on standard charges for goods and services provided, reduced by contractual adjustments provided to third-party payers, discounts provided to uninsured patients in accordance with the Organization's sliding fee discount program, and implicit price concessions provided to uninsured patients.

The Organization determines its estimates of contractual adjustments and discounts based on contractual agreements, its discount policies, and historical experience. The Organization determines its estimate of implicit price concessions based on its historical collection experience with this class of patients.

The Organization has elected the practical expedient allowed under FASB Accounting Standards Codification Subtopic 606-10-32-18, and does not adjust the promised amount of consideration from patients and third-party payers for the effects of a significant financing component due to the Organization's expectation that the period between the time the service is provided to a patient and the time that the patient or a third-party payer pays for that service will be one year or less.

A summary of the payment arrangements with major third-party payers follows:

Medicare

The Organization is primarily reimbursed based on the lesser of actual charges or prospectively set rates for all FQHC services furnished to a Medicare beneficiary on the same day when an FQHC furnishes a face-to-face FQHC visit. Certain other non-FQHC services are reimbursed based on fee-for-service rate schedules.

Medicaid

The Organization is entitled to reimbursement based on a minimum per visit reimbursement rate (encounter rate) when providing care to Medicaid beneficiaries which is adjusted annually for inflation using the Medicare Economic Index. Certain other non-FQHC services are reimbursed based on fee-for-service rate schedules.

Other Payers

The Organization has also entered into payment agreements with certain commercial insurance carriers, health maintenance organizations, and preferred provider organizations. Under these arrangements, the Organization is reimbursed based on contractually obligated payment rates for each Current Procedural Terminology code which may be less than the Organization's public fee schedule.

GREATER SEACOAST COMMUNITY HEALTH

Notes to Financial Statements

December 31, 2019 and 2018

Patients

Patient balances are typically due within 30 days of billing; however, the Organization does, in certain instances, enter into payment agreements with patients that allow payments in excess of one year. For those cases, the financing component is not deemed to be significant to the contract.

340B Pharmacy Program Revenue

The Organization, as an FQHC, is eligible to participate in the 340B Drug Pricing Program. This program requires drug manufacturers to provide outpatient drugs to FQHCs and other covered entities at a reduced price. The Organization operates an in-house pharmacy and contracts with other local pharmacies under this program. The contract pharmacies dispense drugs to eligible patients of the Organization and bill Medicare and commercial insurances on behalf of the Organization. Reimbursement received by the contract pharmacies is remitted to the Organization, less dispensing and administrative fees. The dispensing and administrative fees are costs of the program and not deemed to be implicit price concessions which would reduce the transaction price. The Organization recognizes revenue in the amounts that reflect the consideration to which it expects to be entitled in exchange for the prescription.

Laws and regulations governing the Medicare, Medicaid and 340B programs are complex and subject to interpretation. Management believes that the Organization is in compliance with all laws and regulations. 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, Medicaid and 340B programs. Differences between amounts previously estimated and amounts subsequently determined to be recoverable or payable are included in patient service revenue in the year that such amounts become known.

Consistent with the Organization's mission and FQHC designation, care is provided to patients regardless of their ability to pay. Therefore, the Organization has determined it has provided implicit price concessions to uninsured patients and patients with other uninsured balances (for example, copays and deductibles). The implicit price concessions included in estimating the transaction price represent the difference between amounts billed to patients and amounts the Organization expects to collection based on its collection history with those patients.

The Organization provides care to patients who meet certain criteria under its sliding fee discount program. The Organization estimates the costs associated with providing this care by calculating the ratio of total cost to total charges, and then multiplying that ratio by the gross uncompensated charges associated with providing care to patients eligible for the sliding fee discount program. The estimated cost of providing services to patients under the Organization's sliding fee discount program amounted to \$1,523,271 and \$1,756,052 for the years ended December 31, 2019 and 2018, respectively. The Organization is able to provide these services with a component of funds received through federal and state grants.

GREATER SEACOAST COMMUNITY HEALTH**Notes to Financial Statements****December 31, 2019 and 2018**

The Organization has determined that the nature, amount, timing and uncertainty of revenue and cash flows are affected by the payer. In assessing collectability, the Organization has elected the portfolio approach. The portfolio approach is being used as the Organization has a large volume of similar contracts with similar classes of customers (patients). The Organization 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, aggregating all the contracts (which are at the patient level) by the particular payer or group of payers will result in the recognition of the same amount of revenue as applying the analysis at the individual patient level. A table detailing the payers is presented in Note 7:

Patient accounts receivable are stated at the amount management expects to collect from outstanding balances.

The Organization grants credit without collateral to its patients, most of whom are local residents and are insured under third-party payer agreements. The accounts receivable from patients and third-party payers, net of contractual allowances, were as follows:

	<u>2019</u>	<u>2018</u>
Governmental plans		
Medicare	7 %	7 %
Medicaid	28 %	29 %
Commercial payers	31 %	32 %
Patient	<u>34 %</u>	<u>32 %</u>
 Total	 <u>100 %</u>	 <u>100 %</u>

Grants Receivable

Grants receivable are stated at the amount management expects to collect from outstanding balances. All such amounts are considered collectible. Support received under grants and contracts with governmental agencies is recorded as revenue when terms of the agreements have been met.

The Organization receives a significant amount of grants from the U.S. Department of Health and Human Services (DHHS). For the years ended December 31, 2019 and 2018, grants from DHHS (including both direct awards and awards passed through other organizations) represented approximately 66% and 63%, respectively, of grants, contracts and contributions.

Inventory

Inventory consists primarily of pharmaceuticals and is stated at the lower of cost or retail. Cost is determined on the first-in, first-out method.

GREATER SEACOAST COMMUNITY HEALTH

Notes to Financial Statements

December 31, 2019 and 2018

Investments

The Organization reports investments at fair value. Investments include donor endowment funds and assets held for long-term purposes. Accordingly, investments have been classified as non-current assets in the accompanying balance sheets regardless of maturity or liquidity. The Organization has established policies governing long-term investments, which are held within several investment accounts, based on the purposes for those investment accounts and their earnings.

The Organization has elected the fair value option for valuing its investments, which consolidates all investment performance activity within the other revenue and losses section of the statement of operations. The election was made because the Organization believes reporting the activity in a single performance indicator provides a clearer measure of the investment performance. Accordingly, investment income and the change in fair value are included in the excess (deficiency) of revenue over expenses, 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 balance sheet.

Investment in Limited Liability Company

The Organization is one of seven members of Primary Health Care Partners, LLC (PHCP). The Organization's investment in PHCP is reported using the equity method. PHCP dissolved on December 31, 2019 and the Organization's remaining capital balance was subsequently distributed to the Organization.

Assets Limited as to Use

Assets limited as to use include investments held for others and donor-restricted contributions to be held in perpetuity and earnings thereon, subject to the Organization's spending policy as further discussed in Note 6.

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. Property and equipment costing less than \$5,000 is charged to expense upon purchase.

Patient Deposits

Patient deposits consist of payments made by patients in advance of significant dental work based on quotes for the work to be performed.

GREATER SEACOAST COMMUNITY HEALTH

Notes to Financial Statements

December 31, 2019 and 2018

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. The gifts are reported as net assets with donor restrictions if they are received with donor stipulations that limit use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified as net assets without donor restrictions and reported in the statements of operations as net assets released from restriction.

Unconditional promises to give that are expected to be collected in future years are recorded at the present value of their estimated future cash flows. All pledges receivable are due within one year. Given the short-term nature of the Organization's pledges, they are not discounted and a reserve for uncollectible pledges has been established in the amount of \$2,000 at December 31, 2019 and 2018. Conditional promises to give are not included as revenue until the conditions are substantially met.

In 2019, the Organization adoption ASU No. 2018-08, *Not-for-Profit Entities (Topic 958), Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. ASU No. 2018-08 applies to all entities that receive or make contributions and clarifies the definition of transactions accounted for as an exchange transaction subject to ASU No. 2014-09 or other applicable guidance, and transactions that should be accounted for as contributions (non-exchange transactions) subject to the contribution accounting model. Further, ASU No. 2018-08 provides criteria for evaluating whether contributions are unconditional or conditional. Conditional contributions must specify a barrier that the recipient must overcome and a right of return that releases the donor from its obligation if the barrier is not achieved, otherwise the contribution is unconditional. ASU No. 2018-08 has been applied retrospectively to 2018; however, there was no impact to total net assets, results of operations or cash flows.

Excess (Deficiency) of Revenue Over Expenses

The statement of operations reflects the excess (deficiency) of revenue over expenses. Changes in net assets without donor restrictions which are excluded from the excess (deficiency) of revenue over expenses include contributions of long-lived assets (including assets acquired using contributions which, by donor restriction, were to be used for the purposes of acquiring such assets).

Subsequent Events

On March 11, 2020, the World Health Organization declared coronavirus disease (COVID-19) a global pandemic. Governments have mandated the temporary shut-down of business in many sectors and imposed limitations on travel. Most sectors are experiencing disruption to business operations. There is unprecedented uncertainty surrounding the duration of the pandemic, its potential economic ramifications, and the extent of government actions to mitigate them. While management believes this matter may negatively impact its operating results, the related financial impact and duration cannot be reasonably estimated at this time.

GREATER SEACOAST COMMUNITY HEALTH

Notes to Financial Statements

December 31, 2019 and 2018

On March 27, 2020 the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), was enacted into law. The Organization obtained a loan for \$1,479,000 under the Act. The loan is intended to cover 8 weeks of payroll during May and June, and if certain provisions are met, the loan may be forgiven. Amounts not forgiven, if any, are repayable over two years with interest at 1% and six month deferred payment. The Organization has also received approximately \$1,500,000 from a number of stimulus payments and Federal grants under the CARES Act to support ongoing operations as well as COVID related expenses through March 2021.

For financial reporting purposes, subsequent events have been evaluated by management through July 27, 2020, which is the date the financial statements were available to be issued. Management has not evaluated subsequent events after that date for inclusion in the financial statements.

2. Availability and Liquidity of Financial Assets

The Organization regularly monitors liquidity required to meet its operating needs and other contractual commitments. The Organization has various sources of liquidity at its disposal, including cash and cash equivalents and a line of credit.

The Organization had working capital of \$5,357,854 and \$4,918,258 at December 31, 2019 and 2018, respectively. The Organization had average days cash and cash equivalents and investments on hand (based on normal expenditures) of 119 and 95 at December 31, 2019 and 2018, respectively.

Financial assets available for general expenditure within one year were as follows:

	<u>2019</u>	<u>2018</u>
Cash and cash equivalents	\$ 4,895,949	\$ 3,896,813
Patient accounts receivable, net	1,178,290	1,560,698
Grants receivable	680,448	424,642
Pledges receivable	<u>33,625</u>	<u>263,557</u>
Financial assets available for current use	<u>\$ 6,788,312</u>	<u>\$ 6,145,710</u>

The Organization has long-term investments and assets for restricted use, which are more fully described in Note 3, that are not reflected in the amount above.

3. Investments and Assets Limited as to Use

Investments, stated at fair value, consisted of the following:

	<u>2019</u>	<u>2018</u>
Long-term investments	\$ 1,373,984	\$ 1,112,982
Assets limited as to use	<u>1,621,866</u>	<u>1,421,576</u>
Total investments	<u>\$ 2,995,850</u>	<u>\$ 2,534,558</u>

GREATER SEACOAST COMMUNITY HEALTH

Notes to Financial Statements

December 31, 2019 and 2018

Assets limited as to use are restricted for the following purposes:

	<u>2019</u>	<u>2018</u>
Assets held in trust under Section 457(b) deferred compensation plans	\$ 36,304	\$ 26,764
Assets with donor restrictions	<u>1,585,562</u>	<u>1,394,813</u>
Total	<u>\$ 1,621,866</u>	<u>\$ 1,421,576</u>

Fair Value of Financial Instruments

U.S. GAAP 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.

U.S. GAAP 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 following table sets forth by level, within the fair value hierarchy, the Organization's investments at fair value:

	<u>Investments at Fair Value as of December 31, 2019</u>			
	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Cash and cash equivalents	\$ 193,877	\$ -	\$ -	\$ 193,877
Municipal bonds	-	290,796	-	290,796
Exchange traded funds	330,437	-	-	330,437
Mutual funds	<u>2,180,740</u>	-	-	<u>2,180,740</u>
Total investments	<u>\$ 2,705,054</u>	<u>\$ 290,796</u>	<u>\$ -</u>	<u>\$ 2,995,850</u>

GREATER SEACOAST COMMUNITY HEALTH

Notes to Financial Statements

December 31, 2019 and 2018

	Investments at Fair Value as of December 31, 2018			
	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Cash and cash equivalents	\$ 13,810	\$ -	\$ -	\$ 13,810
Municipal bonds	-	288,679	-	288,679
Exchange traded funds	411,147	-	-	411,147
Mutual funds	<u>1,820,922</u>	-	-	<u>1,820,922</u>
Total investments	<u>\$ 2,245,879</u>	<u>\$ 288,679</u>	<u>\$ -</u>	<u>\$ 2,534,558</u>

Municipal bonds are valued based on quoted market prices of similar assets.

4. Property and Equipment

Property and equipment consisted of the following:

	<u>2019</u>	<u>2018</u>
Land	\$ 718,427	\$ 718,427
Building and improvements	5,857,428	5,857,428
Leasehold improvements	302,547	311,561
Furniture, fixtures, and equipment	<u>2,673,943</u>	<u>2,667,663</u>
Total cost	9,552,345	9,555,079
Less accumulated depreciation	<u>3,767,815</u>	<u>3,447,860</u>
Property and equipment, net	<u>\$ 5,784,530</u>	<u>\$ 6,107,219</u>

The Organization's facility was built and renovated with federal grant funding. In accordance with the grant agreements, a Notice of Federal Interest (NFI) was required to be filed in the appropriate official records of the jurisdiction in which the property is located. The NFI is designed to notify any prospective buyer or creditor that the Federal Government has a financial interest in the real property acquired under the aforementioned grant; that the property may not be used for any purpose inconsistent with that authorized by the grant program statute and applicable regulations; that the property may not be mortgaged or otherwise used as collateral without the written permission of the Associate Administrator of the Office of Federal Assistance Management (OFAM) and Health Reimbursement and Services Administration (HRSA); and that the property may not be sold or transferred to another party without the written permission of the Associate Administrator of OFAM and HRSA.

GREATER SEACOAST COMMUNITY HEALTH

Notes to Financial Statements

December 31, 2019 and 2018

5. Net Assets with Donor Restrictions

Net assets with donor restrictions are available for the following purposes:

	<u>2019</u>	<u>2018</u>
Specific purpose		
Program services	\$ 139,688	\$ 115,371
Passage of time		
Pledges receivable	33,625	263,557
Investments to be held in perpetuity, for which the income is without donor restrictions	<u>1,585,562</u>	<u>1,394,813</u>
Total	<u>\$ 1,758,875</u>	<u>\$ 1,773,741</u>

Net assets released from net assets with donor restrictions were as follows:

	<u>2019</u>	<u>2018</u>
Satisfaction of purpose - program services	\$ 53,238	\$ 270,530
Passage of time - pledges receivable	322,064	291,384
Passage of time - endowment earnings	<u>73,205</u>	<u>73,017</u>
Total	<u>\$ 448,507</u>	<u>\$ 634,931</u>

6. Endowments

Interpretation of Relevant Law

The Organization's endowments primarily consist of an investment portfolio managed by the Investment Sub-Committee. As required by U.S. GAAP, net assets associated with endowment funds are classified and reported based on the existence or absence of donor-imposed restrictions.

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 of the donor-restricted endowment funds, absent explicit donor stipulations to the contrary. As a result of this interpretation, the Organization 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, if any, is classified as net assets with donor restrictions until those amounts are appropriated for expenditure in a manner consistent with the standard of prudence prescribed by UPMIFA.

GREATER SEACOAST COMMUNITY HEALTH

Notes to Financial Statements

December 31, 2019 and 2018

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 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 Organization; and
- (7) The investment policies of the Organization.

Spending Policy

The Organization has a policy of appropriating for expenditure an amount equal to 5% of the endowment fund's average fair market value over the prior 20 quarters. The earnings on the endowment fund are to be used for operations.

Funds with Deficiencies

From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor requires the Organization to retain as a fund of perpetual duration (underwater). In the event the endowment becomes underwater, it is the Organization's policy to not appropriate expenditures from the endowment assets until the endowment is no longer underwater. There were no such deficiencies as of December 31, 2019 and 2018.

Return Objectives and Risk Parameters

The Organization has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. Endowment assets include those assets of donor-restricted funds that the Organization must hold in perpetuity. Under this policy, as approved by the Board of Directors, the endowment assets are invested in a manner that is intended to produce results that exceed or meet designated benchmarks while incurring a reasonable and prudent level of investment risk.

Strategies Employed for Achieving Objectives

To satisfy its long-term rate-of-return objectives, the Organization 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 Organization targets a diversified asset allocation that places a balanced emphasis on equity-based and income-based investments to achieve its long-term return objectives within prudent risk constraints.

GREATER SEACOAST COMMUNITY HEALTH

Notes to Financial Statements

December 31, 2019 and 2018

Endowment Net Asset Composition by Type of Fund

The Organization's endowment consists of assets with donor restrictions only and had the following related activities:

	<u>2019</u>	<u>2018</u>
Endowments, beginning of year	\$ 1,394,813	\$ 1,577,139
Investment income	47,540	37,790
Change in fair value of investments	216,414	(147,099)
Spending policy appropriations	<u>(73,205)</u>	<u>(73,017)</u>
Endowments, end of year	<u>\$ 1,585,562</u>	<u>\$ 1,394,813</u>

7. Patient Service Revenue

Net patient service revenue by payer and program is as follows:

	<u>2019</u>		
	<u>Medical, Behavioral Health and Dental Services</u>	<u>Pharmacy Services</u>	<u>Total</u>
Governmental payers			
Medicare	\$ 927,218	\$ 241,341	\$ 1,168,559
Medicaid	4,641,469	298,673	4,940,142
Commercial payers	2,806,586	277,352	3,083,938
Patient	<u>470,870</u>	<u>182,195</u>	<u>653,065</u>
Net direct patient service revenue	8,846,143	999,561	9,845,704
340B contract pharmacy revenue	-	<u>1,472,778</u>	<u>1,472,778</u>
Net patient service revenue	<u>\$ 8,846,143</u>	<u>\$ 2,472,339</u>	<u>\$ 11,318,482</u>
	<u>2018</u>		
	<u>Medical, Behavioral Health and Dental Services</u>	<u>Pharmacy Services</u>	<u>Total</u>
Governmental payers			
Medicare	\$ 1,001,792	\$ 171,979	\$ 1,173,771
Medicaid	3,910,040	196,962	4,107,002
Commercial payers	3,154,989	295,839	3,450,828
Patient	<u>1,165,229</u>	<u>137,889</u>	<u>1,303,118</u>
Total direct patient service revenue	9,232,050	802,669	10,034,719
Provision for bad debts	<u>(651,700)</u>	-	<u>(651,700)</u>
Net direct patient service revenue	8,580,350	802,669	9,383,019
340B contract pharmacy revenue	-	<u>1,318,392</u>	<u>1,318,392</u>
Net patient service revenue	<u>\$ 8,580,350</u>	<u>\$ 2,121,061</u>	<u>\$ 10,701,411</u>

GREATER SEACOAST COMMUNITY HEALTH

Notes to Financial Statements

December 31, 2019 and 2018

8. Retirement Plans

The Organization has a defined contribution plan under IRC Section 401(k) that covers substantially all employees. For the years ended December 31, 2019 and 2018, the Organization contributed \$193,365 and \$194,214, respectively, to the plan.

The Organization has established an unqualified deferred compensation plan under IRC Section 457(b) for certain key employees of the Organization. The Organization did not contribute to the plan during the year ended December 31, 2019. The balance of the deferred compensation plan amounted to \$36,304 and \$26,764 at December 31, 2019 and 2018, respectively.

9. Food Vouchers

The Organization acts as a conduit for the State of New Hampshire's Special Supplemental Food Program for Women, Infants and Children (WIC). The value of food vouchers distributed by the Organization was \$1,068,417 and \$1,136,875 for the years ended December 31, 2019 and 2018, respectively. These amounts are not included in the accompanying financial statements as they are not part of the contract the Organization has with the State of New Hampshire for the WIC program.

10. Functional Expense

The Organization provides various services to residents within its geographic location. Given the Organization is a service organization, expenses are allocated between healthcare, administrative and support and fundraising services based on the percentage of direct care wages to total wages, with the exception of program supplies which are 100% healthcare in nature. Expenses related to providing these services are as follows:

	<u>Healthcare Services</u>	<u>Administrative and Support Services</u>	<u>Fundraising Services</u>	<u>Total</u>
2019:				
Salaries and wages	\$ 10,587,330	\$ 1,293,845	\$ 413,834	\$ 12,295,009
Employee benefits	1,857,078	226,878	72,678	2,156,634
Contracted services	890,375	183,127	7,448	1,080,950
Program supplies	1,324,866	-	-	1,324,866
Software maintenance	433,457	52,955	16,964	503,376
Occupancy	678,094	82,842	26,538	787,474
Other	963,883	103,415	58,080	1,125,378
Depreciation	<u>281,523</u>	<u>34,393</u>	<u>11,018</u>	<u>326,934</u>
Total	<u>\$ 17,016,606</u>	<u>\$ 1,977,455</u>	<u>\$ 606,560</u>	<u>\$ 19,600,621</u>

GREATER SEACOAST COMMUNITY HEALTH

Notes to Financial Statements

December 31, 2019 and 2018

	<u>Healthcare Services</u>	<u>Administrative and Support Services</u>	<u>Fundraising Services</u>	<u>Total</u>
2018:				
Salaries and wages	\$ 10,726,571	\$ 1,233,194	\$ 480,221	\$ 12,439,986
Employee benefits	1,961,848	225,466	87,820	2,275,134
Contract services	956,218	147,500	16,136	1,119,854
Program supplies	1,191,451	-	-	1,191,451
Software maintenance	460,634	52,938	20,620	534,192
Occupancy	502,635	57,765	22,500	582,900
Other	854,906	88,360	75,211	1,018,477
Depreciation	<u>301,513</u>	<u>34,651</u>	<u>13,497</u>	<u>349,661</u>
Total	<u>\$ 16,955,776</u>	<u>\$ 1,839,874</u>	<u>\$ 716,005</u>	<u>\$ 19,511,655</u>

11. Medical Malpractice Insurance

The Organization is protected from medical malpractice risk as an FQHC under the Federal Tort Claims Act (FTCA). The Organization has additional medical malpractice insurance, on a claims-made basis, for coverage outside the scope of the protection of the FTCA. As of December 31, 2019, there were no known malpractice claims outstanding which, in the opinion of management, will be settled for amounts in excess of both FTCA and additional medical malpractice insurance coverage, nor are there any unasserted claims or incidents which require loss accrual. The Organization intends to renew the additional medical malpractice insurance coverage on a claims-made basis and anticipates that such coverage will be available.

12. Lease Commitments

The Organization leases office space and certain other office equipment under noncancelable operating leases. Future minimum lease payments under these leases are as follows:

2020	\$ 315,971
2021	274,281
2022	42,211
2023	43,048
2024	23,971
Thereafter	<u>1,191</u>
Total	<u>\$ 700,673</u>

Rental expense amounted to \$316,139 and \$258,695 for the year ended December 31, 2019 and 2018, respectively.

GREATER SEACOAST COMMUNITY HEALTH

Goodwin Families Lilac City
Community Health First Pediatrics

**Board of Directors
Calendar Year 2021**

Name/Address	Phone/Email	Occupation
Chair Jennifer Glidden [REDACTED]	[REDACTED]	DHHS Admin. Supervisor Consumer
Vice Chair Barbara Henry [REDACTED]	[REDACTED]	Retired Newspaper Publisher
Board Treasurer Dennis Veilleux [REDACTED]	[REDACTED]	Accounting Manager
Board Secretary Don Chick [REDACTED]	[REDACTED]	Photographer Consumer
Karin Barndollar [REDACTED]	[REDACTED]	Export Manager Consumer
Jody Hoffer Gittell [REDACTED]	[REDACTED]	Professor Consumer
Valerie Goodwin [REDACTED]	[REDACTED]	Retired Business Consumer
Jo Jordon [REDACTED]	[REDACTED]	Emergency Management
Abigail Sykas Karoutas [REDACTED]	[REDACTED]	Attorney Consumer
Jo Lamprey [REDACTED]	[REDACTED]	Retired Nurse and Co-founder of healthcare quality Co.
Brendan Markey [REDACTED]	[REDACTED]	SVP Residential Lending
Allison Neal [REDACTED]	[REDACTED]	Education Consultant Consumer

Name/Address	Phone/Email	Occupation
Yulia Rothenberg [REDACTED]	[REDACTED]	Education Consultant Consumer
Kathy Scheu [REDACTED]	[REDACTED]	Medical/Laboratory Product Sales
Dan Schwarz [REDACTED]	[REDACTED]	Attorney Consumer
Jeffrey Segil, MD [REDACTED]	[REDACTED]	Physician-OB/GYN
James Sepanski [REDACTED]	[REDACTED]	Financial Executive
David B. Staples, DDS [REDACTED]	[REDACTED]	Dentist Consumer

JANET M. LAATSCH

Objective: To utilize my leadership skills to create a dynamic, sustainable non-profit organization.

WORK EXPERIENCE:

Goodwin Community Health (GCH)

Somersworth, NH

Chief Executive Officer

2001-Present

2005-Present

Accomplishments:

- Successfully retained all Directors and Physicians
- Built relationships with donors, foundations, local and state representatives and other non-profit and for-profit organizations
- Retention of an active Board of Directors
- Improvement of patient outcomes
- Successfully implemented mental health integration program
- Successfully acquired a for-profit mental health organization
- Developed a new partnership with Noble High School
- Developed a new partnership with Southeastern NH Services
- Obtained new grant funding of over \$7.0 million
- Expansion of donor base
- Development of a corporate compliance program
- Merged the public health and safety council under AGCHC

Responsibilities:

- Oversight of operations, finance, personnel and fund development
- Grant writing and donor development
- New business development
- Compliance with all federal and state regulations
- Build relationships and partnerships locally and statewide
- Strategic planning
- Report directly to the Board of Directors

Finance Director

2002-2005

Accomplishments:

- Brought in over \$3.0 million in grant funds for the organization
- Obtained Federally Qualified Health Center status in 2004
- Designed and implemented a successful new dental program
- Achieved a financial surplus annually

Responsibilities:

- Responsible for all financial transactions, billing, collections, patient accounts
- Strategic planning as it relates to capital funding
- Budget development, cost/benefit analysis of existing programs and potential new programs
- Development and implementation of an annual development plan
- Research, write, submit and provide follow-up reports for grant funds

• Oversee human resource functions of the organization
Grant Writer/Per Diem Nurse 2001-2002

**Grant Writing Services,
N. Hampton, NH
Sole Proprietor** 1999-2001

Accomplishments:

- Successfully researched and submitted grants for health and educational organizations totaling over \$150k

Responsibilities:

- Research private, industry, state and federal funds for non-profit organizations

**North Shore Medical Center (Partners Health Care)
Salem, MA** 1991-1999

**Acting Chief Operations Officer for the
North Shore Community Health Center**

1997-1999

Accomplishments:

- Successfully submitted their competitive Federal grant and other state grants
- Recruited a medical director and re-negotiated existing provider contracts to include productivity standards
- Re-designed operations to improve productivity
- Incorporated the hospital's medical residency program into the Health Center
- Achieved a financial surplus for the first time in five years
- Developed a quality improvement program and framework

Responsibilities:

- Placed at the Health Center by the North Shore Medical Center to revamp operations and improve the cash flow for the organization
- Reported directly to the Board of Directors

EDUCATION:

University of New Hampshire: Durham, N.H.	M.B.A. Concentration in Finance	1991
Northern Michigan University: Marquette, MI.	B.S.N. Minor in Biology	1981

LICENSES/CERTIFICATES:

Real Estate Broker
N.H. Nursing License

PROFESSIONAL:

Member of the National Association of Community Health Centers
Previous Board member of the United Way of the Greater Seacoast
Treasurer for the Health and Safety Council of Strafford County
Board member of the Community Health Network Access (CHAN)
Board member of the Rochester Rotary, slated for President in 2011

Erin E. Ross

Objective

Obtain a position in Health Care, which will continue to build knowledge and skills from both education and experiences gained.

Qualifications

Mature, energetic individual possessing management experience, organizational skills, multi-tasking abilities, good work initiative and communicates well with internal and external contacts. Proficient in computer skills with a strong background using all applications within Microsoft Office programs.

Education

September 1998 – May 2002

Bachelor of Science in Health Management & Policy
University of New Hampshire
Durham, New Hampshire 03824

Related Experience

August 2006 – Present

Service Expansion Director
Avis Goodwin Community Health Center

- Responsible for the overall function of the Winter St location of Avis Goodwin Community Health Center.
- Maintain all clinical equipment and order all necessary supplies.
- Coordinate the scheduling of all clinical and administrative staff in the office.
- Assist with the continued integration of dental services and now mental health services to existing primary care services.
- Assist with the integration of private OB/GYN practice into Avis Goodwin Community Health Center.
- Organize patient outcome data collection and quality improvement measures to monitor multiple aspects and assure sustainability for Avis Goodwin Community Health Center.

May 2005 – August 2006

Site Manager, Dover Location
Avis Goodwin Community Health Center

- Responsible for the overall function of the Dover location of Avis Goodwin Community Health Center.
- Maintain all clinical equipment and order all necessary supplies.
- Assist with the continued integration of dental services and now mental health services to existing primary care services.
- Coordinate the scheduling of all clinical and administrative staff in the office.
- Organize patient outcome data collection and quality improvement measures to monitor multiple aspects and assure sustainability for Avis Goodwin Community Health Center.

January 2005 – November 2005

Front Office Manager
Avis Goodwin Community Health Center

- Supervise, hire and evaluate front office staff of both Avis Goodwin Community Health Center locations.
- Develop and implement policies and procedures for the smooth functioning of the front office.

May 2004 – Present

Dental Coordinator
Avis Goodwin Community Health Center

- Supervise, hire and evaluate dental staff, including Dental Assistant and Hygienists.
- Acted as general contractor during construction and renovation of existing facility for 4 dental exam rooms.
- Responsible for the operations of the dental center, development of educational programs for providers and staff and supervision of the school-based dental program.
- Developed policy and procedure manual, including OSHA and Infection Control protocols.
- Organize patient outcome data collection and quality improvement measures to monitor dental program and assure sustainability.
- Maintain all dental equipment and order all dental supplies.
- Coordinate grant fund requirements to multiple agencies on a quarterly basis.

- Oversee all aspects of billing for dental services, including training existing billing department staff.

July 2003 – May 2004

**Administrative Assistant to Medical Director
Avis Goodwin Community Health Center**

- Assist with Quality Improvement program by attending all meetings, generating monthly minutes documenting all aspects of the agenda and reporting quarterly data followed by the agency.
- Generate a monthly report reflecting provider productivity including number patients seen by each provider and no show and cancellation rates of appointments.
- Served as a liaison between patients and Chief Financial Officer to effectively handle all patient concerns and compliments.
- Established and re-created various forms and worksheets used by many departments.

December 2002 – May 2004

**Billing Associate
Avis Goodwin Community Health Center**

- Organize and respond to correspondence, rejections and payments from multiple insurance companies.
- Created an Insurance Manual for Front Office Staff and Intake Specialists as an aide to educate patients on their insurance.
- Responsible for credentialing and Re-credentialing of providers, including physicians, nurse practitioners and physician assistants, within the agency and to multiple insurance companies.
- Apply knowledge of computer skills, including Microsoft Office, Logician, PCN and Centrality.
- Designed a statement to generate from an existing Microsoft Access database for patients on payment plans to receive monthly statements.
- Assist Front Office Staff during times of planned and unexpected staffing shortages.

June 2002 - December 2002

**Billing Associate
Automated Medical Systems
Salem, New Hampshire 03079**

- Communicate insurance benefits and explain payments and rejections to patients about their accounts.
- Responsible for organizing and responding to correspondence received for multiple doctor offices.
- Determine effective ways for rejected insurance claims to get paid through communicating with insurance companies and patients.
- Apply knowledge of computer skills, including Microsoft Office, Accuterm and Doctar.

Work Experience

October 1998 – May 2002

**Building Manager
Memorial Union Building – UNH
Durham, New Hampshire 03824**

- Recognized as a Supervisor, May 2001-May 2002.
- Supervised Building Manager and Information Center staff.
- Responsible for managing and documenting department monetary transactions.
- Organized and led employee meetings on a weekly basis.
- Established policies and procedures for smooth functioning of daily events.
- Oversaw daily operations of student union building, including meetings and campus events.
- Served as a liaison between the University of New Hampshire, students, faculty and community.
- Organized and maintained a weekly list of rental properties available for students.
- Developed and administered new ideas for increased customer service efficiency.

References

Available upon request

Riona A. Corr

EDUCATION

Bachelor of Science in Nutrition and Dietetics, Minor in Science

Marywood University, College of Health and Human Services, Scranton, PA (May 2010)

Masters of Science in Nutrition and Health Promotion, Certification in Sports Nutrition

Simmons College, School of Nursing and Health Sciences, Boston, MA (not completed; postponed)

WORK EXPERIENCE

Director of WIC Services, Strafford and Carroll Counties, NH (June 2016-Present)

Greater Seacoast Community Health

d.b.a. Goodwin Community Health Center

- Responsible for WIC, BFPC and CSFP grants at Goodwin Community Health Center servicing Strafford and Carroll Counties, through NH DHHS and the daily operations of each grant including clinic coordination
- Responsible for staffing and performance evaluations, budgeting, workplans, outreach, operations and functions of each grant listed above
- Responsible for grant writing for additional funding in WIC and CSFP/SFMNP
- Responsible for Primary Care Nutritionist at GCH
- Responsible for all computer and non computer inventory purchased from WIC /BFPC/CSFP funding and MIS System usage including but not limited to computer maintenance; daily functions, wireless connections and client services.
- Member of Safety Committee and Strafford County Public Health Network workgroups at GCH
- Integral part of leadership team at GCH
- Integral part of community networks in Strafford and Carroll counties

Supervisor and Nutrition Coordinator

Goodwin Community Health, WIC Program, Somersworth, NH (October 2012-June 2016)

- Responsible for the daily operation of WIC and CSFP Programs at Goodwin.
- Assist in the hiring, termination and training and workflows of WIC and CSFP staff
- Develop the WIC/CSFP work plan and program measures and reporting on workplan.
- Responsible for scheduling and clinic locations of WIC/CSFP
- Responsible for WIC and CSFP IT equipment and maintaining logs, trainings, updates and reporting.
- Responsible for WIC /CSFP inventory and equipment
- Maintain WIC computer hardware and software.
- Attend WIC Nutritionists' meetings at State Agency and schedule and coordinate GCH Nutritionist meetings
- Attend GCH management meetings and trainings
- Member of Safety Committee, Continuous Quality Improvement Committee and Farmers Market Committee
- Provide referral information for applicants to local agencies regarding housing, food availability and healthcare
- Provide In-services to local hospitals and doctors offices regarding WIC and infant formula
- Perform clinic procedures as necessary breastfeeding counseling, nutrition counseling, anthropometric data collection, hematological data collection, immunization screening, food instrument
- Plan and execute department meetings, events, nutrition in-services, trainings and coordination of grants between departments
- Local agency state newsletter and entering information to marketing department as needed for department updates.
- Responsible for staff annual evaluations
- Oversee and supervise Primary Care Nutritionist
- Oversee and supervise PreNatal OBGYN nutritionist

Clinic Nutritionist

Southern New Hampshire Services, INC., WIC Clinic, Manchester, NH (November 2010-October 2012)

- Complete nutrition assessment for participants by determining certification reason based on risk
- Provide nutrition counseling and education for clients
- Collect hematological and anthropometric data for each participant
- Provide customer services in the appropriate area for each participant
- Refer clients to appropriate community and state programs
- Communicate effectively with Lead Nutritionist and Nutrition Coordinator

Volleyball Coach

- Varsity Co-coach for 2014-2016 season
 - Coach/teach and demonstrate volleyball for all participating levels
 - Prepare off-season open gyms and clinics
 - Organize "Dig Pink" donation night for breast cancer awareness
- Varsity Assistant Coach for 2013 Season

Great Bay Volleyball Association, Rochester, NH (December 2010-December 2015)

- Coach/teach and demonstrate volleyball for 18 and under age groups

FIELD EXPERIENCE

Projects

eWIC Pilot Location Project, Department of Health and Human Services, Concord NH (2016-2018)

- Helped transition WIC benefits to electronic benefit transfer cards and reduce amount of paper issued at clinics at the pilot location at GCH.
- Wrote a press release for the Pilot Location
- Created Event for participants in the pilot location
- Set up education station including educational video for participants.
- Rolled out Project to estimated 1900 participants in Strafford and Carroll Counties in NH.

LEAN Project, Department of Health and Human Services, Concord NH (October-November 2014)

- Local Agency representative for LEAN Project regarding DHHS State Agency WIC Program Management Evaluation Process with Local Agencies

Public Health Quality Improvement Project, Department of Health and Human Services, Concord NH (2012)

- Local Agency Representative for QI project regarding Diabetes Mellitus follow up/ work flow in the WIC Program
- Attended Public Health QI 101 Training
- Created Value stream map of process in local agency
- Developed training process for local agency staff and follow up procedures/workflow

Events

Fit Fair, Goodwin Community Health July 2014

- Hosted fit fair to promote exercise for public and WIC participants for over 150 people on GCH campus
- Set up 15 stations of "activities" for families and children to be active
- Received donations of food and water items for event
- Ruffled gifts to participants at event
- Promoted GCH and WIC at event, included local health agencies and had sign up table available for agencies

Childrens Literacy Foundation (CLiF), Goodwin Community Health (December 2013, July 2015, October 2016, June 2018)

- Wrote and received a \$2,000 grant through Childrens literacy foundation
- Organized Reading event for WIC children and families in the public
- Reached out to local businesses for donations and raffle prizes
- Organized event ranging from 35-150 families
- Created giveaways for each child and a presentation about importance of reading to children

Group Counseling

Empowering Whole Health, Somersworth NH (April 2014-July 2014)

- Facilitated group nutrition counseling for GCH grant
- Offered healthy Snack with nutrition information and answered questions regarding nutrition/ diabetes

AIM-HI, Goodwin Community Health, Somersworth, NH (March 20, 2013)

- Facilitated group nutrition counseling for AIM-HI Group medical visit grant
- Counseled 11-16 attendees at a time regarding chronic disease support, intervention, goal planning and recipes
- Used motivational interviewing and metaphor pictures for probing techniques
- Provided and created a low glycemic pasta salad and recipe for tasting

Member/Representative

CHOICES, NH DHHS, Concord, NH (December 2016-2018)

- Member of NH childhood obesity intervention cost effectiveness study (CHOICES) in NH
- Work with NH Choices team, Association of State and Territorial Health Officials (ASTHO) and Harvard Prevention Research Center (HPRC) to promote and disseminate interventions across NH

Carroll County Early Childhood Coalition (CECC), Conway, NH (August 2016-Current)

- Member of coalition

Somersworth Early Childhood Coalition (SECC), Somersworth, NH (March 2016- Current)

- Member of coalition and leadership work group
- Work with Spark NH, NH Listens, United Way of Greater Boston and representatives of Somersworth to promote kindergarten readiness in the Somersworth community

Head Start Health Advisory Board, Strafford and Carroll County (November 2012-Current)

- Member of the Health Advisory Board for both counties

Head Start Policy Council, Strafford County (November 2012-August 2015)

- Community Representative

Healthy Families Program Advisory Board (April 2013)

- Representative and member
- Aided in recruitment for home visiting program

VOLUNTEER EXPERIENCE

Somersworth Ready Together Coalition, Early Education Promotion and Kindergarten Readiness (March 2016-Current)

- Leadership Committee Member, Coalition Member and Event Member
- Active member working with municipalities, school board and school teachers and consumers to increase scores of PALS testing in kindergarteners in SAU56.

Lead Exposure Action Committee, (January 2019- Current)

- Member of community of Action for Lead Safety Statewide in NH, focusing in Somersworth NH
- Goal of Committee is to create a preventative solution with NH Listens to decrease lead exposure and positive lead blood draws in Somersworth NH, working with municipalities, The city of Somersworth, SAU 56 landlords and local agencies.

CERTIFICATIONS, CONTINUING EDUCATION & ACQUIRED SKILLS

Certification:

Hemocue (annually)

Lead Care II (annually)

CDC, Using WHO growth charts in the United States among children birth to 2 years (June 2012)

IMPACT Certified (Jan 2011)

Nonviolent Crisis Intervention (Jan 2011)

Loving Support through Peer Counseling (Nov 2010)

Continuing Education/ Trainings:

National WIC Association Conferences, (annually nationwide since 2013- Present)

Customer Service Excellence (November 2015)

Civil Rights in FNS, USDA (October 2015-2017)

Maternal Child Health, University of Tennessee (2013,2014,2015)

VENA Webinar, Connection Information (September 2014)

Management Leadership Training Series (May 2014)

NH Infant Safe Sleep Symposium (October 2013)

Career and Business Coaching (February-March 2013)

Public Health Quality Improvement 101, (February 2013)

Motivational Interviewing in Health Care, (December 2011)

DHHS Substance Abuse Conference, "Helping Professionals to Help Families around Tobacco, Alcohol and Other Drug Use", (October 2011)

New Hampshire Breastfeeding Task Force Conference, (June 2013, May 2012, May 2011)

American Dietetic Association, FNCE- Denver, CO (Nov 2009)

Skills:

Computer skills: Microsoft Office-Word, Excel Powerpoint, Publisher, etc

EMR: Citrix CHAN

Data Entry: SPSS version 7.0, Starline: Client Services

Nutrition Programs: Diet Analysis, the Nutrition Company FoodWorks, Geri Menu, Starline Client Services,

Counseling skills: GTHOM, Behavior Change Model, Motivational Interviewing, VENA, Loving Support through Peer Counseling, Service Excellence

CONTRACTOR NAME

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Janet Laatsch	Chief Executive Officer	\$216,778	0%	\$0
Erin Ross	Chief Financial Officer	\$149,177	0%	\$0
Riona Corr	WIC Director	\$68,741	100%	\$68,741

G mac



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

Lori A. Shilbnette
 Commissioner

Lisa M. Morris
 Director

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

July 13, 2020

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

INFORMATIONAL ITEM

Pursuant to RSA 4:45, RSA 21-P:43, and Section 4 of Executive Order 2020-04, as extended by Executive Orders 2020-05, 2020-08, 2020-09, and 2020-10, Governor Sununu has authorized the Department of Health and Human Services to amend existing contracts with the vendors listed below for the Women, Infants and Children (WIC) Special Supplemental Nutrition Program and Breastfeeding Peer Counseling Program services to low-income women and children, by increasing the total price limitation by \$68,950 from \$11,854,653 to \$11,923,603 with no change to the contract completion dates of June 30, 2021, effective July 1, 2020, or upon Governor approval, whichever is later. 100% Federal Funds.

The individual contracts were approved by Governor and Council as specified in the table below.

Vendor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount	G&C Approval
Community Action Program Belknap-Merrimack Counties, Inc.	177203-B003	Concord, NH	\$3,141,902	\$15,538	\$3,157,440	O: 06/21/17 (Item #45) A1: 06/06/18 (Item #14) A2: 4/17/19 (Item #23) A3: 06/05/19 (Item #27)
Greater Seacoast Community Health	154703-B001	Somersworth, NH	\$1,971,666	\$12,880	\$1,984,546	O: 06/21/17 (Item #45) A1: 06/06/18 (Item #14) A2: 4/17/19 (Item #23) A3: 06/05/19 (Item #27)
Southern New Hampshire Services, Inc.	177198-B006	Manchester, NH	\$5,412,828	\$25,364	\$5,438,192	O: 06/21/17 (Item #45) A1: 06/06/18 (Item #14) A2: 06/05/19 (Item #27)

Southwestern Community Services, Inc.	177511- R001	Keene, NH	\$1,328,257	\$15,168	\$1,343,425	.O: 06/21/17 (Item #45) A1: 06/06/18 (Item #14) A2: 4/17/19 (Item #23) A3: 06/06/19 (Item #27)
Totals:			\$11,854,663	\$68,850	\$11,923,603	

Funds are available in State Fiscal Year 2021, with the authority to adjust budget line items within the price limitation, if needed and justified.

See attached fiscal details.

EXPLANATION

The purpose of these amendments is to increase funding to support supplemental nutritious foods, public health nutrition, and breastfeeding services to pregnant women, postpartum women, infants, and preschool children up to five (5) years of age statewide who are at or below 185% Federal Poverty Level. The support would continue during the COVID-19 pandemic and thereafter as nutrition service operations change in the Women, Infants, and Children clinics.

The Women, Infants and Children program is effective in improving the health outcomes of pregnant women, new mothers, and children. Families redeem their Women, Infants and Children benefits through the purchase of healthy foods at local authorized retailers. Women, infants, and children who participate in the program are linked to healthier pregnancies, fewer low birth weight babies, improved immunization rates, and a more regular source of medical care. The program is cost-effective in improving the health and nutritional status of low-income women, infants, and children.

Services are provided to an estimated 15,108 participants each month. It is anticipated that the Women, Infants and Children program will serve a greater number of families during State Fiscal Year 2021 due to the changes in the economy as a result of the COVID-19 pandemic.

Additional funding for each of the local agencies' Women, Infant and Children programs is for the purchase or procurement of new technology, new computer equipment, and additional office supplies to support the implementation of innovative telehealth practices which are necessary to serve the agencies' assigned caseload and to continue the procedures established during the COVID-19 pandemic.

The Department will monitor contracted services quarterly using the following performance measures:

- Increase in the percentage of prenatal clients enrolled in the Women, Infants and Children program by the third (3rd) month of pregnancy.
- Increase in the percentage (%) of children three (3) and four (4) years of age who continue enrollment in the Women, Infants and Children program until their fifth (5th) birthday.
- Increase in the percentage of infants who are breastfed to six (6) months of age.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
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- Increase in the number of Women, Infants and Children program clinics that utilize innovative strategies to increase access to Women, Infants and Children program services, retention of participants and improve client satisfaction.
- Increase in the percentage of the caseload served (currently 15,108 participants in New Hampshire) to ninety-five to one-hundred-five percent (95-105%) of the assigned caseload.
- Increase in the access to women, infants, and children as a result of federal waivers approved during the COVID-19 pandemic.

Area served: Statewide

Sources of Funds: CFDA #10.557, FAIN 184NH703W1003; CFDA #10.578, FAINs 174NH781W5413 and 204NH703W1003; and CFDA #10.557, FAIN 194NH743W5003.

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. Shibinette
Commissioner

Women, Infant & Children (WIC) and Breastfeeding Peer Counseling Services
RFP-2018-DPHS-11-SPECI-01-A04
Fiscal Detail Sheet

Community Action Program Belknap-Merrimack Counties - Vendor Code: 177203-B003
 05-95-90-902010-52600000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
 HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY
 SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006001	\$47,452	\$0	\$47,452
2018	102-500734	Contracts for Program Services	90006002	\$45,911	\$0	\$45,911
2018	102-500734	Contracts for Program Services	90006003	\$314,865	\$0	\$314,865
2018	102-500734	Contracts for Program Services	90006004	\$277,005	\$0	\$277,005
2018	102-500734	Contracts for Program Services	90006022	\$36,730	\$0	\$36,730
2018	102-500734	Contracts for Program Services	90006041	\$60,902	\$0	\$60,902
2018	102-500734	Contracts for Program Services	90006051	\$12,600	\$0	\$12,600
2019	102-500734	Contracts for Program Services	90006001	\$47,452	\$0	\$47,452
2019	102-500734	Contracts for Program Services	90006002	\$45,911	\$0	\$45,911
2019	102-500734	Contracts for Program Services	90006003	\$314,865	\$0	\$314,865
2019	102-500734	Contracts for Program Services	90006004	\$277,005	\$0	\$277,005
2019	102-500734	Contracts for Program Services	90006022	\$43,830	\$0	\$43,830
2019	102-500734	Contracts for Program Services	90006041	\$60,902	\$0	\$60,902
2020	102-500734	Contracts for Program Services	90006003	\$685,233	\$0	\$685,233
2020	102-500734	Contracts for Program Services	90006022	\$36,730	\$0	\$36,730
2020	102-500734	Contracts for Program Services	90006041	\$47,273	\$0	\$47,273
2021	102-500734	Contracts for Program Services	90006003	\$685,233	\$6,300	\$691,533
2021	102-500734	Contracts for Program Services	90006022	\$36,730	\$9,238	\$45,968
2021	102-500734	Contracts for Program Services	90006041	\$49,273	\$0	\$49,273
			<i>Subtotals:</i>	\$3,125,902	\$15,538	\$3,141,440

05-95-90-902010-60480000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY
SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM, INFRASTRUCTURE 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006060	\$16,000	\$0	\$16,000
			<i>Subtotals:</i>	<i>\$16,000</i>	<i>\$0</i>	<i>\$16,000</i>
			Totals:	\$3,141,902	\$15,538	3,157,440

Greater Seacoast Community Health - Vendor Code: 154703-B001

05-95-90-902010-52600000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY
SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006001	\$63,779	\$0	\$63,779
2018	102-500734	Contracts for Program Services	90006002	\$10,719	\$0	\$10,719
2018	102-500734	Contracts for Program Services	90006003	\$262,086	\$0	\$262,086
2018	102-500734	Contracts for Program Services	90006004	\$92,186	\$0	\$92,186
2018	102-500734	Contracts for Program Services	90006022	\$23,545	\$0	\$23,545
2018	102-500734	Contracts for Program Services	90006041	\$38,849	\$0	\$38,849
2018	102-500734	Contracts for Program Services	90006051	\$7,650	\$0	\$7,650
2019	102-500734	Contracts for Program Services	90006001	\$63,779	\$0	\$63,779
2019	102-500734	Contracts for Program Services	90006002	\$10,719	\$0	\$10,719
2019	102-500734	Contracts for Program Services	90006003	\$262,086	\$0	\$262,086
2019	102-500734	Contracts for Program Services	90006004	\$92,186	\$0	\$92,186
2019	102-500734	Contracts for Program Services	90006022	\$30,545	\$0	\$30,545
2019	102-500734	Contracts for Program Services	90006041	\$38,849	\$0	\$38,849
2020	102-500734	Contracts for Program Services	90006003	\$428,770	\$0	\$428,770
2020	102-500734	Contracts for Program Services	90006022	\$23,545	\$0	\$23,545
2020	102-500734	Contracts for Program Services	90006041	\$29,179	\$0	\$29,179
2021	102-500734	Contracts for Program Services	90006003	\$428,770	\$8,500	\$437,270

2021	102-500734	Contracts for Program Services	90006022	\$23,545	\$4,380	\$27,925
2021	102-500734	Contracts for Program Services	90006041	\$31,179	\$0	\$31,179
			<i>Subtotals:</i>	\$1,961,966	\$12,880	\$1,974,846

05-95-90-902010-60480000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM, INFRASTRUCTURE 100% Federal Funds

Fiscal Year	Class/Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006060	\$9,700	\$0	\$9,700
			<i>Subtotals:</i>	\$9,700	\$0	\$9,700
			Totals:	\$1,971,666	\$12,880	\$1,984,546

Southern New Hampshire Services - Vendor Code: 177198-B006

05-95-90-902010-52600000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM 100% Federal Funds

Fiscal Year	Class/Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006001	\$151,356	\$0	\$151,356
2018	102-500734	Contracts for Program Services	90006002	\$57,349	\$0	\$57,349
2018	102-500734	Contracts for Program Services	90006003	\$701,791	\$0	\$701,191
2018	102-500734	Contracts for Program Services	90006004	\$271,966	\$0	\$271,966
2018	102-500734	Contracts for Program Services	90006022	\$58,929	\$0	\$58,929
2018	102-500734	Contracts for Program Services	90006041	103,643	\$0	\$103,643
2018	102-500734	Contracts for Program Services	90006051	\$24,000	\$0	\$24,000
2019	102-500734	Contracts for Program Services	90006001	\$151,356	\$0	\$151,356
2019	102-500734	Contracts for Program Services	90006002	\$57,349	\$0	\$57,349
2019	102-500734	Contracts for Program Services	90006003	\$701,791	\$0	\$701,791
2019	102-500734	Contracts for Program Services	90006004	\$271,966	\$0	\$271,966
2019	102-500734	Contracts for Program Services	90006022	\$58,929	\$0	\$58,929
2019	102-500734	Contracts for Program Services	90006041	\$103,643	\$0	\$103,643

2020	102-500734	Contracts for Program Services	90006003	\$1,182,462	\$0	\$1,182,462
2020	102-500734	Contracts for Program Services	90006022	\$58,929	\$0	\$58,929
2020	102-500734	Contracts for Program Services	90006041	\$91,789	\$0	\$91,789
2021	102-500734	Contracts for Program Services	90006003	\$1,182,462	\$17,500	\$1,199,962
2021	102-500734	Contracts for Program Services	90006022	\$58,929	\$7,864	\$66,793
2021	102-500734	Contracts for Program Services	90006041	\$93,789	\$0	\$93,789
			<i>Subtotals:</i>	\$5,382,428	\$25,364	\$5,407,792

05-95-90-902010-60480000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM, INFRASTRUCTURE 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006060	\$30,400	\$0	\$30,400
			<i>Subtotals:</i>	\$30,400	\$0	\$30,400
			Totals:	\$5,412,828	\$25,364	\$5,438,192

Southwestern Community Services, Inc. - Vendor Code: 177511-R001

05-95-90-902010-52600000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006001	\$33,272	\$0	\$33,272
2018	102-500734	Contracts for Program Services	90006002	\$13,046	\$0	\$13,046
2018	102-500734	Contracts for Program Services	90006003	\$181,110	\$0	\$181,110
2018	102-500734	Contracts for Program Services	90006004	\$53,347	\$0	\$53,347
2018	102-500734	Contracts for Program Services	90006022	\$15,338	\$0	\$15,338
2018	102-500734	Contracts for Program Services	90006041	\$26,136	\$0	\$26,136
2018	102-500734	Contracts for Program Services	90006051	\$5,523	\$0	\$5,523
2019	102-500734	Contracts for Program Services	90006001	\$33,272	\$0	\$33,272
2019	102-500734	Contracts for Program Services	90006002	\$13,046	\$0	\$13,046

2019	102-500734	Contracts for Program Services	90006003	\$181,110	\$0	\$181,110
2019	102-500734	Contracts for Program Services	90006004	\$53,347	\$0	\$53,347
2019	102-500734	Contracts for Program Services	90006022	\$19,938	\$0	\$19,938
2019	102-500734	Contracts for Program Services	90006041	31,136	\$0	\$31,136
2020	102-500734	Contracts for Program Services	90006003	\$280,775	\$0	\$280,775
2020	102-500734	Contracts for Program Services	90006022	\$15,338	\$0	\$15,338
2020	102-500734	Contracts for Program Services	90006041	\$23,966	\$0	\$23,966
2021	102-500734	Contracts for Program Services	90006003	\$280,775	\$6,650	\$287,425
2021	102-500734	Contracts for Program Services	90006022	\$15,338	\$3,518	\$18,856
2021	102-500734	Contracts for Program Services	90006041	\$23,466	\$5,000	\$28,466
			<i>Subtotals:</i>	\$1,299,279	\$15,168	\$1,314,447

05-95-90-902010-60480000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM, INFRASTRUCTURE 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006060	\$6,978	\$0	\$6,978
			<i>Subtotals:</i>	\$6,978	\$0	\$6,978

05-95-90-902010-33960000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM, EWIC IMPLEMENTATION 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90003396	\$4,000	\$0	\$4,000
2019	102-500734	Contracts for Program Services	90003396	\$0	\$0	\$0
2020	102-500734	Contracts for Program Services	90003396	\$18,000	\$0	\$18,000
			<i>Subtotals:</i>	\$22,000	\$0	\$22,000
			Totals:	\$1,328,257	\$15,168	\$1,343,425

			GRAND TOTALS:	\$11,854,653	\$68,950	\$11,923,603
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**New Hampshire Department of Health and Human Services
WIC and Breastfeeding Peer Counseling Services**



**State of New Hampshire
Department of Health and Human Services
Amendment #4 to the WIC and Breastfeeding Peer Counseling Services Contract**

This 4th Amendment to the WIC and Breastfeeding Peer Counseling Services contract (hereinafter referred to as "Amendment #4") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Greater Seacoast Community Health (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 311 Route 108, Somersworth NH 03878.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 21, 2017 (Item #45), as amended on June 6, 2018 (item #14); April 17, 2019 (item #23); and June 5, 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, 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 modify the scope of services and increase the price limitation 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 1.8, Price Limitation, to read:
\$1,984,546.
2. Modify Exhibit A Scope of Services, Section 2. Statement of Work, Subsection 2.2. by adding Paragraph 2.2.26, to read:
2.2.26. The Contractor shall implement and provide ongoing WIC Program remote services.
3. Modify Exhibit A Scope of Services, Section 2. Statement of Work, Subsection 2.2. by adding Paragraph 2.2.27, to read:
2.2.27. The Contractor shall purchase or procure computer equipment and supplies to implement WIC Program remote services, which includes:
 - 2.2.27.1. Computer laptops and/or tablets that:
 - 2.2.27.1.1. Meet the specifications of the New Hampshire WIC Management Information System and enhancements for Electronic Benefit Transfer;
 - 2.2.27.1.2. Wholly support Windows 10 and accompanying security updates; and
 - 2.2.27.1.3. Are operational no later than September 30, 2020;
 - 2.2.27.2. An SMS/texting notification system; and
 - 2.2.27.3. Mailing supplies.
4. Modify Exhibit A Scope of Services, Section 2. Statement of Work, Subsection 2.2. by adding Paragraph 2.2.28, to read:
2.2.28. The Contractor shall enhance its Breastfeeding Peer Counselor Program community outreach and promotion services, in accordance with the USDA Loving Support Model and federal allowable costs, by providing services that include, but are not limited to:
 - 2.2.28.1. In-office breastfeeding education and support.

**New Hampshire Department of Health and Human Services
WIC and Breastfeeding Peer Counseling Services**



- 2.2.28.2. Telephone support.
 - 2.2.28.3. In-hospital support.
 - 2.2.28.4. On-going training for peer counselors.
5. Exhibit B, Methods and Conditions Precedent to Payment, Section 1, to read:
- 1. This contract is funded with funds from the Catalog of Federal Domestic Assistance (CFDA) #10.557, U.S. Department of Agriculture, Special Supplemental Nutrition Program for Women, Infants and Children; in providing services pursuant to Exhibit A, Scope of Services. The Contractor agrees to provide the services in Exhibit A, Scope of Services and Exhibit A-1, Scope of Services, in compliance with funding requirements.
6. Exhibit B, Methods and Conditions Precedent to Payment, Section 2, to read:
- 2. The State shall pay the Contractor an amount not to exceed the Price Limitation on Form P37, Block 1.8, for the services provided by the Contractor pursuant to Exhibit A, Scope of Services and Exhibit A-1, Scope of Services.
7. Exhibit B, Methods and Conditions Precedent to Payment, Section 3, to read:
- 3. Payment for expenses shall be on a cost reimbursement basis for actual expenditures only. Expenditures shall be in accordance with the approved budget line items in Exhibit B-1 Budget through Exhibit B-4 Budget – Amendment #4, SFY 2021 BFPC Services.
8. Modify Exhibit B-3 Amendment #3, SFY 2021 WIC Budget, by replacing in its entirety with Exhibit B-3 Budget – Amendment #4, SFY 2021 WIC Services, which attached hereto and incorporated by reference herein.
9. Modify Exhibit B-4 Amendment #3, SFY 2021 BFPC Budget, by replacing in its entirety with Exhibit B-4 Budget – Amendment #4, SFY 2021 BFPC Services, which is attached hereto and incorporated by reference herein.

**New Hampshire Department of Health and Human Services
WIC and Breastfeeding Peer Counseling Services**



All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #4 remain in full force and effect. This amendment shall be effective upon the Governor's approval issued under the Executive Order 2020-04 as extended by Executive Orders 2020-05 and 2020-08, July 1, 2021, whichever is later.

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

Handwritten signature of Lisa Morris in cursive script.

Name: Lisa Morris,
Title: Director

6/23/2020

Date

Greater Seacoast Community Health

Handwritten signature of Kenneth Cautsch in cursive script.

Name:
Title:

Kenneth Cautsch
CEO

Date

6-22-2020

**New Hampshire Department of Health and Human Services
WIC and Breastfeeding Peer Counseling Services**



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

OFFICE OF THE ATTORNEY GENERAL

06/26/20
Date

Catherine Pinos
Name: Catherine Pinos
Title: 06/26/20

I hereby certify that the foregoing Amendment was approved by the Governor approval issued under the Executive Order 2020-04.

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

**Exhibit B-3 Budget - Amendment #4
SFY 2021 WIC Services**

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

Bidder Name: Greater Seacoast Community Health

Budget Request for: WIC Service Provider - Stafford & Carroll County
(Name of RFP)

Budget Period: July 1, 2020 - June 30, 2021

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 345,500.00	\$ -	\$ 345,500.00	
2. Employee Benefits	\$ 48,949.00	\$ -	\$ 48,949.00	
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ 6,700.00	\$ -	\$ 6,700.00	laptops for remote work
5. Supplies:	\$ 7,000.00	\$ -	\$ 7,000.00	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	
6. Travel	\$ 11,000.00	\$ -	\$ 11,000.00	
7. Occupancy	\$ 36,500.00	\$ -	\$ 36,500.00	
8. Current Expenses	\$ 4,550.00	\$ -	\$ 4,550.00	
Telephone	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ 750.00	\$ -	\$ 750.00	
11. Staff Education and Training	\$ 1,500.00	\$ -	\$ 1,500.00	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
Mobile Services (texting & cell phones)	\$ 4,000.00	\$ -	\$ 4,000.00	mobile services for both texting & cell phone access
NWA travel - SFY21	\$ 2,000.00	\$ -	\$ 2,000.00	
	\$ -	\$ -	\$ -	
TOTAL	\$ 468,449.00	\$ -	\$ 468,449.00	

Indirect As A Percent of Direct

0.0%

**Exhibit B-4 Budget - Amendment #4
SFY 2021 BFPC Services**

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

Bidder Name: Greater Seacoast Community Health

Budget Request for: Breastfeeding Peer Counseling Services
(Name of RFP)

Budget Period: July 1, 2020 - June 30, 2021

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 21,020.00	\$ -	\$ 21,020.00	
2. Employee Benefits	\$ 2,525.00	\$ -	\$ 2,525.00	
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):	\$ -	\$ -	\$ -	
Special Breastfeeding project	\$ 4,380.00	\$ -	\$ 4,380.00	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL	\$ 27,925.00	\$ -	\$ 27,925.00	

Indirect As A Percent of Direct

0.0%

Exhibit B-4 Budget - Amendment #4
Greater Seacoast Community Health
RFP-2018-DPHS-11-SPECI-02-A04

Contractor Initials R

Date 6.22.20

**State of New Hampshire
Department of Health and Human Services
Amendment #4**

This Amendment to the WIC and Breastfeeding Peer Counseling Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Southern New Hampshire Services ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 21, 2017 (item #45), as amended on June 6, 2018 (item #14); June 5, 2019 (item #27), and as approved by the Governor on July 10, 2020, as presented to the Executive Council as an informational item on August 5, 2020 (item #G) 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:
June 30, 2023.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$8,116,552.
3. Modify Exhibit A, Scope of Services, Section 2, Subsection 2.2, Paragraph 2.2.16 to read:
2.2.16 The Contractor shall conduct annual civil rights, customer service and conflict resolution training for all staff and maintain attendance records in accordance with federal regulations.
4. Modify Exhibit A, Scope of Services, Section 2, Subsection 2.2, Paragraph 2.2.19 to read:
2.2.19 The Contractor shall ensure all staff participate in annual training provided by the NH Tobacco Prevention and Cessation Program. WIC CPAs document participant tobacco use, educate on quitline services and refer those willing to try to quit at all certification visits.
5. Modify Exhibit A, Scope of Services, Section 2, Subsection 2.2, Paragraph 2.2.26 to read:
2.2.26 The Contractor shall take reasonable steps to provide meaningful access to WIC recipient programs and activities for all persons with limited English proficiency. Local agencies shall use qualified, competent language resources, such as but not limited to interpretation services and American Sign Language.
6. Modify Exhibit A, Scope of Services, Section 2, Subsection 2.2, Paragraph 2.2.27 to read:
2.2.27 The Contractor shall include language on their WIC webpage that provides sufficient notice and how to request free language assistance services for individuals with LEP, such as free auxiliary aids and services and other reasonable modifications for individuals with disabilities.

7. Modify Exhibit A, Scope of Services, Section 2, Subsection 2.2, Paragraph 2.2.28 to read:
 - 2.2.28 The Contractor shall offer a respect and civility in the workplace training for all staff during each contract period.
8. Modify Exhibit A, Scope of Services, Section 5, Performance Measures, Workplan Schedule to delete and replace in its entirety with the following:

Table 1

WORKPLAN	DUE DATE
SFY 2022 Workplan	July 30, 2021
SFY 2022 Mid-Year Report	January 30, 2022
SFY 2022 End of Year Report	June 30, 2022
SFY 2023 Workplan	July 30, 2022
SFY 2023 Mid-year Report	January 30, 2023
SFY 2023 End of Year Report	June 30, 2023

9. 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 actual expenditures only. Expenditures shall be in accordance with the approved budget line items in Exhibit B-1 Budget through Exhibit B-8 Budget – Amendment #4, SFY 2023 BFPC Services.
10. Add Exhibit B-5 Amendment #4, SFY 2022 WIC Services Budget, which is attached hereto and incorporated by reference herein.
11. Add Exhibit B-6 Amendment #4, SFY 2022 BFPC Services Budget, which is attached hereto and incorporated by reference herein.
12. Add Exhibit B-7 Amendment #4, SFY 2023 WIC Services Budget, which is attached hereto and incorporated by reference herein.
13. Add Exhibit B-8 Amendment #4, SFY 2023 BFPC Services Budget, which is attached hereto and incorporated by reference herein.

All terms and conditions of the Contract and prior amendments not modified by this Amendment #4 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

5/19/2021

Date

DocuSigned by:
Patricia M. Tilley
846FB38F5BFD4C8...
Name: Patricia M. Tilley
Title: Interim Director

Southern New Hampshire Services

5/18/2021

Date

DocuSigned by:
DonnaLee Lozeau
0D036E81E0814C1...
Name: DonnaLee Lozeau
Title: Executive Director

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

OFFICE OF THE ATTORNEY GENERAL

5/24/2021

Date

DocuSigned by:



D5CA8202E12C4AE

Name: Catherine Pinos

Title: 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 B-5 Amendment #4

BUDGET FORM

New Hampshire Department of Health and Human Services

Bidder Name: Southern NH Services

Budget Request for: WIC Program

(Name of RFP)

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

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 691,238.00	\$ -	\$ 691,238.00	
2. Employee Benefits	\$ 372,872.00	\$ -	\$ 372,872.00	
3. Consultants	\$ 26,700.00	\$ -	\$ 26,700.00	
4. Equipment:	\$ 200.00	\$ -	\$ 200.00	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ 16,251.00	\$ -	\$ 16,251.00	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	
6. Travel	\$ 2,315.00	\$ -	\$ 2,315.00	
7. Occupancy	\$ 37,473.00	\$ -	\$ 37,473.00	
8. Current Expenses	\$ 18,350.00	\$ -	\$ 18,350.00	
Telephone	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ 100.00	\$ -	\$ 100.00	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ 108,752.00	\$ 108,752.00	Federally approved indirect cost rate
NWA Conference support	\$ 2,000.00	\$ -	\$ 2,000.00	
Teletask	\$ 4,000.00	\$ -	\$ 4,000.00	
	\$ -	\$ -	\$ -	
TOTAL	\$ 1,171,499.00	\$ 108,752.00	\$ 1,280,251.00	

Indirect As A Percent of Direct

9.3%

Contractor Initials 

Exhibit B-6 Amendment #4

BUDGET FORM

New Hampshire Department of Health and Human Services

Bidder Name: Southern NH Services

Budget Request for: Breastfeeding Peer Counselor Program
(Name of RFP)

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

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 41,451.00	\$ -	\$ 41,451.00	
2. Employee Benefits	\$ 9,460.00	\$ -	\$ 9,460.00	
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ 10.00	\$ -	\$ 10.00	
6. Travel	\$ 2,248.00	\$ -	\$ 2,248.00	
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ 500.00	\$ -	\$ 500.00	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ 5,260.00	\$ 5,260.00	Federally approved indirect cost rate
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL	\$ 58,929.00	\$ 5,260.00	\$ 58,929.00	

Indirect As A Percent of Direct

8.9%

DS
DL

Contractor Initials

Exhibit B-7 Amendment #4

BUDGET FORM

New Hampshire Department of Health and Human Services

Bidder Name: Southern NH Services

Budget Request for: WIC Program
(Name of RFP)

Budget Period: July 1, 2022- June 30, 2023

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 691,238.00	\$ -	\$ 691,238.00	
2. Employee Benefits	\$ 372,872.00	\$ -	\$ 372,872.00	
3. Consultants	\$ 26,700.00	\$ -	\$ 26,700.00	
4. Equipment:	\$ 200.00	\$ -	\$ 200.00	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ 16,251.00	\$ -	\$ 16,251.00	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	
6. Travel	\$ 2,315.00	\$ -	\$ 2,315.00	
7. Occupancy	\$ 37,473.00	\$ -	\$ 37,473.00	
8. Current Expenses	\$ 18,350.00	\$ -	\$ 18,350.00	
Telephone	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ 100.00	\$ -	\$ 100.00	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ 108,752.00	\$ 108,752.00	Federally approved indirect
NWA Conference support	\$ 2,000.00	\$ -	\$ 2,000.00	cost rate
Teletask	\$ 4,000.00	\$ -	\$ 4,000.00	
	\$ -	\$ -	\$ -	
TOTAL	\$ 1,171,499.00	\$ 108,752.00	\$ 1,280,251.00	

Indirect As A Percent of Direct

9.3%

00
DL

Contractor Initials

Exhibit B-8 Amendment #4

BUDGET FORM

New Hampshire Department of Health and Human Services

Bidder Name: Southern NH Services

Budget Request for: Breastfeeding Peer Counselor Program
(Name of RFP)

Budget Period: July 1, 2022- June 30, 2023

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 41,451.00	\$ -	\$ 41,451.00	
2. Employee Benefits	\$ 9,460.00	\$ -	\$ 9,460.00	
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ 10.00	\$ -	\$ 10.00	
6. Travel	\$ 2,248.00	\$ -	\$ 2,248.00	
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ 500.00	\$ -	\$ 500.00	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ 5,260.00	\$ 5,260.00	Federally approved indirect cost rate
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL	\$ 53,669.00	\$ 5,260.00	\$ 58,929.00	

Indirect As A Percent of Direct

9.8%

DL

Contractor Initials

State of New Hampshire

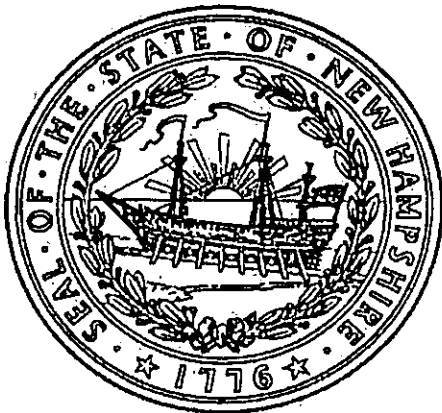
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that SOUTHERN NEW HAMPSHIRE SERVICES INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on May 28, 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: 65506

Certificate Number: 0005338591



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. 2021.

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

William M. Gardner
Secretary of State

CERTIFICATE OF AUTHORITY

I, Orville Kerr, 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 Southern New Hampshire Services
(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 Sept. 25, 2020, at which a quorum of the Directors/shareholders were present and voting.
(Date)

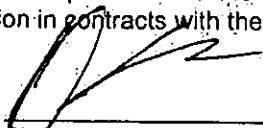
VOTED: That Donnalee Lozeau, Executive Director (may list more than one person)
(Name and Title of Contract Signatory)

is duly authorized on behalf of Southern New Hampshire Services to enter into contracts or agreements with the
(Name of Corporation/ LLC)

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: May 13, 2021



Signature of Elected Officer
Name: Orville Kerr
Title: Secretary



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/19/2021

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, No, Ext): (603) 669-3218 FAX (A/C, No): (603) 645-4331 E-MAIL ADDRESS: anicklin@crossagency.com																					
INSURED Southern NH Services Inc. P.O. Box 5040 Manchester NH 03108	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td style="width: 80%;">INSURER A:</td> <td>Philadelphia Indemnity Ins Co</td> <td style="text-align: center;">18058</td> </tr> <tr> <td>INSURER B:</td> <td colspan="2">Granite State Health Care and Human Services Self-</td> </tr> <tr> <td>INSURER C:</td> <td colspan="2"> </td> </tr> <tr> <td>INSURER D:</td> <td colspan="2"> </td> </tr> <tr> <td>INSURER E:</td> <td colspan="2"> </td> </tr> <tr> <td>INSURER F:</td> <td colspan="2"> </td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Philadelphia Indemnity Ins Co	18058	INSURER B:	Granite State Health Care and Human Services Self-		INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER C:																						
INSURER D:																						
INSURER E:																						
INSURER F:																						

COVERAGES **CERTIFICATE NUMBER:** 21-22 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 INSD	SUBR YVDR	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 checked="" type="checkbox"/> LOC OTHER:			PHPK2250335	04/01/2021	04/01/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 \$
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			PHPK2250336	04/01/2021	04/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			PHUB760240	04/01/2021	04/01/2022	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	HCHS20210000382 (3a.) NH	02/01/2021	02/01/2022	<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 Liability			PHPK2250335	04/01/2021	04/01/2022	Limit \$1,000,000

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

Refer to policy for exclusionary endorsements and special provisions.

CERTIFICATE HOLDER

CANCELLATION

NH DHHS 129 Pleasant Street Concord NL 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
---	---



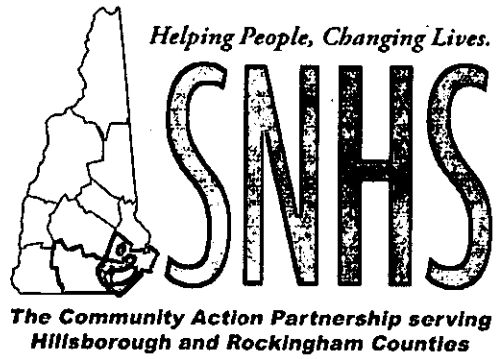
SOUTHERN NEW HAMPSHIRE SERVICES
The Community Action Partnership for Hillsborough and Rockingham Counties
Helping People. Changing Lives.

MISSION STATEMENT

Southern New Hampshire Services, Inc. (SNHS) is a private non-profit corporation chartered in the State of New Hampshire, May 21, 1965 to serve as the Community Action Partnership for Hillsborough County in compliance with the Economic Opportunity Act of 1964. From 1965 through 1969, SNHS was known as the Community Action Agency for Hillsborough County and served the City of Nashua and the twenty-nine towns. In 1969 SNHS became the Community Action Partnership for the City of Manchester as well. In 1974 the agency's name was changed to Southern New Hampshire Services, Inc. In July 2011, Rockingham Community Action (RCA), the Community Action Agency serving Rockingham County, was merged with Southern New Hampshire Services. As a result of this merger, SNHS now provides services to residents of the 65 towns and 3 cities in Hillsborough and Rockingham Counties.

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

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



SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

SINGLE AUDIT REPORT

YEAR ENDED JULY 31, 2020

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

SINGLE AUDIT REPORT

YEAR ENDED JULY 31, 2020

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Schedule of Expenditures of Federal Awards	6
Notes to Schedule of Expenditures of Federal Awards	9
Schedule of Findings and Questioned Costs	10
Financial Report	

OUELLETTE & ASSOCIATES, P.A.
CERTIFIED PUBLIC ACCOUNTANTS

Mark R. Carrier, C.P.A.
Michael R. Dunn, C.P.A.
Jonathan A. Hussey, C.P.A., M.S.T.
Steven R. Lamontagne, C.P.A.

Gary W. Soucy, C.P.A.
Gary A. Wigant, C.P.A.
C. Joseph Wolverton, Jr., C.P.A.

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

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the combined financial statements of Southern New Hampshire Services, Inc. (the Organization) and affiliate, which comprise the combined statement of financial position as of July 31, 2020, and the related combined statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the combined financial statements, and have issued our report thereon dated February 8, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the combined financial statements, we considered the Organizations' 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 combined financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organizations' internal control. Accordingly, we do not express an opinion on the effectiveness of the Organizations' 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 Organizations' combined financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Southern New Hampshire Services, Inc. and affiliate's combined financial statements are free from material misstatement, we performed tests of their 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 Organizations' internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organizations' internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Ouellette & Associates, P.A.
Certified Public Accountants

February 8, 2021
Lewiston, Maine

OUELLETTE & ASSOCIATES, P.A.
CERTIFIED PUBLIC ACCOUNTANTS

Mark R. Carrier, C.P.A.
Michael R. Dunn, C.P.A.
Jonathan A. Hussey, C.P.A., M.S.T.
Steven R. Lamontagne, C.P.A.

Gary W. Soucy, C.P.A.
Gary A. Wigan, C.P.A.
C. Joseph Wolverton, Jr., C.P.A.

**Independent Auditor's Report on Compliance for Each Major Program and on
Internal Control over Compliance and Schedule of Expenditures of
Federal Awards Required by the Uniform Guidance**

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

Report on Compliance for Each Major Federal Program

We have audited Southern New Hampshire Services, Inc. (the Organization) and affiliate'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 Southern New Hampshire Services, Inc. and affiliate's major federal programs for the year ended July 31, 2020. Southern New Hampshire Services, Inc. and affiliate's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

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

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Southern New Hampshire Services, Inc. and affiliate'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 Southern New Hampshire Services, Inc. and affiliate's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

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

Opinion on Each Major Federal Program

In our opinion, Southern New Hampshire Services, Inc. and affiliate complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended July 31, 2020.

Report on Internal Control over Compliance

Management of Southern New Hampshire Services, Inc. and affiliate is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Southern New Hampshire Services, Inc. and affiliate'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 Southern New Hampshire Services, Inc. and affiliate'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, as defined above. However, material weaknesses may exist that have not been identified.

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

Report on Schedule of Expenditures of Federal Awards Required by Uniform Guidance

We have audited the combined financial statements of Southern New Hampshire Services, Inc. and affiliate as of and for the year ended July 31, 2020, and have issued our report thereon dated February 8, 2021, which contained an unmodified opinion on those combined financial statements. Our audit was conducted for the purpose of forming an opinion on the combined financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the combined 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 combined financial statements. The information has been subjected to the auditing procedures applied in the audit of the combined financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the combined financial statements or to the combined financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the combined financial statements as a whole.

Ouellette & Associates, P.A.
Certified Public Accountants

February 8, 2021
Lewiston, Maine

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FISCAL YEAR ENDED JULY 31, 2020

Federal Grantor Pass-through Grantor Program or Cluster Title	Federal CFDA Number	Pass-Through Identifying Number	Subrecipient Expenditures	Federal Expenditures
FEDERAL AWARDS				
<u>U.S. Department of Agriculture:</u>				
<i>Pass-Through State of New Hampshire Department of Health and Human Services</i>				
Special Supplemental Nutrition Program for Women, Infants and Children	10.557	184NH703W1003	\$ -	\$ 1,217,641
	10.557	174NH703W1003		104,798
				<u>1,322,439</u>
<i>Pass-Through Belknap Merrimack Community Action Program</i>				
<u>Food Distribution Cluster</u>				
Commodity Supplemental Food Program	10.565	201818Y800544		67,229
	10.565	201919Y800544		9,000
Total Food Distribution Cluster				<u>76,229</u>
<i>Pass-Through State of New Hampshire Department of Education</i>				
Child and Adult Care Food Program	10.558			835,132
<u>Child Nutrition Cluster</u>				
Summer Food Service Program for Children	10.559			134,094
Total U.S. Department of Agriculture			<u>\$ -</u>	<u>\$ 2,367,894</u>
<u>U.S. Department of Housing and Urban Development:</u>				
<i>Direct Program</i>				
<u>Section 8 Project-Based Cluster</u>				
Section 8 Moderate Rehabilitation Single Room Occupancy	14.249		\$ -	\$ 541,515
<i>Pass-Through State of New Hampshire Department of Health and Human Services</i>				
Emergency Solutions Grant Program	14.231	E17-DC-33-0001		97,454
<i>Pass-Through Belknap Merrimack Community Action Program</i>				
Lead-Based Paint Hazard Control in Privately-Owned Housing	14.900			1,000
Total U.S. Department of Housing and Urban Development			<u>\$ -</u>	<u>\$ 639,969</u>
<u>U.S. Department of Homeland Security:</u>				
<i>Passed-through Regional United Way Agency</i>				
Emergency Food and Shelter National Board Program	97.024		\$ -	\$ 11,000
<i>Pass-Through State of New Hampshire Governor's Office of Strategic Initiatives</i>				
Emergency Food and Shelter National Board Program	97.024	592600-007		12,000
Total U.S. Department of Homeland Security			<u>\$ -</u>	<u>\$ 23,000</u>
Subtotal			<u>\$ -</u>	<u>\$ 3,030,863</u>

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FISCAL YEAR ENDED JULY 31, 2020

Federal Grantor Pass-through Grantor Program or Cluster Title	Federal CFDA Number	Pass-Through Identifying Number	Subrecipient Expenditures	Federal Expenditures
Amount Forward			\$ -	\$ 3,030,863
<u>U.S. Department of Labor:</u>				
<i>Pass-Through State of New Hampshire Department of Resources and Economic Development</i>				
<u>WIOA Cluster</u>				
WIOA Adult Program	17.258	02-6000618	\$ 172,457	\$ 1,420,594
WIOA Dislocated Worker Formula Grants	17.278	02-6000618	93,465	1,039,492
WIOA Youth Activities	17.259	02-6000618		58,794
Total WIOA Cluster			<u>265,922</u>	<u>2,518,880</u>
Senior Community Service Employment Program	17.235	02-6000618	82,626	196,277
Workforce Investment Act (WIA) Dislocated Worker National Reserve Demonstration Grants	17.280	02-6000618		<u>1,133,911</u>
Total U.S. Department of Labor			<u>\$ 348,548</u>	<u>\$ 3,849,068</u>
<u>U.S. Department of Treasury:</u>				
<i>Pass-Through State of New Hampshire Governor's Office of Strategic Initiatives</i>				
Coronavirus Relief Fund	21.019	COVID	\$ -	\$ 297,146
Total U.S. Department of Treasury:			<u>\$ -</u>	<u>\$ 297,146</u>
<u>U.S. Department of Energy:</u>				
<i>Pass-Through State of New Hampshire Governor's Office of Strategic Initiatives</i>				
Weatherization Assistance for Low-Income Persons	81.042	EE0006169	\$ -	\$ 535,473
Total U.S. Department of Energy:			<u>\$ -</u>	<u>\$ 535,473</u>
<u>U.S. Department of Education:</u>				
<i>Pass-Through State of New Hampshire Department Of Education</i>				
Adult Education - Basic Grants to States	84.002	67011-ABE	\$ -	\$ 82,656
	84.002	67011-ABE		<u>93,604</u>
Total U.S. Department of Education			<u>\$ -</u>	<u>\$ 176,260</u>
<u>Corporation for National and Community Services:</u>				
<i>Direct Program</i>				
Retired and Senior Volunteer Program	94.002	20SRANH002	\$ -	\$ 43,062
	94.002	17SRANH002		<u>77,644</u>
Total Corporation for National and Community Services			<u>\$ -</u>	<u>\$ 120,706</u>
Subtotal			<u>\$ 348,548</u>	<u>\$ 8,009,516</u>

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FISCAL YEAR ENDED JULY 31, 2020

Federal Grantor Pass-through Grantor Program or Cluster Title	Federal CFDA Number	Pass-Through Identifying Number	Subrecipient Expenditures	Federal Expenditures
Amount Forward			\$ 348,548	\$ 8,009,516
<u>U.S. Department of Health and Human Services:</u>				
<i>Direct Program</i>				
<u>Head Start Cluster</u>				
Head Start	93.600	01CH010602-02	\$ -	\$ 7,162,371
	93.600	01HP000241-01		285,762
	93.600	01HP000241-01-C3		2,998
	93.600	01CH010602-02-C3		17,637
	93.600	01CH010602-02-C3		72,552
Total Head Start Cluster				7,541,320
<i>Pass-Through State of New Hampshire Office of Strategic Initiatives</i>				
Low-Income Home Energy Assistance	93.568	G-19B1NHLIEA		9,341,297
	93.568	G-20B1NHLIEA		239,448
	93.568	G-1901NHLIEA		459,544
	93.568	G-2001NHLIEA		203,864
				10,244,153
<i>Pass-Through State of New Hampshire Department Of Health and Human Services</i>				
Temporary Assistance for Needy Families	93.558	2017G996115	653,641	2,772,159
	93.558	2018G996115	42,807	244,649
			696,448	3,016,808
Community Services Block Grant	93.569	G-1901NHCOSR		1,525,697
	93.569	2001NHCOSR -COVID		36,149
				1,561,846
Community Services Block Grant Discretionary Awards	93.570	G-17B1NHCOSR		111,089
<u>Aging Cluster</u>				
Special Programs for the Aging, Title III, Part B, Grants for Supportive Services and Senior Centers	93.044	17AANHT3SP		18,611
<u>CCDF Cluster</u>				
Child Care and Development Block Grant	93.575	2018G996005		1,039,469
	93.575			100,821
				1,140,290
Child Care Mandatory and Matching Funds of The Child Care and Development Fund	93.596	2019G999004		1,443,500
Total CCDF Cluster				2,583,790
<i>Pass-Through University of New Hampshire</i>				
Every Student Succeeds Act/Preschool Development Grants	93.434	90TP0060		218,492
Total U.S. Department of Health and Human Services			\$ 696,448	\$ 25,296,109
TOTAL EXPENDITURES OF FEDERAL AWARDS			\$ 1,044,996	\$ 33,305,625

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED JULY 31, 2020

NOTE 1: BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Southern New Hampshire Services, Inc. and affiliate under programs of the federal government for the year ended July 31, 2020. 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 Southern New Hampshire Services, Inc. and affiliate, it is not intended to and does not present the financial position, changes in net assets, or cash flows of Southern New Hampshire Services, Inc. and affiliate.

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.

Pass-through entity identifying numbers are presented where available.

NOTE 3: HEAD START PROGRAMS CFDA #93.600

Due to the COVID pandemic, the Organization was unable to meet its matching requirements in accordance with terms of the grant award. The Organization received a waiver from the Department of Health and Human Services due to the pandemic to remain in compliance with the grant award during the year ended July 31, 2020.

NOTE 4: INDIRECT COST RATE

Southern New Hampshire Services, Inc. and affiliate has negotiated an indirect cost rate of 9.36% with the Department of Health and Human Services.

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE**SCHEDULE OF FINDINGS AND QUESTIONED COSTS****YEAR ENDED JULY 31, 2020****Section I Summary of Auditor's Results****Financial Statements**

Type of auditor's report issued: Unmodified

Internal control over financial reporting:
 Material weakness(es) identified? Yes No

Significant deficiency(ies) identified? Yes None reported

Noncompliance material to financial statements noted? Yes No

Federal Awards

Internal control over major programs:
 Material weakness(es) identified? Yes No

Significant deficiency(ies) identified? Yes None reported

Type of auditor's report issued on compliance
 for major programs: Unmodified

Any audit findings disclosed that are required
 to be reported in accordance with CFR Section
 200.156(a) of the Uniform Guidance? Yes No

Identification of major programs:

<u>Name of Federal Program or Cluster</u>	<u>CFDA Number</u>
WIC Special Supplemental Nutrition Program for Women, Infants And Children	10.557
Temporary Assistance for Needy Families	93.558
Low-Income Home Energy Assistance	93.568

Dollar threshold used to distinguish between
 Type A and Type B programs: \$999,169

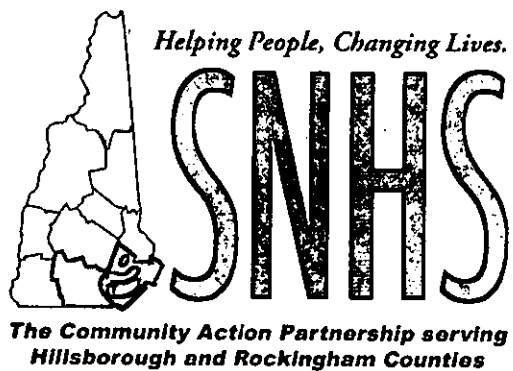
Auditee qualified as low-risk auditee? Yes No

Section II Financial Statement Findings

No matters are reportable.

Section III Federal Award Findings and Questioned Costs

No matters are reportable.



SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

**COMBINED FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION**

FOR THE YEARS ENDED JULY 31, 2020 AND 2019

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATÉ

FINANCIAL STATEMENTS

JULY 31, 2020 AND 2019

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OUELLETTE & ASSOCIATES, P.A.
CERTIFIED PUBLIC ACCOUNTANTS

Mark R. Carrier, C.P.A.
Michael R. Dunn, C.P.A.
Jonathan A. Hussey, C.P.A., M.S.T.
Steven R. Lamontagne, C.P.A.

Gary W. Soucy, C.P.A.
Gary A. Wigan, C.P.A.
C. Joseph Wolverton, Jr., C.P.A.

INDEPENDENT AUDITOR'S REPORT

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

Report on the Financial Statements

We have audited the accompanying combined financial statements of Southern New Hampshire Services, Inc. (a nonprofit organization) and affiliate, which comprise the combined statements of financial position as of July 31, 2020 and 2019, and the related combined statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the combined financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these combined 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 the 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 combined 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 combined financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the combined financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the combined financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Organizations' preparation and fair presentation of the combined 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 Organizations' 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 combined 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 combined financial statements referred to above present fairly, in all material respects, the financial position of Southern New Hampshire Services, Inc. and affiliate, as of July 31, 2020 and 2019, 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 Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated February 8, 2021, on our consideration of Southern New Hampshire Services, Inc. and affiliate'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 Southern New Hampshire Services, Inc. and affiliate'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 Southern New Hampshire Services, Inc. and affiliate's internal control over financial reporting and compliance.

Ouellette & Associates, P.A.
Certified Public Accountants

February 8, 2021
Lewiston, Maine

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

COMBINED STATEMENTS OF FINANCIAL POSITION

JULY 31, 2020 AND 2019

<i>ASSETS</i>		
	<u>2020</u>	<u>2019</u>
CURRENT ASSETS		
Cash	\$ 6,456,196	\$ 6,986,538
Investments	9,102,421	8,405,690
Contracts receivable	3,346,435	3,488,413
Accounts receivable	721,595	821,565
Prepaid expenses	159,842	95,197
Total current assets	<u>19,786,489</u>	<u>19,797,403</u>
FIXED ASSETS		
Land	3,050,918	2,697,868
Buildings and improvements	13,310,566	12,530,561
Vehicles and equipment	1,501,951	1,415,271
Total fixed assets	<u>17,863,435</u>	<u>16,643,700</u>
Less - accumulated depreciation	<u>5,729,951</u>	<u>5,237,138</u>
Net fixed assets	<u>12,133,484</u>	<u>11,406,562</u>
OTHER ASSETS		
Restricted cash	<u>457,683</u>	<u>411,580</u>
TOTAL ASSETS	<u>\$ 32,377,656</u>	<u>\$ 31,615,545</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Current portion of long-term debt	\$ 100,012	\$ 109,413
Accounts payable	729,100	657,676
Accrued payroll and payroll taxes	1,089,681	1,045,805
Accrued compensated absences	470,301	359,819
Accrued other liabilities	53,011	227,703
Refundable advances	336,800	1,028,743
Over applied overhead	180,479	27,739
Tenant security deposits	83,030	84,231
Total current liabilities	<u>3,042,414</u>	<u>3,541,129</u>
LONG-TERM LIABILITIES		
Long-term debt, less current portion	<u>2,949,253</u>	<u>3,036,025</u>
TOTAL LIABILITIES	<u>5,991,667</u>	<u>6,577,154</u>
NET ASSETS WITHOUT DONOR RESTRICTIONS	<u>26,385,989</u>	<u>25,038,391</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 32,377,656</u>	<u>\$ 31,615,545</u>

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

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

COMBINED STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JULY 31, 2020 AND 2019

	<u>2020</u>	<u>2019</u>
REVENUES, GAINS AND OTHER SUPPORT		
Grant and contract revenue	\$ 38,244,769	\$ 37,464,614
Program service fees	796,505	907,560
Local funding	244,926	242,894
Rental income	1,191,263	1,191,372
Gifts and contributions	201,839	208,728
Interest and dividend income	302,600	314,554
Unrealized gain on investments	398,423	12,233
Miscellaneous	462,291	720,124
TOTAL REVENUES, GAINS AND OTHER SUPPORT	<u>41,842,616</u>	<u>41,062,079</u>
EXPENSES		
Program services:		
Child development	9,330,031	8,589,865
Community services	1,505,420	1,530,674
Economic and workforce development	7,450,261	6,984,684
Energy	12,651,510	13,414,281
Language and literacy	430,934	436,073
Housing and homeless	490,824	263,240
Nutrition and health	2,307,558	2,527,495
Special projects	1,876,426	1,768,326
Volunteer services	127,449	125,050
SNHS Management Corporation	2,447,708	2,396,939
Total program services	<u>38,618,121</u>	<u>38,036,627</u>
Support services:		
Management and general	1,876,897	2,038,463
TOTAL EXPENSES	<u>40,495,018</u>	<u>40,075,090</u>
CHANGE IN NET ASSETS	1,347,598	986,989
NET ASSETS - BEGINNING OF YEAR	<u>25,038,391</u>	<u>24,051,402</u>
NET ASSETS - END OF YEAR	<u>\$ 26,385,989</u>	<u>\$ 25,038,391</u>

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

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE
 COMBINED STATEMENT OF FUNCTIONAL EXPENSES
 FOR THE YEAR ENDED JULY 31, 2020

	Program Services						
	Child Development	Community Services	Economic Workforce Development	Energy	Language and Literacy	Housing and Homeless	Nutrition and Health
EXPENSES							
Payroll	\$ 5,556,933	\$ 933,868	\$ 2,939,525	\$ 1,521,964	\$ 298,880	\$ 88,866	\$ 962,139
Payroll taxes	419,856	70,488	221,893	117,494	23,413	6,797	73,387
Fringe benefits	1,573,633	137,463	615,794	463,923	28,359	21,715	238,512
Workers comp. insurance	118,066	9,585	7,651	15,806	2,062	233	30,576
Retirement benefits	314,824	88,609	190,679	93,780	10,995	4,856	70,742
Consultant and contractual	56,270	70,777	1,775,844	1,802,601	5,095	370	14,752
Travel and transportation	87,659	10,526	55,412	17,022	600	1,006	29,296
Conferences and meetings	-	6,007	-	888	-	49	140
Occupancy	491,299	76,188	452,980	122,492	30,276	2,520	64,985
Advertising	2,664	3,955	2,990	1,171	50	8,169	424
Supplies	328,400	51,663	33,068	66,117	5,006	3,604	35,623
Equip. rentals and maintenance	6,553	2,447	21,351	12,146	2,943	-	10,096
Insurance	22,852	42,463	7,617	30,740	-	175	6,450
Telephone	89,596	16,857	30,761	31,439	2,726	2,023	41,068
Postage	4,825	165	1,568	30,220	330	385	3,720
Printing and publications	3,773	-	-	483	1,851	-	-
Subscriptions	-	-	-	524	-	-	-
Program support	-	20,345	-	60,826	3,676	-	-
Interest	9,529	-	-	-	-	-	-
Depreciation	72,782	5,656	41,477	3,191	938	-	10,294
Assistance to clients	7,850	-	1,084,147	8,336,006	-	349,246	420,251
Other expense	181,944	9,940	7,450	9,318	-	800	303,005
Miscellaneous	20,004	688	364	1,862	13,734	10	2,146
In-kind	1,472,831	-	-	-	-	-	-
Gain on disposal of assets	-	-	-	-	-	-	-
SUBTOTAL	10,842,143	1,557,690	7,490,571	12,740,013	430,934	490,824	2,317,606
Over applied indirect costs	-	-	-	-	-	-	-
Eliminations	(1,512,112)	(52,270)	(40,310)	(88,503)	-	-	(10,048)
TOTAL EXPENSES	\$ 9,330,031	\$ 1,505,420	\$ 7,450,261	\$ 12,651,510	\$ 430,934	\$ 490,824	\$ 2,307,558

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

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE
 COMBINED STATEMENT OF FUNCTIONAL EXPENSES (Continued)
 FOR THE YEAR ENDED JULY 31, 2020

	Program Services			Total Program Services	Support Services	Total Expenses
	Special Projects	Volunteer Services	SNHS Management Corporation		Management and General	
EXPENSES						
Payroll	\$ 95,518	\$ 80,529	\$ 688,044	\$ 13,166,266	\$ 1,258,963	\$ 14,425,229
Payroll taxes	7,446	6,021	45,518	992,313	93,381	1,085,694
Fringe benefits	7,355	16,739	256,823	3,360,316	184,217	3,544,533
Workers comp. insurance	3,120	214	11,822	199,135	7,822	206,957
Retirement benefits	5,385	3,350	40,945	824,165	116,327	940,492
Consultant and contractual	1,659,372	449	136,778	5,522,308	87,416	5,609,724
Travel and transportation	4,805	5,163	41,940	253,429	4,639	258,068
Conferences and meetings	3,531	50	28,605	39,270	2,113	41,383
Occupancy	15,080	-	595,088	1,850,908	38,053	1,888,961
Advertising	-	400	1,270	21,093	-	21,093
Supplies	2,334	4,524	17,992	548,331	39,485	587,816
Equip. rentals and maintenance	4,971	63	15,835	76,405	1,398	77,803
Insurance	3,213	1,616	51,605	166,731	13,338	180,069
Telephone	2,700	2,350	29,193	248,713	6,146	254,859
Postage	7	632	1,207	43,059	15,840	58,899
Printing and publications	-	84	8	6,199	61	6,260
Subscriptions	-	-	534	1,058	-	1,058
Program support	3,317	-	222,373	310,537	-	310,537
Interest	-	-	55,013	64,542	-	64,542
Depreciation	46,914	-	388,881	570,133	673	570,806
Assistance to clients	12,708	-	68,129	10,278,337	-	10,278,337
Other expense	1,798	-	7,853	522,108	4,435	526,543
Miscellaneous	169	5,265	(30,823)	13,419	3,242	16,661
In-kind	-	-	-	1,472,831	-	1,472,831
Gain on disposal of assets	-	-	(2,450)	(2,450)	-	(2,450)
SUBTOTAL	1,879,743	127,449	2,672,183	40,549,156	1,877,549	42,426,705
Over applied indirect costs	-	-	-	-	3	3
Eliminations	(3,317)	-	(224,475)	(1,931,035)	(655)	(1,931,690)
TOTAL EXPENSES	\$ 1,876,426	\$ 127,449	\$ 2,447,708	\$ 38,618,121	\$ 1,876,897	\$ 40,495,018

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

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE
COMBINED STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JULY 31, 2019

	Program Services						
	Child Development	Community Services	Economic Workforce Development	Energy	Language and Literacy	Housing and Homeless	Nutrition and Health
EXPENSES							
Payroll	\$ 5,063,755	\$ 958,969	\$ 2,792,330	\$ 1,519,961	\$ 294,501	\$ 104,911	\$ 1,000,035
Payroll taxes	406,991	74,606	220,133	124,867	24,800	8,511	80,427
Fringe benefits	1,350,633	134,639	492,014	389,808	26,683	22,106	222,241
Workers comp. insurance	102,429	8,625	6,948	17,712	736	262	30,682
Retirement benefits	273,637	89,527	182,279	89,727	7,851	6,689	62,967
Consultant and contractual	37,142	70,228	1,595,405	1,770,887	6,505	654	20,695
Travel and transportation	118,863	19,729	78,856	37,134	992	4,110	47,713
Conferences and meetings	-	10,976	-	7,537	225	-	3,471
Occupancy	524,894	58,004	456,078	125,814	28,957	1,020	78,801
Advertising	13,742	25	8,610	1,117	218	-	399
Supplies	243,037	19,254	38,322	57,531	9,422	192	47,201
Equip. rentals and maintenance	12,341	57	13,689	18,308	1,816	-	29,650
Insurance	19,509	24,941	4,905	20,099	-	-	6,966
Telephone	85,487	12,661	27,046	20,468	2,547	385	41,963
Postage	5,522	7	553	30,214	568	58	3,189
Printing and publications	5,268	630	-	-	1,281	-	-
Subscriptions	-	-	446	456	-	-	-
Program support	-	38,256	-	35,312	6,121	-	-
Interest	12,995	-	-	-	-	-	-
Depreciation	64,865	5,920	24,379	10,070	1,045	-	9,920
Assistance to clients	7,800	-	1,066,041	9,156,531	-	114,335	547,988
Other expense	251,015	34,650	19,523	7,118	-	-	299,023
Miscellaneous	35,436	736	1,323	1,813	21,805	7	2,024
In-kind	2,248,292	-	-	-	-	-	-
Loss on disposal of assets	-	-	-	125	-	-	-
SUBTOTAL	<u>10,883,653</u>	<u>1,562,440</u>	<u>7,028,880</u>	<u>13,442,609</u>	<u>436,073</u>	<u>263,240</u>	<u>2,535,355</u>
Over applied indirect costs	-	-	-	-	-	-	-
Eliminations	<u>(2,293,788)</u>	<u>(31,766)</u>	<u>(44,196)</u>	<u>(28,328)</u>	-	-	<u>(7,860)</u>
TOTAL EXPENSES	<u>\$ 8,589,865</u>	<u>\$ 1,530,674</u>	<u>\$ 6,984,684</u>	<u>\$ 13,414,281</u>	<u>\$ 436,073</u>	<u>\$ 263,240</u>	<u>\$ 2,527,495</u>

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

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE
 COMBINED STATEMENT OF FUNCTIONAL EXPENSES (Continued)
 FOR THE YEAR ENDED JULY 31, 2019

	Program Services			Total Program Services	Support Services	Total Expenses
	Special Projects	Volunteer Services	SNHS Management Corporation		Management and General	
EXPENSES						
Payroll	\$ 74,200	\$ 73,480	\$ 492,484	\$ 12,374,626	\$ 1,313,585	\$ 13,688,211
Payroll taxes	6,191	6,004	33,947	986,477	99,061	1,085,538
Fringe benefits	11,699	11,872	209,681	2,871,376	181,973	3,053,349
Workers comp. insurance	2,644	184	10,549	180,771	4,483	185,254
Retirement benefits	2,834	2,369	33,859	751,739	110,189	861,928
Consultant and contractual	1,579,582	478	154,356	5,235,932	90,851	5,326,783
Travel and transportation	4,649	6,554	58,681	377,281	14,194	391,475
Conferences and meetings	3,727	220	16,307	42,463	1,675	44,138
Occupancy	18,040	-	600,154	1,891,762	32,663	1,924,425
Advertising	460	2,444	1,050	28,065	75	28,140
Supplies	3,624	6,599	17,685	442,867	40,709	483,576
Equip. rentals and maintenance	4,167	177	21,671	101,876	768	102,644
Insurance	2,007	1,206	40,184	119,817	19,901	139,718
Telephone	2,253	1,453	19,545	213,808	2,167	215,975
Postage	42	535	1,505	42,193	15,912	58,105
Printing and publications	-	175	-	7,354	-	7,354
Subscriptions	-	900	130	1,932	360	2,292
Program support	4,077	-	43,787	127,553	-	127,553
Interest	-	-	59,264	72,259	-	72,259
Depreciation	35,345	-	347,894	499,438	536	499,974
Assistance to clients	1,492	-	88,251	10,982,438	-	10,982,438
Other expense	11,056	1,550	21,821	645,756	13,055	658,811
Miscellaneous	237	8,850	120,753	192,984	1,283	194,267
In-kind	-	-	-	2,248,292	-	2,248,292
Loss on disposal of assets	-	-	3,381	3,506	-	3,506
SUBTOTAL	<u>1,768,326</u>	<u>125,050</u>	<u>2,396,939</u>	<u>40,442,565</u>	<u>1,943,440</u>	<u>42,386,005</u>
Over applied indirect costs	-	-	-	-	95,023	95,023
Eliminations	-	-	-	(2,405,938)	-	(2,405,938)
TOTAL EXPENSES	<u>\$ 1,768,326</u>	<u>\$ 125,050</u>	<u>\$ 2,396,939</u>	<u>\$ 38,036,627</u>	<u>\$ 2,038,463</u>	<u>\$ 40,075,090</u>

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

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

COMBINED STATEMENTS OF CASH FLOWS

FOR THE YEARS ENDED JULY 31, 2020 AND 2019

	<u>2020</u>	<u>2019</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	<u>\$ 1,347,598</u>	<u>\$ 986,989</u>
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	570,806	499,974
(Gain) loss on disposal of assets	(2,450)	3,506
Donation of low-income housing projects	-	-
Unrealized gain on investments	(398,423)	(12,233)
(Increase) decrease in operating assets:		
Contracts receivable	141,978	677,107
Accounts receivable	99,970	14,609
Prepaid expenses	(64,645)	(5,034)
Under applied overhead	-	67,750
Increase (decrease) in operating liabilities:		
Accounts payable	71,424	199,288
Accrued payroll and payroll taxes	43,876	(56,907)
Accrued compensated absences	110,482	13,852
Accrued other liabilities	(174,692)	(10,309)
Refundable advances	(691,943)	(280,355)
Over applied overhead	152,740	27,739
Tenant security deposits	(1,201)	2,430
Total adjustments	<u>(142,078)</u>	<u>1,141,417</u>
NET CASH FLOWS FROM OPERATING ACTIVITIES	<u>1,205,520</u>	<u>2,128,406</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of fixed assets	(1,304,678)	(1,430,211)
Proceeds from sale of fixed assets	9,400	16,500
Purchase of investments, reinvested dividends, and capital gains	(298,308)	(307,794)
Proceeds from sale of investments	-	1,000,000
Deposit to restricted cash accounts	(46,103)	(8,842)
NET CASH FLOWS FROM INVESTING ACTIVITIES	<u>(1,639,689)</u>	<u>(730,347)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Payments on long-term debt	(96,173)	(111,363)
CHANGE IN CASH AND CASH EQUIVALENTS	<u>(530,342)</u>	<u>1,286,696</u>
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>6,986,538</u>	<u>5,699,842</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 6,456,196</u>	<u>\$ 6,986,538</u>
SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION		
Cash paid during the year for interest	<u>\$ 64,542</u>	<u>\$ 72,259</u>

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

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

NOTES TO COMBINED FINANCIAL STATEMENTS

JULY 31, 2020 AND 2019

NOTE 1: ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**Nature of the Organization**

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

Basis of Accounting and Presentation

The Organization prepares its combined financial statements in accordance with accounting principles generally accepted in the United States of America, which involves the application of accrual accounting; and accordingly reflect all significant receivables, payables, and other liabilities. The financial statement presentation follows the recommendation of 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*. Under ASU 2016-14, net assets, revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Organization and changes therein are classified and reported as follows:

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 Organization. These net assets may be used at the discretion of the Organization'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 fulfilled and removed by actions of the Organization pursuant to those stipulations 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 an increase 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 statement of activities.

The Organization has no net assets with donor restrictions at July 31, 2020 and 2019.

Combined Financial Statements

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

Use of Estimates

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

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

NOTES TO COMBINED FINANCIAL STATEMENTS

(Continued)

JULY 31, 2020 AND 2019

NOTE 1: ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**Cash and Cash Equivalents**

For the purpose of the combined statements of cash flows, the Organization considers all unrestricted highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents. The Organization has no cash equivalents at July 31, 2020 and 2019.

Current Vulnerabilities Due to Certain Concentrations

The Organization maintains its cash balances at several financial institutions located in New Hampshire and Maine. The balances are insured by the Federal Deposit Insurance Organization (FDIC) up to \$250,000 per financial institution. In addition, on October 2, 2008, the Organization entered into an agreement with its principal banking partner to collateralize deposits in excess of the FDIC insurance limitation on some accounts. The balances, at times, may exceed amounts covered by the FDIC and collateralization agreements. It is the opinion of management that there is no significant risk with respect to these deposits at either July 31, 2020 and 2019.

Accounts and Contracts Receivable

All accounts and contracts receivable are stated at the amount management expects to collect from balances outstanding at year-end. Receivables are recorded on the accrual basis of accounting primarily based on reimbursable contracts, grants and agreements. Balances outstanding after management has used reasonable collection efforts are written off through a charge to bad debt expense and a credit to the applicable accounts receivable. Management does not believe an allowance for uncollectible accounts receivable is necessary at July 31, 2020 and 2019.

Revenue Recognition

The Organization's revenue is recognized primarily from federal and state grants and contracts generally structured as reimbursed contracts for services and therefore revenue is recognized based on when their individual allowable budgeted expenditures occur. Refundable advances result from unexpended balances from these exchange transactions. Federal and state grant revenue comprised approximately 91% of total revenue in the fiscal years ended July 31, 2020 and 2019.

Contributions and In-Kind Donations

Support that is restricted by the donor is reported as an increase in net assets without donor restrictions, if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in 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 with donor restrictions are reclassified to net assets without donor restrictions and reported in the combined statements of activities as net assets released from restrictions. In-kind revenues and expenses represent fair market value of volunteer services and non-paid goods which were donated to the Organization during the current fiscal year. All in-kind revenues in the fiscal year 2020 and 2019 were generated through the Head Start and Economic Workforce Development programs. Since the recognition criteria is not met, no in-kind revenues are recognized as contributions in the combined financial statements and the in-kind expenses have been eliminated.

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

NOTES TO COMBINED FINANCIAL STATEMENTS

(Continued)

JULY 31, 2020 AND 2019

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

Investments

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

Fixed Assets

Fixed assets acquired by the Organization are capitalized at cost if purchased or fair value if donated. It is the Organization's policy to capitalize expenditures for these items in excess of \$5,000. Major additions and renewals are capitalized, while repairs and maintenance are expensed as incurred. Depreciation is calculated using the straight-line basis over the estimated useful lives of the assets, which range from three to forty years. Depreciation expense for July 31, 2020 and 2019 was \$570,806 and \$499,974, respectively.

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

Advertising

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

Functional Allocation of Expenses

The Organization allocates its expenses on a functional basis among its various programs and support services. Expenses that can be identified with a specific program and support services are allocated directly according to their natural expenditure classification. Other expenses, that are common to several functions, are allocated by management based on effort. Supporting services are those related to operating and managing the Organization and its programs on a day-to-day basis. Supporting services have been sub-classified as follows:

Management and General - includes all activities related to the Organization's internal management.

Subsequent Events

Management has made an evaluation of subsequent events through February 8, 2021, which represents the date on which the combined financial statements were available to be issued and determined that any subsequent events that would require recognition or disclosure have been considered in the preparation of these combined financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

NOTES TO COMBINED FINANCIAL STATEMENTS

(Continued)

JULY 31, 2020 AND 2019

NOTE 1: ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**Recently Accounting Pronouncements**

In November 2016, the FASB issued Accounting Standards Update (ASU) No. 2016-18, *Statement of Cash Flows (Topic 230): Restricted Cash*. ASU 2016-18 clarifies the classification and presentation requirements specific to changes in restricted cash on the statement of cash flows. The guidance is effective for non-public entities fiscal years beginning after December 15, 2018 with early adoption permitted. Management has evaluated the impact of the ASU on the Organization's statement of cash flows and decided not to adopt it as the change was determined not to be significant to the users of the combined financial statements.

Recent Accounting Pronouncements*Revenue Recognition*

In May 2014, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2014-09, *Revenue from Contracts with Customers*, to clarify the principles for recognizing revenue and to develop a common revenue standard for U.S. GAAP and International Financial Reporting Standards. The core principle of the guidance requires entities to recognize revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services. The ASU was effective for fiscal periods beginning after December 15, 2018, however ASU 2020-05, *Revenue from Contracts with Customers (Topic 606) and Leases (Topic 842) – Effective Dates for Certain Entities*, allowed for a one-year deferral for implementation. Therefore, the Organization will implement the guidance in its June 31, 2021 consolidated financial statements. Management is currently evaluating the impact of adoption on the Organization's financial statements.

Leases

In February 2016, the FASB released ASU 2016-02, *Leases (Topic 842)*, which provides users of the financial statements a more accurate picture of the assets and the long-term financial obligations of organizations that lease. The standard is for a dual-model approach; a lessee will account for most existing capital leases as Type A leases, and most existing operating leases as Type B leases. Both will be reported on the statement of financial condition of the organization for leases with a term exceeding 12 months. Lessors will see changes as well, primarily made to align with the revised model. The guidance is effective for non-public entities for fiscal years beginning after December 15, 2021, with early adoption permitted. The Organization will implement the guidance in its July 31, 2023 consolidated financial statements. Management is currently evaluating the impact of adoption on the Organization's financial statements.

NOTE 2: RESTRICTED CASH

The Organization, as stipulated in many of the loan agreements associated with the housing projects included in SNHS Management Corporation, is required to maintain separate accounts and make monthly deposits into certain restricted reserves for the replacement of property and other expenditures. In addition, the Organization is required to maintain separate accounts for tenant security deposits and any surplus cash that may result from annual operations. These accounts are also not available for operating purposes and generally need additional approval from oversight agencies before withdrawal and use of these funds can occur.

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

NOTES TO COMBINED FINANCIAL STATEMENTS
(Continued)

JULY 31, 2020 AND 2019

NOTE 3: FAIR VALUE MEASUREMENTS

The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). Valuation techniques maximize the use of relevant observable inputs and minimize the use of unobservable inputs.

The three levels of the fair value hierarchy under Financial Accounting Standards Board Accounting Standards Codification 820, *Fair Value Measurements*, are described as follows:

Level 1: Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the organization has the ability to access 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, such as:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in inactive markets;
- Inputs other than quoted prices that are observable for the asset or liability;
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3: Inputs that are unobservable for the asset or liability.

The following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at July 31, 2020 and 2019.

Mutual Funds: Valued at the net asset value of shares held on the last trading day of the fiscal year, which is the basis for transactions at that date.

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

NOTES TO COMBINED FINANCIAL STATEMENTS

(Continued)

JULY 31, 2020 AND 2019

NOTE 3: FAIR VALUE MEASUREMENTS (Continued)

The following table sets forth by level, within the fair value hierarchy, the Organization's assets at fair value as of July 31, 2020 and 2019:

	<u>2020</u>			
	<u>(Level 1)</u>	<u>(Level 2)</u>	<u>(Level 3)</u>	<u>Total</u>
Mutual Funds	<u>\$9,102,421</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$9,102,421</u>

	<u>2019</u>			
	<u>(Level 1)</u>	<u>(Level 2)</u>	<u>(Level 3)</u>	<u>Total</u>
Mutual Funds	<u>\$8,405,690</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$8,405,690</u>

NOTE 4: INVESTMENTS

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

	<u>2020</u>			<u>2019</u>		
	<u>Cost</u>	<u>Fair Market Value</u>	<u>Unrealized Gains</u>	<u>Cost</u>	<u>Fair Market Value</u>	<u>Unrealized Gains</u>
Mutual Funds	<u>\$8,611,376</u>	<u>\$9,102,421</u>	<u>\$ 491,045</u>	<u>\$8,313,068</u>	<u>\$8,405,690</u>	<u>\$ 92,622</u>

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

	<u>2020</u>	<u>2019</u>
Fair Value - Beginning of Year	<u>\$8,405,690</u>	<u>\$9,085,663</u>
Dividends and Capital Gains	<u>298,308</u>	<u>307,794</u>
Sale of Investments	<u>-</u>	<u>(1,000,000)</u>
Unrealized Gains	<u>398,423</u>	<u>12,233</u>
Fair Value - End of Year	<u>\$9,102,421</u>	<u>\$8,405,690</u>

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

NOTES TO COMBINED FINANCIAL STATEMENTS
(Continued)

JULY 31, 2020 AND 2019

NOTE 5: AVAILABILITY AND LIQUIDITY

The Organization's financial assets available for expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date comprise the following as of July 31:

	<u>2020</u>	<u>2019</u>
Cash and Cash Equivalents	\$ 6,456,196	\$ 6,986,538
Investments	9,102,421	8,405,690
Contracts Receivable	3,346,435	3,488,413
Accounts Receivable	<u>721,595</u>	<u>821,565</u>
Total financial assets available within one year	<u>\$19,626,647</u>	<u>\$19,702,206</u>

None of the financial assets are subject to donor or other contractual restrictions. Accordingly, all such funds are available to meet the needs of the Organization in the next 12 months. In addition, the Organization maintains several reserve funds for property taxes, insurance expenses, and repair and replacement or emergency needs which are required by financing authorities. These funds may be withdrawn only with the approval of the financing authority and are not considered by the Organization to have donor restrictions.

The Organization manages its liquidity by developing and adopting annual operating budgets that provide sufficient funds for general expenditures in meeting its liabilities and other obligations as they become due.

NOTE 6: LONG-TERM DEBT

The following is a summary of long-term debt as of July 31:

	<u>2020</u>	<u>2019</u>
<u>SNHS, Inc.</u>		
Mortgage payable to City of Manchester, secured by real estate located in Manchester, NH. A balloon payment of \$11,275 was due on June 30, 2010. Interest is at 0.000%. SNHS, Inc. is currently negotiating with the City of Manchester to write off this debt.	\$ 11,275	\$ 11,275
Mortgage payable to bank, secured by real estate located on Temple St., Nashua, NH, payable in fixed monthly principal installments of \$1,833 plus interest through 2020. The note was refinanced on October 1, 2020, payable in monthly installments of \$2,182 plus interest through 2030. Interest is at 4.000% at July 31, 2020 and 2019.	<u>218,502</u>	<u>238,669</u>
<u>Subtotal</u>	<u>\$ 229,777</u>	<u>\$ 249,944</u>

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

NOTES TO COMBINED FINANCIAL STATEMENTS

(Continued)

JULY 31, 2020 AND 2019

NOTE 6: LONG-TERM DEBT (Continued)

	<u>2020</u>	<u>2019</u>
<u>Subtotal Carried Forward</u>	\$ <u>229,777</u>	\$ <u>249,944</u>
<u>SNHS Management Corporation</u>		
Mortgage payable to New Hampshire Housing Authority secured by real estate located on Pleasant St., Epping, NH, payable in monthly installments of \$1,084 including interest through 2042. Interest is at 3.500%.	194,418	200,514
Mortgage payable to City of Nashua secured by real estate located on Vine St., Nashua, NH. Mortgage will be forgiven only if real estate remains low-income housing for 30 years. Interest is at 10.000%, forgiven annually.	900,000	900,000
Note payable to City of Nashua secured by real estate located on Vine St., Nashua, NH. Mortgage will be forgiven only if real estate remains low-income housing for 30 years. Interest is at 10.000%, forgiven annually.	20,000	20,000
Mortgage payable to New Hampshire Community Loan Fund secured by real estate located on, Vine St., Nashua, NH. Mortgage will be forgiven only if real estate remains low-income housing for 30 years. Interest is at 10.000%, forgiven annually.	250,000	250,000
Mortgage payable to bank, secured by real estate located on West Pearl St., Nashua, NH. Mortgage will be forgiven only if real estate remains low-income housing for 40 years. Interest is at 0.000%.	170,000	170,000
Mortgage payable to bank, secured by real estate located on Allds St., Nashua, NH, payable in fixed monthly principal installments of \$2,613 plus interest through 2021. Interest is at 2.906% and 4.980% at July 31, 2020 and 2019.	26,131	57,487
Mortgage payable to MH Parsons and Sons Lumber, secured by real estate located on Crystal Ave., Derry, NH, payable in monthly installments of \$3,715 including interest through 2031. Interest is at 5.500%.	373,238	396,455
Mortgage payable to New Hampshire Housing Authority secured by real estate located in Deerfield, NH, payable in monthly installments of \$3,327 including interest through 2033. Interest is at 7.000%.	<u>342,777</u>	<u>358,114</u>
<u>Subtotal</u>	<u>\$2,506,341</u>	<u>\$2,602,514</u>

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

NOTES TO COMBINED FINANCIAL STATEMENTS
(Continued)

JULY 31, 2020 AND 2019

NOTE 6: LONG-TERM DEBT (Continued)

	<u>2020</u>	<u>2019</u>
<u>Subtotal Carried Forward</u>	<u>\$2,506,341</u>	<u>\$2,602,514</u>
Mortgage payable to New Hampshire Housing Authority secured by real estate located in Deerfield, NH with annual principal repayments equal to 25% of cash surplus due through 2032. Interest is at 0.000%.	392,924	392,924
Mortgage payable to New Hampshire Housing Authority secured by real estate located in Deerfield, NH with annual principal repayments equal to 25% of cash surplus due through 2032. Interest is at 0.000%.	<u>150,000</u>	<u>150,000</u>
	<u>3,049,265</u>	<u>3,145,438</u>
Less: Current Portion	<u>100,012</u>	<u>109,413</u>
Long-term debt, net of current portion	<u>\$2,949,253</u>	<u>\$3,036,025</u>

Principal maturities of long-term debt are as follows as of July 31:

2021	\$ 100,012
2022	68,662
2023	72,391
2024	76,332
2025	80,502
Thereafter	<u>2,651,366</u>
Total	<u>\$3,049,265</u>

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

NOTES TO COMBINED FINANCIAL STATEMENTS

(Continued)

JULY 31, 2020 AND 2019

NOTE 7: OPERATING LEASES

The Organization leases various facilities and equipment under several operating leases. Total lease payments for the years ended July 31, 2020 and 2019 equaled \$681,354 and \$686,840, respectively. The leases expire at various times through August 2022. Some of the leases contain renewal options that are contingent upon federal funding and some contain renewal options subject to renegotiation of lease terms.

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

2021	\$ 105,268
2022	12,700
2023	<u>575</u>
Total	<u>\$ 118,543</u>

NOTE 8: RETIREMENT BENEFITS

The Organization has an Employer-Sponsored 403(b) plan offering coverage to all of its employees. Participating employees must contribute at least 1% of their wages, while the Organization contributes 10% of their wages. The pension expense for the years ended July 31, 2020 and 2019 was \$940,492 and \$861,928, respectively.

NOTE 9: RISKS AND UNCERTAINTIES

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

NOTE 10: CONTINGENCIES AND CONTINGENT LIABILITIES

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

Cotton Mill Square

In 2015, SNHS Management Corporation entered into a contract as part of the Community Development Investment Tax Credit Program with the Community Development Finance Authority (CDFA) and was awarded \$1,000,000 to provide funding for the development and adaptive reuse of an abandoned historic cotton mill in downtown Nashua, NH. Under this program, the Project (Cotton Mill Square) created 109 units of housing and was required to reserve 55 of these units for low to moderate income households.

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

NOTES TO COMBINED FINANCIAL STATEMENTS

(Continued)

JULY 31, 2020 AND 2019

NOTE 10: CONTINGENCIES AND CONTINGENT LIABILITIES (Continued)

Cotton Mill Square (Continued)

As stipulated by the contract and after a 20% program fee retained by the CDFA, SNHS Management Corporation entered into a subrecipient agreement with the owners of the Project (Cotton Mill Square LLC) to provide a promissory note and mortgage of the remaining award amount of \$800,000. The 20 year note to Cotton Mill Square LLC is non-interest bearing and the principal is forgivable at a rate of 5% each year the Project maintains the required minimum of 55 low to moderate income household units.

The Cotton Mill Square Project was awarded the certificate of occupancy on August 22, 2014 and remains in full compliance with the required regulations as of July 31, 2020 and 2019. SNHS Management Corporation feels that it is extremely unlikely that the Project will fall into noncompliance in future periods. Therefore, SNHS Management Corporation has not recorded any contingent receivable or liability related to this transaction. The note repayment is accelerated if the units fall out of compliance.

In October of 2017, the subrecipient agreement with Cotton Mill Square LLC was amended to cease the annual 5% debt forgiveness. This modification effectively holds the promissory note balance at \$720,000 which will now be forgiven in full at the end of the agreement as long as the Project maintains compliance with the original agreement's terms. This modification did not change the contingent receivable or liability with SNHS Management Corporation.

J. Brown Homestead Property

On July 1, 2011, Rockingham Community Acton (RCA) was acquired by SNHS. As part of this merger, SNHS assumed all the assets, liabilities and obligations of RCA which included the J. Brown Homestead Property.

The J. Brown Homestead Property was conveyed to RCA in 1999 by the Town of Raymond for \$1 and a mortgage lien of \$604,418. The property contains four apartments limited to low-income seniors, office space for the Outreach operations, space for the Food Pantry operation, and a common meeting room for use by Town of Raymond organizations. The Town of Raymond included a requirement that the property be used for a social service center for a period of 20 years, called the benefit period, after which this requirement terminates.

In the event that SNHS sells or otherwise conveys the property within the benefit period, the remaining lien will be either paid from the proceeds of the sale or remain with the land to any subsequent purchaser for the remaining benefit period.

This mortgage lien has no scheduled principal or interest payments and is forgivable at a rate of 5% each year of the benefit period until it is completely forgiven in year 2019. The value of this lien at July 31, 2020 and 2019 is \$0 and \$30,221, respectively. SNHS has no plans to sell or transfer this property. Therefore, the contingent mortgage lien liability has not been included in the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

NOTES TO COMBINED FINANCIAL STATEMENTS

(Continued)

JULY 31, 2020 AND 2019

NOTE 10: CONTINGENCIES AND CONTINGENT LIABILITIES (Continued)

Coronavirus Pandemic

An outbreak of a novel strain coronavirus (COVID-19) has spread to the U.S. and in March 2020, the World Health Organization characterized COVID-19 as a pandemic. The Organization was unable to meet its matching requirements in accordance with the terms of its Head Start Programs grant award due to the COVID-19 pandemic but received a waiver from DHHS to remain in compliance. Many programs that historically had direct contact with participants were closed or changed significantly while staff was retained. However, the extent of the future impact of COVID-19 on the Organization's operational and financial performance is not known as of the date these financial statements were issued.

OUELLETTE & ASSOCIATES, P.A.
CERTIFIED PUBLIC ACCOUNTANTS

Mark R. Carrier, C.P.A.
Michael R. Dunn, C.P.A.
Jonathan A. Hussey, C.P.A., M.S.T.
Steven R. Lamontagne, C.P.A.

Gary W. Soucy, C.P.A.
Gary A. Wigant, C.P.A.
C. Joseph Wolverton, Jr., C.P.A.

INDEPENDENT AUDITOR'S REPORT ON SUPPLEMENTARY INFORMATION

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

We have audited the combined financial statements of Southern New Hampshire Services, Inc. (a nonprofit organization) and affiliate as of and for the years ended July 31, 2020 and 2019, and our report thereon dated February 8, 2021, which contained an unmodified opinion on those combined financial statements, appears on page 1. Our audits were performed for the purpose of forming an opinion on the combined financial statements as a whole.

The combining information in Schedules A and B (pages 23-24), the schedules of revenues and expenses - by contract (pages 25-29), required by the State of New Hampshire Governor's Office of Strategic Initiatives, and the required schedules and financial information for Whispering Pines II, J.B. Milette Manor, and Sherburne Woods (pages 30-49), required by the New Hampshire Housing Finance Authority are presented for purposes of additional analysis and are not a required part of the combined 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 combined financial statements. The information has been subjected to the auditing procedures applied in the audit of the combined financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the combined financial statements or to the combined 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 combined financial statements as a whole.

Ouellette & Associates, P.A.
Certified Public Accountants

February 8, 2021
Lewiston, Maine

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE
COMBINING SCHEDULE OF FINANCIAL POSITION
JULY 31, 2020

	SNHS, Inc.	SNHS Management Corporation	Sub-Total	Elimination	Total
ASSETS					
CURRENT ASSETS					
Cash	\$ 70,760	\$ 6,385,436	\$ 6,456,196	\$ -	\$ 6,456,196
Investments	-	9,102,421	9,102,421	-	9,102,421
Contracts receivable	3,100,475	245,960	3,346,435	-	3,346,435
Accounts receivable	-	721,595	721,595	-	721,595
Prepaid expenses	96,285	63,557	159,842	-	159,842
Due from other corporations	2,755,709	(108,554)	2,647,155	(2,647,155)	-
Total current assets	<u>6,023,229</u>	<u>16,410,415</u>	<u>22,433,644</u>	<u>(2,647,155)</u>	<u>19,786,489</u>
FIXED ASSETS					
Land	619,910	2,431,008	3,050,918	-	3,050,918
Buildings and improvements	2,044,340	11,266,226	13,310,566	-	13,310,566
Vehicles and equipment	1,237,244	264,707	1,501,951	-	1,501,951
Total fixed assets	<u>3,901,494</u>	<u>13,961,941</u>	<u>17,863,435</u>	<u>-</u>	<u>17,863,435</u>
Less - accumulated depreciation	1,527,067	4,202,884	5,729,951	-	5,729,951
Net fixed assets	<u>2,374,427</u>	<u>9,759,057</u>	<u>12,133,484</u>	<u>-</u>	<u>12,133,484</u>
OTHER ASSETS					
Restricted cash	32,321	425,362	457,683	-	457,683
TOTAL ASSETS	<u>\$ 8,429,977</u>	<u>\$ 26,594,834</u>	<u>\$ 35,024,811</u>	<u>\$ (2,647,155)</u>	<u>\$ 32,377,656</u>
LIABILITIES AND NET ASSETS					
CURRENT LIABILITIES					
Current portion of long-term debt	\$ 26,458	\$ 73,554	\$ 100,012	\$ -	\$ 100,012
Accounts payable	665,598	63,502	729,100	-	729,100
Accrued payroll and payroll taxes	271,965	817,716	1,089,681	-	1,089,681
Accrued compensated absences	-	470,301	470,301	-	470,301
Accrued other liabilities	51,275	1,736	53,011	-	53,011
Refundable advances	216,801	119,999	336,800	-	336,800
Over applied overhead	180,479	-	180,479	-	180,479
Tenant security deposits	28,710	54,320	83,030	-	83,030
Due to other corporations	1,451,915	1,195,240	2,647,155	(2,647,155)	-
Total current liabilities	<u>2,893,201</u>	<u>2,796,368</u>	<u>5,689,569</u>	<u>(2,647,155)</u>	<u>3,042,414</u>
LONG-TERM LIABILITIES					
Long-term debt, less current portion	203,319	2,745,934	2,949,253	-	2,949,253
TOTAL LIABILITIES	<u>3,096,520</u>	<u>5,542,302</u>	<u>8,638,822</u>	<u>(2,647,155)</u>	<u>5,991,667</u>
NET ASSETS WITHOUT DONOR RESTRICTIONS	<u>5,333,457</u>	<u>21,052,532</u>	<u>26,385,989</u>	<u>-</u>	<u>26,385,989</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 8,429,977</u>	<u>\$ 26,594,834</u>	<u>\$ 35,024,811</u>	<u>\$ (2,647,155)</u>	<u>\$ 32,377,656</u>

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE
COMBINING SCHEDULE OF ACTIVITIES
FOR THE YEAR ENDED JULY 31, 2020

	SNHS, Inc.	SNHS Management Corporation	Sub-Total	Elimination	Total
REVENUES, GAINS AND OTHER SUPPORT					
Grant/contract revenue	\$ 38,425,444	\$ 144,980	\$ 38,570,424	\$ (325,655)	\$ 38,244,769
Program service fees	17,400	779,105	796,505	-	796,505
Local funding	-	244,926	244,926	-	244,926
Rental income	-	1,191,263	1,191,263	-	1,191,263
Gifts and contributions	131,706	70,133	201,839	-	201,839
Interest Income	177	302,423	302,600	-	302,600
Unrealized gain on investments	-	398,423	398,423	-	398,423
In-kind	1,472,831	-	1,472,831	(1,472,831)	-
Miscellaneous	393,809	201,686	595,495	(133,204)	462,291
TOTAL REVENUES, GAINS AND OTHER SUPPORT	40,441,367	3,332,939	43,774,306	(1,931,690)	41,842,616
EXPENSES					
Program services:					
Child Development	10,842,143	-	10,842,143	(1,512,112)	9,330,031
Community Services	1,557,690	-	1,557,690	(52,270)	1,505,420
Economic and Workforce Dev.	7,490,571	-	7,490,571	(40,310)	7,450,261
Energy	12,740,013	-	12,740,013	(88,503)	12,651,510
Language and Literacy	430,934	-	430,934	-	430,934
Housing and Homeless	490,824	-	490,824	-	490,824
Nutrition and Health	2,317,606	-	2,317,606	(10,048)	2,307,558
Special Projects	1,879,743	-	1,879,743	(3,317)	1,876,426
Volunteer Services	127,449	-	127,449	-	127,449
SNHS Management Corporation	-	2,672,183	2,672,183	(224,475)	2,447,708
Total program services	37,876,973	2,672,183	40,549,156	(1,931,035)	38,618,121
Support services:					
Management and general	1,877,552	-	1,877,552	(655)	1,876,897
TOTAL EXPENSES	39,754,525	2,672,183	42,426,708	(1,931,690)	40,495,018
CHANGE IN NET ASSETS	686,842	660,756	1,347,598	-	1,347,598
NET ASSETS - BEGINNING OF YEAR	4,646,615	20,391,776	25,038,391	-	25,038,391
NET ASSETS - END OF YEAR	\$ 5,333,457	\$ 21,052,532	\$ 26,385,989	\$ -	\$ 26,385,989

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

SCHEDULE OF REVENUES AND EXPENSES - BY CONTRACT

FOR THE YEAR ENDED JULY 31, 2020

State of NH Governor's Office of Strategic Initiatives

Headstart Program

For the Period

August 1, 2019 to July 31, 2020

Fund # 305

REVENUES

Program funding	\$ 5,673,912
In-kind	1,296,196
Allocated corporate unrestricted revenue	(232,744)
Total revenue	<u>6,737,364</u>

EXPENSES

Payroll	2,935,664
Payroll taxes	222,088
Fringe benefits	915,047
Workers comp. insurance	68,815
Retirement benefits	169,897
Consultant and contractual	21,717
Travel and transportation	40,971
Occupancy	275,640
Advertising	1,395
Supplies	188,445
Equip. rentals and maintenance	2,445
Insurance	14,562
Telephone	33,811
Postage	1,418
Printing and publications	2,931
Depreciation	12,210
Assistance to clients	5,850
Other expense	55,126
Miscellaneous	7,141
In-kind	1,296,196
Administrative costs	465,995
Total expenses	<u>6,737,364</u>

Excess of expenses over revenue

\$ -

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

SCHEDULE OF REVENUES AND EXPENSES - BY CONTRACT

FOR THE YEAR ENDED JULY 31, 2020

State of NH Governor's Office of Strategic Initiatives
 LIHEAP Program
 For the Period
 October 1, 2019 to July 31, 2020
 Fund # 630-20

REVENUES

Program funding	\$ 9,024,873
Other revenue	7,267
Allocated corporate unrestricted revenue	2,466
Total revenue	<u>9,034,606</u>

EXPENSES

Payroll	393,031
Payroll taxes	29,952
Fringe benefits	138,744
Workers comp. insurance	1,200
Retirement benefits	20,705
Consultant and contractual	20,146
Travel and transportation	5,040
Conference and meetings	27
Occupancy	43,485
Advertising	150
Supplies	26,083
Equip., rentals and maintenance	2,783
Insurance	1,509
Telephone	14,212
Postage	18,345
Subscriptions	262
Program support	30,381
Depreciation	2,404
Assistance to clients	8,213,248
Miscellaneous	812
Administrative costs	72,087
Total expenses	<u>9,034,606</u>

Excess of expenses over revenue

\$	<u>-</u>
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SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

SCHEDULE OF REVENUES AND EXPENSES - BY CONTRACT

FOR THE YEAR ENDED JULY 31, 2020

State of NH Governor's Office of Strategic Initiatives
 LIHEAP Program
 For the Period
 August 1, 2019 to September 30, 2019
 Fund # 630-19

REVENUES

Program funding	\$ 173,486
Total revenue	<u>173,486</u>

EXPENSES

Payroll	77,520
Payroll taxes	6,104
Fringe benefits	31,195
Workers comp. insurance	218
Retirement benefits	4,196
Consultant and contractual	6,373
Travel and transportation	1,036
Conference and meetings	15
Occupancy	10,114
Advertising	25
Supplies	5,720
Insurance	702
Telephone	2,001
Postage	786
Program support	7,165
Printing and publications	483
Assistance to clients	13,190
Miscellaneous	155
Administrative costs	6,488
Total expenses	<u>173,486</u>
Excess of expenses over revenue	<u>\$ -</u>

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

SCHEDULE OF REVENUES AND EXPENSES - BY CONTRACT

FOR THE YEAR ENDED JULY 31, 2020

State of NH Governor's Office of Strategic Initiatives
 Early Headstart Program
 For the Period
 August 1, 2019 to July 31, 2020
 Fund # 300

REVENUES

Program funding	\$ 1,488,459
In-kind	116,095
Allocated corporate unrestricted revenue	<u>(105,146)</u>
Total revenue	<u>1,499,408</u>

EXPENSES

Payroll	739,965
Payroll taxes	56,426
Fringe benefits	192,055
Workers comp. insurance	17,331
Retirement benefits	39,757
Consultant and contractual	3,481
Travel and transportation	4,761
Occupancy	80,061
Advertising	200
Supplies	39,910
Equip. rentals and maintenance	1,091
Insurance	2,837
Telephone	31,533
Postage	45
Printing and publications	842
Interest	9,529
Depreciation	24,953
Other expense	17,737
Miscellaneous	3,417
In-kind	116,095
Administrative costs	<u>117,382</u>
Total expenses	<u>1,499,408</u>

Excess of expenses over revenue

\$ -

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

SCHEDULE OF REVENUES AND EXPENSES - BY CONTRACT

FOR THE YEAR ENDED JULY 31, 2020

Electric Energy Assistance

For the Period

August 1, 2019 to July 31, 2020

Fund # 665

REVENUES

Other revenue	\$ 812,431
Allocated corporate unrestricted revenue	9,845
Total revenue	<u>822,276</u>

EXPENSES

Payroll	423,007
Payroll taxes	32,553
Fringe benefits	140,031
Workers comp. insurance	1,484
Retirement benefits	18,531
Consultant and contractual	23,656
Travel and transportation	3,236
Conference and meetings	42
Occupancy	51,313
Advertising	175
Supplies	30,428
Equip. rentals and maintenance	3,088
Insurance	2,033
Telephone	11,805
Postage	10,894
Subscriptions	262
Depreciation	787
Miscellaneous	443
Administrative costs	68,508
Total expenses	<u>822,276</u>
Excess of expenses over revenue	<u>\$ -</u>

WHISPERING PINES II
(FORMERLY: EPPING SENIOR HOUSING ASSOCIATES LIMITED PARTNERSHIP)
(PROJECT No. A199991-046)

STATEMENTS OF FINANCIAL POSITION

JULY 31, 2020 AND 2019

<i>ASSETS</i>		
	<i>2020</i>	<i>2019</i>
CURRENT ASSETS		
Cash - Operations	\$ 15,319	18,732
Prepaid Expenses	8,433	6,035
Total Current Assets	23,752	24,767
DEPOSITS HELD IN TRUST, FUNDED		
Tenant Security Deposits	11,484	13,294
RESTRICTED DEPOSITS AND FUNDED RESERVES		
Replacement Reserve	40,591	30,028
Operating Reserve	79,253	78,399
Tax Escrow	8,531	23,456
Insurance Escrow	2,791	4,858
Total Restricted Deposits and Funded Reserves	131,166	136,741
RENTAL PROPERTY		
Land	166,600	166,600
Building and Building Improvements	580,758	580,758
Total Rental Property	747,358	747,358
Less Accumulated Depreciation	59,301	43,447
Net Rental Property	688,057	703,911
TOTAL ASSETS	\$ 854,459	\$ 878,713
<i>LIABILITIES AND NET ASSETS</i>		
CURRENT LIABILITIES		
Current Portion of Mortgage Loan Payable	\$ 6,312	\$ 6,096
Accounts Payable	5,548	1,734
Accrued Expenses	205	944
Total Current Liabilities	12,065	8,774
DEPOSIT LIABILITIES		
Tenant Security Deposit Liability	11,484	13,294
LONG-TERM LIABILITIES		
Due to Affiliate	18,312	32,103
Mortgage Loan Payable, Net of Current Portion	188,106	194,418
Total Long-Term Liabilities	206,418	226,521
Total Liabilities	229,967	248,589
NET ASSETS WITHOUT DONOR RESTRICTIONS	624,492	630,124
TOTAL LIABILITIES AND NET ASSETS	\$ 854,459	\$ 878,713

WHISPERING PINES II
(FORMERLY: EPPING SENIOR HOUSING ASSOCIATES LIMITED PARTNERSHIP)
(PROJECT No. A199991-046)

STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JULY 31, 2020 AND 2019

	<u>2020</u>	<u>2019</u>
RENTAL OPERATIONS		
<i>Income</i>		
Tenant Rental Income	\$ 171,842	\$ 172,681
Laundry Income	2,275	2,235
Other Income	1,466	1,470
Interest Income - Unrestricted	14	15
Interest Income - Restricted	1,345	2,490
Total Income	<u>176,942</u>	<u>178,891</u>
<i>Expenses (See Schedule)</i>		
Administrative	42,309	50,777
Utilities	42,448	43,570
Maintenance	39,165	41,670
Depreciation	15,853	15,380
Interest - NHHFA Mortgage Note	6,921	7,130
General Expenses	35,878	33,608
Total Expenses	<u>182,574</u>	<u>192,135</u>
CHANGE IN NET ASSETS	(5,632)	(13,244)
NET ASSETS - BEGINNING OF YEAR	<u>630,124</u>	<u>643,368</u>
NET ASSETS - END OF YEAR	<u>\$ 624,492</u>	<u>\$ 630,124</u>

WHISPERING PINES II
(FORMERLY: EPPING SENIOR HOUSING ASSOCIATES LIMITED PARTNERSHIP)
(PROJECT No. A199991-046)

SCHEDULES OF RENTAL OPERATIONS EXPENSES
FOR THE YEARS ENDED JULY 31, 2020 AND 2019

EXPENSES:	<i>2020</i>	<i>2019</i>
<u>Administrative</u>		
Management Fees	\$ 14,400	\$ 14,400
Salaries and Wages	16,704	20,002
Fringe Benefits	4,701	3,415
Investment Fee	-	6,120
Telephone	2,953	3,128
Other Administrative Expense	3,551	3,712
TOTAL ADMINISTRATIVE EXPENSE	42,309	50,777
<u>Utilities</u>		
Electricity	20,098	19,750
Fuel	9,677	13,124
Water and Sewer	11,613	10,214
Other Utility Expense	1,060	482
TOTAL UTILITY EXPENSE	42,448	43,570
<u>Maintenance</u>		
Custodial Supplies	318	692
Trash Removal	2,064	2,160
Snow Removal	10,951	10,296
Grounds/Landscaping	17	-
Elevator Repairs and Contract	5,045	2,764
Repairs (Materials)	17,218	25,758
Operation (Contract)	3,552	-
TOTAL MAINTENANCE EXPENSE	39,165	41,670
<u>Depreciation</u>	15,853	15,380
<u>Interest - NHHFA Mortgage Note</u>	6,921	7,130
<u>General Expenses</u>		
Real Estate Taxes	26,490	24,293
Payroll Taxes	1,273	1,612
Retirement Benefits	1,670	1,871
Workman's Compensation	915	1,064
Insurance	5,530	4,768
TOTAL GENERAL EXPENSES	35,878	33,608
TOTAL EXPENSES	\$ 182,574	\$ 192,135

WHISPERING PINES II
(FORMERLY: EPPING SENIOR HOUSING ASSOCIATES LIMITED PARTNERSHIP)
(PROJECT No. A199991-046)

SCHEDULE OF RECEIPTS AND DISBURSEMENTS
PROJECT OPERATING ACCOUNT

FOR THE YEAR ENDED JULY 31, 2020

SOURCE OF FUNDS

Rental Operations

Income

Tenant Paid Rent	\$ 148,881	
HAP Rent Subsidy	22,961	

Total Rental Income

Service Income	2,275	\$ 171,842
Interest Income	14	
Commercial Income	-	
Other Income	1,466	

Total Rental Operations Receipts

175,597

Expenses

Administrative	45,446	
Utilities	42,448	
Maintenance	35,351	
Interest - NHHFA Mortgage Note	6,921	
Interest - Other Notes	-	
General	35,878	
Other	-	

Total Rental Operations Disbursements

(166,044)

Cash Provided by Rental Operations

9,553

Amortization of Mortgage

6,095

Cash Provided by Rental Operations

After Debt Service

3,458

OTHER RECEIPTS

Due to Management Agent

(13,791)

Owner Advances

-

Transfer from Restricted Cash Reserves

50,659

and Escrows

-

36,868

OTHER DISBURSEMENTS OR TRANSFERS

Transfers to Restricted Cash Reserves

43,739

and Escrows

Purchase of Fixed Assets

-

Repayment of Owner Advances

-

Other Partnership Expenses

-

Transfers to Tenant Security Deposit Account

-

43,739

Net Increase or (Decrease) in Project Account Cash

(3,413)

Project Account Cash Balance at Beginning of Year

18,732

Project Account Cash Balance at End of Year

15,319

Composition of Project Account Cash

Balance at End of Year

15,319

Petty Cash

-

Unrestricted Reserve (if applicable)

Decorating Reserve

-

Operating Reserve

-

Other Reserve

-

Total Petty Cash and Unrestricted Reserves

-

Total Project Account Cash

at End of Year

\$ 15,319

WHISPERING PINES II
(FORMERLY: EPPING SENIOR HOUSING ASSOCIATES LIMITED PARTNERSHIP)
(PROJECT No. A199991-046)

SCHEDULE OF RECEIPTS AND DISBURSEMENTS
PROJECT OPERATING ACCOUNT

FOR THE YEAR ENDED JULY 31, 2019

SOURCE OF FUNDS

Rental Operations

Income

Tenant Paid Rent	\$ 153,454	
HAP Rent Subsidy	19,736	

Total Rental Income

Service Income	2,235	
Interest Income	15	
Commercial Income	-	
Other Income	1,470	

Total Rental Operations Receipts

176,910

Expenses

Administrative	49,895	
Utilities	43,570	
Maintenance	42,665	
Interest - NHHFA Mortgage Note	7,130	
Interest - Other Notes	-	
General	33,608	
Other	-	

Total Rental Operations Disbursements

(176,868)

Cash Provided by Rental Operations

42

Amortization of Mortgage

5,886

Cash Provided by Rental Operations

After Debt Service

(5,844)

OTHER RECEIPTS

Due to Management Agent

16,156

Owner Advances

-

Transfer from Restricted Cash Reserves
and Escrows

46,320

-

62,476

OTHER DISBURSEMENTS OR TRANSFERS

Transfers to Restricted Cash Reserves
and Escrows

55,176

Purchase of Fixed Assets

11,359

Repayment of Owner Advances

-

Other Partnership Expenses

-

Transfers to Tenant Security Deposit Account

-

66,535

Net Increase or (Decrease) in Project Account Cash

(9,903)

Project Account Cash Balance at Beginning of Year

28,635

Project Account Cash Balance at End of Year

18,732

Composition of Project Account Cash

Balance at End of Year

18,732

Petty Cash

-

Unrestricted Reserve (if applicable)

Decorating Reserve

-

Operating Reserve

-

Other Reserve

-

Total Petty Cash and Unrestricted Reserves

-

Total Project Account Cash

at End of Year

\$ 18,732

WHISPERING PINES II
(FORMERLY: EPPING SENIOR HOUSING ASSOCIATES LIMITED PARTNERSHIP)
(PROJECT No. A199991-046)

SCHEDULE OF RESTRICTED CASH RESERVES AND ESCROWS

FOR THE YEAR ENDED JULY 31, 2020

<u>Description of Fund</u>	<u>Balance</u> <u>Beginning of</u> <u>Period</u>	<u>Deposits</u> <u>Transfers</u> <u>From</u> <u>Operations</u> <u>Account</u>	<u>Interest</u> <u>Earned</u>	<u>Withdrawals</u> <u>Transfers to</u> <u>Operations</u> <u>Account</u>	<u>Balance</u> <u>End of</u> <u>Period</u>
<u>Restricted Accounts:</u>					
Insurance Escrow	\$ 4,858	\$ 4,767	\$ 39	\$ 6,873	\$ 2,791
Tax Escrow	23,456	28,772	89	43,786	8,531
Replacement Reserve	30,028	10,200	363	-	40,591
Operating Reserve	78,399	-	854	-	79,253
Total Restricted Cash Reserves and Escrows	\$ 136,741	\$ 43,739	\$ 1,345	\$ 50,659	\$ 131,166

SCHEDULE OF SURPLUS CASH CALCULATION

JULY 31, 2020

NET LOSS	\$ (5,632)
ADD: DEPRECIATION	15,853
DEDUCT REQUIRED PRINCIPAL REPAYMENTS	6,095
DEDUCT REQUIRED PAYMENTS TO REPLACEMENT RESERVES	10,200
ADD/DEDUCT NHHFA APPROVED ITEMS Repair and Maintenance Expenses Reimbursed Through Replacement Reserves	-
SURPLUS CASH (DEFICIT)	\$ (6,074)

WHISPERING PINES II
(FORMERLY: EPPING SENIOR HOUSING ASSOCIATES LIMITED PARTNERSHIP)
(PROJECT No. A199991-046)

YEAR-TO-DATE COMPILATION OF OWNERS' FEE/DISTRIBUTION
FOR THE YEAR ENDED JULY 31, 2020

<u>YEAR</u>	<u>MAXIMUM ALLOWABLE DISTRIBUTION</u>	<u>DISTRIBUTION RECEIVED</u>	<u>BALANCE</u>
12/31/2001	\$ 243,855	\$ -	\$ 243,855
12/31/2002	\$ 243,855	\$ -	\$ 487,710
12/31/2003	\$ 243,855	\$ 5,895	\$ 725,670
12/31/2004	\$ 243,855	\$ 7,200	\$ 962,325
12/31/2005	\$ 243,855	\$ -	\$ 1,206,180
12/31/2006	\$ 243,855	\$ 6,120	\$ 1,443,915
12/31/2007	\$ 243,855	\$ -	\$ 1,687,770
12/31/2008	\$ 243,855	\$ -	\$ 1,931,625
12/31/2009	\$ 243,855	\$ -	\$ 2,175,480
12/31/2010	\$ 243,855	\$ -	\$ 2,419,335
12/31/2011	\$ 243,855	\$ -	\$ 2,663,190
12/31/2012	\$ 243,855	\$ -	\$ 2,907,045
12/31/2013	\$ 243,855	\$ 7,200	\$ 3,143,700
12/31/2014	\$ 243,855	\$ -	\$ 3,387,555
12/31/2015	\$ 243,855	\$ -	\$ 3,631,410
7/31/2016	\$ 142,249	\$ -	\$ 3,773,659
7/31/2017	\$ 243,855	\$ -	\$ 4,017,514
7/31/2018	\$ 243,855	\$ -	\$ 4,261,369
7/31/2019	\$ 243,855	\$ -	\$ 4,505,224
7/30/2020	\$ 243,855	\$ -	\$ 4,749,079

J.B. MILETTE MANOR
(FORMERLY: J.B. MILETTE LIMITED PARTNERSHIP)

STATEMENTS OF FINANCIAL POSITION

JULY 31, 2020 AND 2019

<i>ASSETS</i>		
	<i>2020</i>	<i>2019</i>
CURRENT ASSETS		
Cash - Operations	\$ 19,889	\$ 17,001
Prepaid Expenses	9,178	6,880
Total Current Assets	29,067	23,881
DEPOSITS HELD IN TRUST, FUNDED		
Tenant Security Deposits	16,316	15,764
RESTRICTED DEPOSITS AND FUNDED RESERVES		
Replacement Reserve	84,264	154,554
Operating Reserve	69,966	96,431
Tax Escrow	6,548	6,543
Total Restricted Deposits and Funded Reserves	160,778	257,528
RENTAL PROPERTY		
Land	176,000	176,000
Building and Building Improvements	1,157,330	1,071,375
Total Rental Property	1,333,330	1,247,375
Less Accumulated Depreciation	121,276	89,879
Net Rental Property	1,212,054	1,157,496
TOTAL ASSETS	\$ 1,418,215	\$ 1,454,669
 <i>LIABILITIES AND NET ASSETS</i> 		
CURRENT LIABILITIES		
Accounts Payable	\$ 2,908	\$ 1,355
Accrued Expenses	714	430
Total Current Liabilities	3,622	1,785
DEPOSIT LIABILITIES		
Tenant Security Deposit Liability	16,332	15,781
LONG-TERM LIABILITIES		
Due to Affiliate	45,834	45,617
Mortgage Loan Payable, Net of Current Portion	1,170,000	1,170,000
Total Long-Term Liabilities	1,215,834	1,215,617
Total Liabilities	1,235,788	1,233,183
NET ASSETS WITHOUT DONOR RESTRICTIONS	182,427	221,486
TOTAL LIABILITIES AND NET ASSETS	\$ 1,418,215	\$ 1,454,669

J.B. MILETTE MANOR
(FORMERLY: J.B. MILETTE LIMITED PARTNERSHIP)

STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JULY 31, 2020 AND 2019

	<u>2020</u>	<u>2019</u>
RENTAL OPERATIONS		
<i>Income</i>		
Tenant Rental Income	\$ 209,157	\$ 208,237
Laundry Income	1,355	1,274
Other Income	150	-
Interest Income - Unrestricted	21	15
Interest Income - Restricted	124	175
Total Income	<u>210,807</u>	<u>209,701</u>
<i>Expenses (See Schedule)</i>		
Administrative	60,452	71,428
Utilities	59,251	59,196
Maintenance	66,329	59,672
Depreciation	31,397	27,458
General Expenses	32,437	29,058
Total Expenses	<u>249,866</u>	<u>246,812</u>
CHANGE IN NET ASSETS	(39,059)	(37,111)
NET ASSETS - BEGINNING OF YEAR	<u>221,486</u>	<u>258,597</u>
NET ASSETS - END OF YEAR	<u>\$ 182,427</u>	<u>\$ 221,486</u>

J.B. MILETTE MANOR
(FORMERLY: J.B. MILETTE LIMITED PARTNERSHIP)
SCHEDULES OF RENTAL OPERATIONS EXPENSES
FOR THE YEARS ENDED JULY 31, 2020 AND 2019

EXPENSES:	<u>2020</u>	<u>2019</u>
<u>Administrative</u>		
Advertising	\$ 25	\$ 350
Management Fees	17,688	17,688
Salaries and Wages	28,918	31,953
Fringe Benefits	8,636	10,362
Audit and Accounting Expense	-	400
Legal Expenses	446	253
Telephone	1,352	1,431
Other Administrative Expense	3,387	8,991
TOTAL ADMINISTRATIVE EXPENSE	<u>60,452</u>	<u>71,428</u>
<u>Utilities</u>		
Electricity	32,400	33,814
Fuel	15,602	15,853
Water and Sewer	10,067	8,733
Other Utility Expense	1,182	796
TOTAL UTILITY EXPENSE	<u>59,251</u>	<u>59,196</u>
<u>Maintenance</u>		
Custodial Supplies	689	1,726
Trash Removal	2,617	3,615
Snow Removal	4,170	4,242
Grounds/Landscaping	-	3,100
Elevator Repairs and Contract	6,047	4,835
Repairs (Materials)	48,763	42,154
Repairs (Contract)	4,043	-
TOTAL MAINTENANCE EXPENSE	<u>66,329</u>	<u>59,672</u>
<u>Depreciation</u>	<u>31,397</u>	<u>27,458</u>
<u>General Expenses</u>		
Real Estate Taxes	20,974	17,040
Payroll Taxes	2,225	2,613
Workman's Compensation	827	1,102
Insurance	8,411	8,303
TOTAL GENERAL EXPENSES	<u>32,437</u>	<u>29,058</u>
TOTAL EXPENSES	<u>\$ 249,866</u>	<u>\$ 246,812</u>

J.B. MILETTE MANOR
(FORMERLY: J.B. MILETTE LIMITED PARTNERSHIP)

SCHEDULE OF RECEIPTS AND DISBURSEMENTS
PROJECT OPERATING ACCOUNT

FOR THE YEAR ENDED JULY 31, 2020

SOURCE OF FUNDS

Rental Operations

Income

Tenant Paid Rent	\$	180,736	
HAP Rent Subsidy		28,421	

Total Rental Income

Service Income		1,355	
Interest Income		21	
Commercial Income		-	
Other Income		150	

Total Rental Operations Receipts

210,683

Expenses

Administrative		62,467	
Utilities		59,251	
Maintenance		64,776	
Interest - NHHFA Mortgage Note		-	
Interest - Other Notes		-	
General		32,437	
Other		-	

Total Rental Operations Disbursements

(218,931)

Cash Provided by Rental Operations

(8,248)

Amortization of Mortgage

Cash Provided by Rental Operations

After Debt Service

(8,248)

OTHER RECEIPTS

Due to Management Agent

217

Owner Advances

-

Transfer from Restricted Cash Reserves
and Escrows

112,474

-

112,691

OTHER DISBURSEMENTS OR TRANSFERS

Transfers to Restricted Cash Reserves
and Escrows

15,600

Purchase of Fixed Assets

85,955

Repayment of Owner Advances

-

Other Partnership Expenses

-

Transfers to Tenant Security Deposit Account

-

101,555

Net Increase or (Decrease) in Project Account Cash

2,888

Project Account Cash Balance at Beginning of Year

17,001

Project Account Cash Balance at End of Year

19,889

Composition of Project Account Cash

Balance at End of Year

19,889

Petty Cash

-

Unrestricted Reserve (if applicable)

Decorating Reserve

-

Operating Reserve

-

Other Reserve

-

Total Petty Cash and Unrestricted Reserves

-

Total Project Account Cash

at End of Year

\$ 19,889

J.B. MILETTE MANOR
(FORMERLY: J.B. MILETTE LIMITED PARTNERSHIP)

SCHEDULE OF RECEIPTS AND DISBURSEMENTS
PROJECT OPERATING ACCOUNT

FOR THE YEAR ENDED JULY 31, 2019

SOURCE OF FUNDS

Rental Operations

Income

Tenant Paid Rent	\$ 177,824	
HAP Rent Subsidy	30,413	

Total Rental Income

\$ 208,237

Service Income	1,274	
Interest Income	15	
Commercial Income	-	
Other Income	-	

Total Rental Operations Receipts

209,526

Expenses

Administrative	69,543	
Utilities	59,196	
Maintenance	61,862	
Interest - NHHFA Mortgage Note	-	
Interest - Other Notes	-	
General	29,058	
Other	-	

Total Rental Operations Disbursements

(219,659)

Cash Provided by Rental Operations

(10,133)

Amortization of Mortgage

-

Cash Provided by Rental Operations

After Debt Service

(10,133)

OTHER RECEIPTS

Due to Management Agent

4,960

Owner Advances

-

Transfer from Restricted Cash Reserves
and Escrows

112,474

-

117,434

OTHER DISBURSEMENTS OR TRANSFERS

Transfers to Restricted Cash Reserves
and Escrows

15,600

Purchase of Fixed Assets

-

Repayment of Owner Advances

-

Other Partnership Expenses

-

Transfers to Tenant Security Deposit Account

-

15,600

Net Increase or (Decrease) in Project Account Cash

91,701

Project Account Cash Balance at Beginning of Year

37,774

Project Account Cash Balance at End of Year

129,475

Composition of Project Account Cash

Balance at End of Year

17,001

Petty Cash

-

Unrestricted Reserve (if applicable)

Decorating Reserve

-

Operating Reserve

-

Other Reserve

-

Total Petty Cash and Unrestricted Reserves

-

Total Project Account Cash

at End of Year

\$ 17,001

J.B. MILETTE MANOR
(FORMERLY: J.B. MILETTE LIMITED PARTNERSHIP)

SCHEDULE OF RESTRICTED CASH RESERVES AND ESCROWS
FOR THE YEAR ENDED JULY 31, 2020

<u>Description of Fund</u>	<u>Balance</u> <u>Beginning of</u> <u>Period</u>	<u>Deposits</u> <u>Transfers</u> <u>From</u> <u>Operations</u> <u>Account</u>	<u>Interest</u> <u>Earned</u>	<u>Withdrawals</u> <u>Transfers to</u> <u>Operations</u> <u>Account</u>	<u>Balance</u> <u>End of</u> <u>Period</u>
<u>Restricted Accounts:</u>					
Tax Escrow	\$ 6,543	\$ -	\$ 5	\$ -	\$ 6,548
Replacement Reserve	154,554	15,600	65	85,955	84,264
Operating Reserve	96,431	-	54	26,519	69,966
Total Restricted Cash Reserves and Escrows	\$ 257,528	\$ 15,600	\$ 124	\$ 112,474	\$ 160,778

SCHEDULE OF SURPLUS CASH CALCULATION
JULY 31, 2020

NET LOSS	\$ (39,059)
ADD: DEPRECIATION	31,397
DEDUCT REQUIRED PRINCIPAL REPAYMENTS	-
DEDUCT REQUIRED PAYMENTS TO REPLACEMENT RESERVES	15,600
ADD/DEDUCT NHHFA APPROVED ITEMS Repair and Maintenance Expenses Reimbursed Through Replacement Reserves	<u>85,955</u>
SURPLUS CASH (DEFICIT)	\$ <u>62,693</u>

SHERBURNE WOODS
(FORMERLY: SNHS DEERFIELD ELDERLY HOUSING LIMITED PARTNERSHIP)
(PROJECT No. HAP PBA 901-02-05)

STATEMENTS OF FINANCIAL POSITION

JULY 31, 2020 AND 2019

ASSETS		
	2020	2019
CURRENT ASSETS		
Cash - Operations	\$ 100,810	\$ 91,630
Prepaid Expenses	7,936	6,318
Total Current Assets	108,746	97,948
DEPOSITS HELD IN TRUST, FUNDED		
Tenant Security Deposits	14,871	15,855
RESTRICTED DEPOSITS AND FUNDED RESERVES		
Replacement Reserve	153,325	124,871
Operating Reserve	67,842	67,111
Tax Escrow	5,927	11,877
Insurance Escrow	3,480	3,581
Total Restricted Deposits and Funded Reserves	230,574	207,440
RENTAL PROPERTY		
Land	211,000	211,000
Building and Building Improvements	907,200	907,200
Total Rental Property	1,118,200	1,118,200
Less Accumulated Depreciation	52,355	28,775
Net Rental Property	1,065,845	1,089,425
TOTAL ASSETS	\$ 1,420,036	\$ 1,410,668
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Current Portion of Mortgage Loan Payable	\$ 16,453	\$ 15,344
Accounts Payable	370	4,240
Accrued Expenses	-	194
Total Current Liabilities	16,823	19,778
DEPOSIT LIABILITIES		
Tenant Security Deposit Liability	14,822	15,805
LONG-TERM LIABILITIES		
Due to Affiliate	133,513	131,432
Mortgage Loan Payable, Net of Current Portion	869,248	885,694
Total Long-Term Liabilities	1,002,761	1,017,126
Total Liabilities	1,034,406	1,052,709
NET ASSETS WITHOUT DONOR RESTRICTIONS	385,630	357,959
TOTAL LIABILITIES AND NET ASSETS	\$ 1,420,036	\$ 1,410,668

SHERBURNE WOODS
(FORMERLY: SNHS DEERFIELD ELDERLY HOUSING LIMITED PARTNERSHIP)
(PROJECT No. HAP PBA 901-02-05)

STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JULY 31, 2020 AND 2019

	<u>2020</u>	<u>2019</u>
RENTAL OPERATIONS		
<i>Income</i>		
Tenant Rental Income	\$ 250,537	\$ 260,808
Laundry Income	2,545	2,640
Other Income	1,084	1,070
Interest Income - Unrestricted	68	56
Interest Income - Restricted	2,320	3,633
Total Income	<u>256,554</u>	<u>268,207</u>
<i>Expenses (See Schedule)</i>		
Administrative	44,581	38,625
Utilities	33,892	35,850
Maintenance	68,243	55,722
Depreciation	23,580	23,180
Interest - NHHFA Mortgage Note	24,582	25,616
General Expenses	34,005	31,348
Total Expenses	<u>228,883</u>	<u>210,341</u>
CHANGE IN NET ASSETS	27,671	57,866
NET ASSETS - BEGINNING OF YEAR	<u>357,959</u>	<u>300,093</u>
NET ASSETS - END OF YEAR	<u>\$ 385,630</u>	<u>\$ 357,959</u>

SHERBURNE WOODS
(FORMERLY: SNHS DEERFIELD ELDERLY HOUSING LIMITED PARTNERSHIP)
(PROJECT No. HAP PBA 901-02-05)

SCHEDULES OF RENTAL OPERATIONS EXPENSES
FOR THE YEARS ENDED JULY 31, 2020 AND 2019

EXPENSES:	<u>2020</u>	<u>2019</u>
<u>Administrative</u>		
Advertising	\$ 150	\$ 125
Management Fees	18,000	20,872
Salaries and Wages	16,085	8,526
Fringe Benefits	4,911	3,021
Audit and Accounting Expense	-	75
Telephone	2,299	2,291
Other Administrative Expense	3,136	3,715
TOTAL ADMINISTRATIVE EXPENSE	<u>44,581</u>	<u>38,625</u>
<u>Utilities</u>		
Electricity	20,299	20,577
Fuel	9,276	8,898
Water and Sewer	2,425	4,597
Other Utility Expense	1,892	1,778
TOTAL UTILITY EXPENSE	<u>33,892</u>	<u>35,850</u>
<u>Maintenance</u>		
Custodial Supplies	121	-
Trash Removal	3,170	1,523
Snow Removal	21,724	25,123
Grounds/Landscaping	-	292
Repairs (Materials)	43,228	28,784
TOTAL MAINTENANCE EXPENSE	<u>68,243</u>	<u>55,722</u>
<u>Depreciation</u>	<u>23,580</u>	<u>23,180</u>
<u>Interest - NHHFA Mortgage Note</u>	<u>24,582</u>	<u>25,616</u>
<u>General Expenses</u>		
Real Estate Taxes	26,673	25,184
Payroll Taxes	1,237	714
Workman's Compensation	788	454
Retirement benefits	276	228
Insurance	5,031	4,768
TOTAL GENERAL EXPENSES	<u>34,005</u>	<u>31,348</u>
TOTAL EXPENSES	<u>\$ 228,883</u>	<u>\$ 210,341</u>

SHERBURNE WOODS
(FORMERLY: SNHS DEERFIELD ELDERLY HOUSING LIMITED PARTNERSHIP)
(PROJECT No. HAP PBA 901-02-05)

SCHEDULE OF RECEIPTS AND DISBURSEMENTS
PROJECT OPERATING ACCOUNT

FOR THE YEAR ENDED JULY 31, 2020

SOURCE OF FUNDS

Rental Operations

Income

Tenant Paid Rent	\$ 113,921	
HAP Rent Subsidy	136,616	

Total Rental Income

Service Income	2,545	\$ 250,537
Interest Income	68	
Commercial Income	-	
Other Income	1,084	

Total Rental Operations Receipts

254,234

Expenses

Administrative	46,393	
Utilities	33,892	
Maintenance	72,113	
Interest - NHHFA Mortgage Note	24,582	
Interest - Other Notes	-	
General	34,005	
Other	-	

Total Rental Operations Disbursements

(210,985)

Cash Provided by Rental Operations

43,249

Amortization of Mortgage

15,337

Cash Provided by Rental Operations

After Debt Service

27,912

OTHER RECEIPTS

Due to Management Agent

-

Owner Advances

-

Transfer from Restricted Cash Reserves
and Escrows

37,340

-

37,340

OTHER DISBURSEMENTS OR TRANSFERS

Transfers to Restricted Cash Reserves
and Escrows

58,154

Purchase of Fixed Assets

-

Repayment of Owner Advances

(2,081)

Other Partnership Expenses

(1)

Transfers to Tenant Security Deposit Account

-

56,072

Net Increase or (Decrease) in Project Account Cash

9,180

Project Account Cash Balance at Beginning of Year

91,630

Project Account Cash Balance at End of Year

100,810

Composition of Project Account Cash

Balance at End of Year

100,810

Petty Cash

-

Unrestricted Reserve (if applicable)

Decorating Reserve

-

Operating Reserve

-

Other Reserve

-

Total Petty Cash and Unrestricted Reserves

-

Total Project Account Cash

at End of Year

\$ 100,810

SHERBURNE WOODS
(FORMERLY: SNHS DEERFIELD ELDERLY HOUSING LIMITED PARTNERSHIP)
(PROJECT No. HAP PBA 901-02-05)

SCHEDULE OF RECEIPTS AND DISBURSEMENTS
PROJECT OPERATING ACCOUNT

FOR THE YEAR ENDED JULY 31, 2019

SOURCE OF FUNDS

Rental Operations

Income

Tenant Paid Rent	\$	119,235
HAP Rent Subsidy		141,573

Total Rental Income \$ 260,808

Service Income	2,640
Interest Income	56
Commercial Income	-
Other Income	1,070

Total Rental Operations Receipts 264,574

Expenses

Administrative	38,243
Utilities	35,850
Maintenance	53,892
Interest - NHHFA Mortgage Note	25,616
Interest - Other Notes	-
General	31,348
Other	-

Total Rental Operations Disbursements (184,949)

Cash Provided by Rental Operations 79,625

Amortization of Mortgage 14,302

Cash Provided by Rental Operations
After Debt Service 65,323

OTHER RECEIPTS

Due to Management Agent

Owner Advances -

Transfer from Restricted Cash Reserves 43,443

and Escrows -

43,443

OTHER DISBURSEMENTS OR TRANSFERS

Transfers to Restricted Cash Reserves 56,778

and Escrows -

Purchase of Fixed Assets 12,000

Repayment of Owner Advances 5,266

Other Partnership Expenses 50

Transfers to Tenant Security Deposit Account -

74,094

Net Increase or (Decrease) in Project Account Cash 34,672

Project Account Cash Balance at Beginning of Year 56,958

Project Account Cash Balance at End of Year 91,630

Composition of Project Account Cash

Balance at End of Year 91,630

Petty Cash -

Unrestricted Reserve (if applicable)

Decorating Reserve -

Operating Reserve -

Other Reserve -

Total Petty Cash and Unrestricted Reserves -

Total Project Account Cash
at End of Year \$ 91,630

SHERBURNE WOODS
(FORMERLY: SNHS DEERFIELD ELDERLY HOUSING LIMITED PARTNERSHIP)
(PROJECT No. HAP PBA 901-02-05)

SCHEDULE OF RESTRICTED CASH RESERVES AND ESCROWS
FOR THE YEAR ENDED JULY 31, 2020

<u>Description of Fund</u>	<u>Balance</u> Beginning of <u>Period</u>	<u>Deposits</u> Transfers From Operations <u>Account</u>	<u>Interest</u> <u>Earned</u>	<u>Withdrawals</u> Transfers to Operations <u>Account</u>	<u>Balance</u> End of <u>Period</u>
<u>Restricted Accounts:</u>					
Insurance Escrow	\$ 3,581	\$ 5,077	\$ 41	\$ 5,219	\$ 3,480
Tax Escrow	11,877	26,077	94	32,121	5,927
Replacement Reserve	124,871	27,000	1,454	-	153,325
Operating Reserve	67,111	-	731	-	67,842
Total Restricted Cash Reserves and Escrows	\$ 207,440	\$ 58,154	\$ 2,320	\$ 37,340	\$ 230,574

SCHEDULE OF SURPLUS CASH CALCULATION
JULY 31, 2020

NET INCOME	\$ 27,671
ADD: DEPRECIATION	23,580
DEDUCT REQUIRED PRINCIPAL REPAYMENTS	15,337
DEDUCT REQUIRED PAYMENTS TO REPLACEMENT RESERVES	27,000
ADD/DEDUCT NHHFA APPROVED ITEMS Repair and Maintenance Expenses Reimbursed Through Replacement Reserves	-
SURPLUS CASH (DEFICIT)	\$ 8,914

SHERBURNE WOODS
(FORMERLY: SNHS DEERFIELD ELDERLY HOUSING LIMITED PARTNERSHIP)
(PROJECT No. HAP PBA 901-02-05)

YEAR-TO-DATE COMPILATION OF OWNERS' FEE/DISTRIBUTION
FOR THE YEAR ENDED JULY 31, 2020

<u>YEAR</u>	<u>MAXIMUM ALLOWABLE DISTRIBUTION</u>	<u>DISTRIBUTION RECEIVED</u>	<u>BALANCE</u>
12/31/2003	\$ 113,850	\$ -	\$ 113,850
12/31/2004	\$ 113,850	\$ -	\$ 227,700
12/31/2005	\$ 113,850	\$ -	\$ 341,550
12/31/2006	\$ 113,850	\$ -	\$ 455,400
12/31/2007	\$ 113,850	\$ -	\$ 569,250
12/31/2008	\$ 113,850	\$ -	\$ 683,100
12/31/2009	\$ 113,850	\$ -	\$ 796,950
12/31/2010	\$ 113,850	\$ -	\$ 910,800
12/31/2011	\$ 113,850	\$ -	\$ 1,024,650
12/31/2012	\$ 113,850	\$ -	\$ 1,138,500
12/31/2013	\$ 113,850	\$ -	\$ 1,252,350
12/31/2014	\$ 113,850	\$ -	\$ 1,366,200
12/31/2015	\$ 113,850	\$ -	\$ 1,480,050
12/30/2016	\$ 113,850	\$ -	\$ 1,593,900
12/30/2017	\$ 113,850	\$ -	\$ 1,707,750
7/31/2018	\$ 66,413	\$ -	\$ 1,774,163
7/31/2019	\$ 113,850	\$ -	\$ 1,888,013
7/30/2020	\$ 113,850	\$ -	\$ 2,001,863



Southern New Hampshire Services, Inc.

Board of Directors

May 13, 2021

Low Income Sector:

Orville Kerr, Secretary

Christina Bonilla (Parent Policy Council Representative)

James Brown

Anna Hamel

Bonnie Henault

Shirley Pelletier

Public Sector:

Senator Lou D'Allesandro, Chairman

Dr. Kevin Moriarty, Vice Chairman

Thomas Mullins, Esq., Treasurer

Representative Sherm Packard

Commissioner Toni Pappas

Private Sector:

Carrie Marshall Gross

German Ortiz

Peter Ramsey

RYAN CLOUTHIER



OBJECTIVE

Seeking a leadership role which will allow me the opportunity to utilize and build upon my knowledge and passion for the work performed by Community Action Agencies in the state of New Hampshire, while at the same time being the support and strength for the Communities we serve.



EXPERIENCE

Deputy Director | Southern New Hampshire Services Inc.

FEB. 2018-PRESENT

Serving as part of the Executive Management Team and is responsible for providing inspiring leadership to the Southern New Hampshire Services (SNHS) senior management team and developing a performance culture to ensure the effective management of a comprehensive array of over sixty programs. The Deputy Director will tie the various component programs including: nutrition; housing; energy; workforce development; income enhancement; education; and elderly services to the agency, to each other, and to the general community, by promoting and communicating the mission of Community Action. In conjunction with the Executive Director and Fiscal Officer the Deputy Director provides the stewardship of SNHS by being actively involved with the agency's high-performance senior leadership team in the development, implementation, and management of the program content as well as annual budgets. Responsible for ensuring that services and programs provided fulfill the agency's mission, and are in compliance with all federal, state, funding, and city regulations, certifications, and licensing requirements.

Energy and Housing Operations Director | Southern New Hampshire Services Inc.

2016 – 2018

Responsible for providing the various SNHS Energy and Crisis programs, Information Technology, Housing and Maintenance programs with mission, vision and leadership. Responsible for the planning, implementation, and evaluation of all facets of fiscal and program management, effectiveness while providing general oversight for all of the program's administration and day-to-day management, including budget management, grant writing and purchasing. Also responsible for maintaining a working relationship with governmental officials, local boards and agencies in developing and managing the programs. In conjunction with the Executive Director and Fiscal Officer this positions provides the stewardship of SNHS by being actively involved with the agency's high-performance senior leadership team in the development, implementation, and management of program content as well as annual budgets. Responsible for ensuring that services and programs provided fulfill the agency's mission and are in compliance with all federal, state, funding, city, certifications, and licensing requirements.

Energy Director | Southern New Hampshire Services Inc.

2013 – 2016

Responsible for coordination, implementation, budgeting, overall supervision and management of the Fuel and Electric Assistance Programs, Crisis Programs, Weatherization Program, Lead Hazard Control Program, and YouthBuild Program for Hillsborough and Rockingham Counties. Develop and Maintain relationships with federal, state and local grantors. Intervene on behalf of the Community Action pertaining to the Core Utility Weatherization Energy Efficiency Programs. Maintains a strong working relationships with OCA, NH Legal Assistance, Office of Strategic Initiative, DOE, Liberty Utilities, Eversource, NHEC, Unittel, NHHFA, NREL, Apprise and other local non-profit and private companies in the industry. Participates in multiple Healthy Home strategic planning committees.

Weatherization Director | Southern New Hampshire Services Inc.

2006-2013

Responsible for coordination, implementation, budgeting, overall supervision and management of the Weatherization, Lead Abatement, and YouthBuild Programs for Hillsborough and Rockingham Counties. Developed and Maintain relationships with federal, state and local grantors. Intervened on behalf of the Community Action Association during the merge of Liberty Energy and National Grid Gas along with filings pertaining to the Core Energy Efficiency Programs. Developed strong working relationships with OCA, NH

Legal Assistance, Office of Energy and Planning, DOE, Liberty Energy, Eversource, NHEC, Unitil, NHHFA, NREL, Apprise and other local non-profit and private companies in the industry. Served on the Department of Energy special task force designed to implement a National Best Practices Manual for JTA/KSA for Weatherization Energy Auditor Certification. Participated in a "One Touch" pilot effort which became a statewide practice and has received national recognition

Energy Auditor | Southern New Hampshire Services Inc.

2004 – 2006

Responsible for performing field energy audits of low income residential properties; record the data in written and computerized formats to determine cost effectiveness of conservation measures needed; generate work order specs for the contractors. Conduct proper follow through and field inspections to assure quality installations and client satisfaction.

Network Analyst | Genuity

2004 – 2006

Responsible for monitoring the Genuity Dial up network supporting AOL Domestic and International subscribers including Japan, USA and Canada. Responsibilities include isolating and troubleshooting problems/outages and configuration issues, on different types of Cisco routers, Lucent APX's, MAX's, and Nortel CVX's. Troubleshooting consists of isolating problems through head to head testing with different Telco's. Also responsible for creating, troubleshooting, and closing tickets in a group ticketing queue. Demonstrated strengths in the areas of interpersonal skills and negotiation.



EDUCATION

2000 NH Community Technical College

1994-1998: Dover High School

Other: Weatherization written and field certification, Department of Energy Quality Control Inspector Certification, multiple national and regional weatherization best practices trainings. Intro to Cisco routers, T1 and T3 design and troubleshooting training, ATM and Frame Relay network design training, LAN and WAN training, OC3, OC48, and OC192 design and troubleshooting training, BPI Energy Analyst. Lead contractor abatement Certification, RRP certification, OSHA 30 hour worker safety, DOE Lead Safe Weatherization certification.



SKILLS

- Problem solving
- New Business Development
- Social Media
- Public Speaking
- Data Analysis/Analytical thinking
- Strategic Planning
- Operations Management
- Contract Negotiations
- Team and Relationship building
- Planning and forecasting
- Budget and Financial management
- Leadership
- Community Assessment
- Computer skills specific to job include, TREAT, NEAT, OTTER, FAP/EAP Microsoft 365, PowerPoint, Outlook, Word, Excel, Web, EmpowOR and CSST and many others that can be beneficial.



ACTIVITIES/ACCOMPLISHMENTS

- Numerous press articles related to Weatherization including visits from the Assistant Secretary of Energy Efficiency from the Department of Energy and Vice President Joe Biden.
- Member of the City of Nashua Healthy Homes Strategic Planning Committee.
- Member of the City of Manchester Healthy Homes Strategic Planning Committee.
- Union Leader 40 under 40 Class of 2015.
- Vice President of the Neighbor helping Neighbor Board.
- Member of the Energy Efficiency and Sustainable Energy Board.
- Member of the Residential Ratepayers Advisory Board.

JAMES M. CHAISSON

SUMMARY

Dedicated accounting professional with 8 years of non-profit experience and over 20 years of broad experience in manufacturing, distribution, reorganizations, mergers and acquisitions, sales/operations planning/forecasting and establishing & monitoring performance metrics in a manufacturing environment. Experienced in private and public corporations, including 8 years in a private equity environment with a strong focus on equity sponsor communication and liquidity management. Complete knowledge of P&L, balance sheet, cash flow and cost accounting. Proven skills at staff leadership, training and development in a team environment. Professional Experience:

- Fiscal Officer in nonprofit organization
- Controller in MFG & Distribution
- Treasury and Cash Flow Management
- Financial & Capital Budgeting, Reporting & Control
- Cost Accounting Manager
- General Accounting Manager
- Business Performance Metric Establishment and Measurement

PROFESSIONAL EXPERIENCE

Southern New Hampshire Services, Manchester, NH

5/2009-Present

Southern New Hampshire Services (SNHS) is a non-profit entity dedicated to helping people help themselves. SNHS accomplishes this through a variety of programs offered at centers, offices, clinics, and Intake sites located throughout Rockingham and Hillsborough counties. The agency also oversees 29 housing facilities with approximately 1000 tenants. SNHS receives and administers \$36 million in program funds annually with over 450 employees.

Chief Fiscal Officer

1/2017 to Present

- Oversee financial and accounting compliance, maintaining controls and managing potential business risks
- Manage the annual budget process and analysis activities
- Prepare presentation for Board of Directors meetings presenting the organization's financial results
- Develop and maintain banking relationships
- Manage the Annual Audit process

Senior Accountant

5/2009-1/2017

Assisted Fiscal Director in overseeing all fiscal and financial activities including compliance with federal, state, and funding source requirements as well as accordance with GAAP

- Developed and implemented indirect cost calculation and interfaced with General Ledger
- Monitored and prepared monthly budget vs actual reporting; recommended adjustments and forecast spending
- Created specialized reports for the individual grant's reporting requirements
- Designed allocation methods for properly billing shared items to individual grants and programs
- Prepared monthly agency program reviews for Fiscal Director's Board of Directors review

James M. Chaisson

WOOD STRUCTURES, INC. Biddeford, ME

2001-4/2009

WSI, is a highly leveraged business owned by Roark Capital, a private equity fund, headquartered in Atlanta, GA. WSI is a \$70 million manufacturer of roof and floor trusses, wall panels and a distributor of engineered wood products. The company's products are sold into the residential and light commercial construction markets

Controller

2006-4/2009

Managed all aspects of accounting and reporting in a truss manufacturing plant as well as an engineered wood products distribution location that included 2 locations in Maine and 1 in Massachusetts.

- Calculated and assisted in the management of the company's covenants
- Worked closely with senior management during the sale process from the seller (Harbour Group) and buyer (Roark Capital)
- Identified cost drivers and implemented process changes to reduce the monthly closing cycle from 18 to 5 days
- Conducted monthly reviews with the managers on financial results and measurement
- Oversaw the payroll function of 160+ employees

Accounting Manager

2001-2006

Recruited to company to restore financial controls and establish best practices concerning both general ledger and cost accounting processes. Responsible for overseeing the accounting of 2 locations in Maine and 1 in Alabama.

- Established the reporting protocols of the company used by both equity sponsors
- Educated, motivated and developed a staff of 3 to succeed in their rolls of financial responsibility
- Identified and implemented processes and procedures for all intercompany sales, transfers, consolidation and eliminations
- Streamlined the payroll process that included transferring to an external supplier (ADP), which reduced cost by 40%
- Conducted physical inventories and defined their policies and procedure at all locations.

VISHAY SPRAGUE, Sanford, ME

1978-2001

Vishay Sprague is a division of Vishay Intertechnology Inc. (NYSEL VSH) a global manufacturer of discrete semiconductors and passive electronic components. The Sprague Division manufactures solid tantalum capacitors with annual sales of \$200 million and 1,400 employees.

Plant Cost Accounting Manager

1997-2001

Division General Accounting Manager

1995-1997

Division Operation Accountant

1989-1995

Division Fixed Asset Accountant

1987-1989

Master Engineering Technician

1984-1987

Lead Production Technician

1978-1984

EDUCATION

NASSON COLLEGER, Springvale, ME

B.S. in Business Administration

DONNALEE LOZEAU

Community and Civic Involvement- Current

- NH Community Action Partnership.
- HB4 Cliff Effect Working Group, Co-chair
- Governor's Office for Emergency Relief and Recovery Stakeholders Advisory Board, Chair
- Whole Family Approach to Jobs NH Chapter, Co-chair
- St. Joseph Hospital Board of Directors
- St. Mary's Bank Supervisory Committee, Chair
- NH Healthy Families Board of Directors
- Mary's House Advisory Board
- The Plus Company
- NH Tomorrow Leadership Council
- Eagle Scout Board of Review
- American Council of Young Political Leaders, Alumni Member

Community and Civic Involvement- Past

- Reaching Higher NH
- NH Center for Public Policies Studies
- Governor's Judicial Selection Commission
- Big Brothers Big Sisters Board of Directors, Past President
- Statewide Workforce Innovation Board
- Greater Nashua Dental Connection BOD, Founding Member
- Great American Downtown, Founding Member
- Domestic Violence Coordinating Council Nashua
- US Conference of Mayors
- No Labels
- Fix the Debt

EXPERIENCE

Southern New Hampshire Services, Inc.
Manchester, NH
(January 2016-Present)

Executive Director/CEO

- Development and oversight of Community Action Partnership serving NH's two largest counties, Hillsborough and Rockingham.
- Cooperation and engagement with local, state and federal agencies and organizations on issues and programs that intersect with the Community Action Mission
- Work to fundamentally enhance the delivery of service to targeted community to wrap services around clients and streamline the application process by implementing the Whole Family Approach

City of Nashua, New Hampshire
(2008-2016) – Elected

Mayor

- Full time overall day to day management and operations of 2nd largest city in the state of NH with development and implementation of \$245 million dollar (2016) annual budget
- Worked with elected boards including Board of Aldermen; Public Works; Board of Education and others to prioritize and balance budget requirements and the needs of the community
- Chaired Board of Public Works and the Finance Committee
- Successfully negotiated the City's purchase of the publicly traded water company (Pennichuck) after a prolonged case before the NHPUC and the NH Supreme Court

Southern New Hampshire Services, Inc.
(1993 – 2008) Manchester, NH

Director of Program and Community Development

- Assessed the need for services throughout Hillsborough County through community outreach by developing partnerships, collaborations and new initiatives with service providers and businesses
- Negotiated purchases and contracts and presented projects before local boards, commissions and departments relative to housing, support services and economic development
- Designed and implemented strategies for developing working relationships with town and city officials, local service providers and appropriate private sector officials in order to project a positive image of Southern New Hampshire Services, Inc.
- Founded Mary's House 40 units of housing for homeless women and developed 219 units of Elderly Housing
- Pioneered initiatives for the Community Corrections and Academy Programs
- Expanded Head Start Services and developed the program and secured the site for Economic Opportunity Center

DONNALEE LOZEAU

CONTINUED

Community and Civic Involvement-Past

- NH Center for Public Policy Studies
- Greater Nashua Chamber of Commerce, Director
- Greater Nashua Workforce Housing Coalition, Founding Member
- Greater Nashua Asset Building Coalition, Founding Member
- New Hampshire Charitable Foundation State Board, Member

Education and Training

- CCAP, Certified Community Action Professional
- CCAP Proctor
- Rivier College, Nashua- Undergraduate work in Political Science
- Restaurant Management Institute
- Mediation and Alternative Dispute Resolution Training
- Leadership Institute, Aspen
- Justice of the Peace

NH State Representative, Hillsborough County, District 30
(1984 – 2000)

Deputy Speaker of the NH House of Representatives
(1996 – 2000)

- Addressed constituent concerns
- Assisted Non-Profit organizations and local businesses with governmental concerns and steering legislation through the political process by working with members and leadership in the NH House of Representatives and the NH Senate and representatives of the Executive and Judicial branches
- Managed floor debates and supervised *House Calendar* content
- Responsible for functions of the House on behalf of or in the absence of the Speaker

Committee Assignments:

- House Rules Committee, Vice Chairman
- House Legislative Administration Committee
- Joint Facilities Committee
- New Member Orientation, Chair
- House Corrections and Criminal Justice Committee, Vice Chairman
- House Judiciary Committee
- Criminal Justice Sub-Committee, Chairman
- State and Federal Relations Committee

Appointments:

- Joint Legislative Performance Audit and Oversight Committee
- Juvenile Justice Commission, Chairman
- Supreme Court Guardian Ad Litem Committee
- Superior Court Alternative Dispute Resolution Committee
- Work Force Opportunity Council
- Interbranch Criminal and Juvenile Justice Council
 - Subcommittee on Offenders, Chairman
 - Space and Prison Programming
 - Juveniles Subcommittee, Co-Chair
- National Conference of State Legislatures Law and Justice. Vice Chair
- Council of State Governments Intergovernmental Affairs, Corrections and Public Safety

City Streets Restaurant, (1986-1991

City Streets Diner, (2000 – 2003) Nashua, NH

Co-Owner/Operator

- Operated 450 seat restaurant and banquet facility and effectively managed financial accounts, staff and licensing requirements

SOUTHERN NEW HAMPSHIRE SERVICES, INC.

The Community Action Partnership serving Hillsborough and Rockingham Counties

Mailing Address: PO Box 5040, Manchester, NH 03108

40 Pine Street, Manchester, NH 03013

Telephone: (603) 668-8010 FAX: (603) 645-6734

List of Key Administrative Personnel

May 2021

Title	Name	Annual Salary	Percentage	Amount
Executive Director	Donnalee Lozeau	\$196,178	0.00%	0
Deputy Director	Ryan Clouthier	\$115,606	0.00%	0
Chief Financial Officer	James Chaisson	\$129,620	0.00%	0

G mac



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

Lori A. Sbibinette
Commissioner

Lisa M. Morris
Director

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

July 13, 2020

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

INFORMATIONAL ITEM

Pursuant to RSA 4:45, RSA 21-P:43, and Section 4 of Executive Order 2020-04, as extended by Executive Orders 2020-05, 2020-08, 2020-09, and 2020-10, Governor Sununu has authorized the Department of Health and Human Services to amend existing contracts with the vendors listed below for the Women, Infants and Children (WIC) Special Supplemental Nutrition Program and Breastfeeding Peer Counseling Program services to low-income women and children, by increasing the total price limitation by \$68,950 from \$11,854,653 to \$11,923,603 with no change to the contract completion dates of June 30, 2021, effective July 1, 2020, or upon Governor approval, whichever is later. 100% Federal Funds.

The individual contracts were approved by Governor and Council as specified in the table below.

Vendor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount	G&C Approval
Community Action Program Belknap-Merrimack Counties, Inc.	177203-B003	Concord, NH	\$3,141,902	\$15,538	\$3,157,440	O: 06/21/17 (Item #45) A1: 06/06/18 (Item #14) A2: 4/17/19 (Item #23) A3: 06/05/19 (Item #27)
Greater Seacoast Community Health	154703-B001	Somersworth, NH	\$1,971,666	\$12,880	\$1,984,546	O: 06/21/17 (Item #45) A1: 06/06/18 (Item #14) A2: 4/17/19 (Item #23) A3: 06/05/19 (Item #27)
Southern New Hampshire Services, Inc.	177198-B006	Manchester, NH	\$5,412,828	\$25,364	\$5,438,192	O: 06/21/17 (Item #45) A1: 06/06/18 (Item #14) A2: 06/05/19 (Item #27)

Southwestern Community Services, Inc.	177511- R001	Keene, NH	\$1,328,257	\$15,168	\$1,343,425	O: 06/21/17 (Item #45) A1: 06/06/18 (Item #14) A2: 4/17/19 (Item #23) A3: 06/06/19 (Item #27)
Totals:			\$11,854,663	\$68,950	\$11,923,603	

Funds are available in State Fiscal Year 2021, with the authority to adjust budget line items within the price limitation, if needed and justified.

See attached fiscal details.

EXPLANATION

The purpose of these amendments is to increase funding to support supplemental nutritious foods, public health nutrition, and breastfeeding services to pregnant women, postpartum women, infants, and preschool children up to five (5) years of age statewide who are at or below 185% Federal Poverty Level. The support would continue during the COVID-19 pandemic and thereafter as nutrition service operations change in the Women, Infants, and Children clinics.

The Women, Infants and Children program is effective in improving the health outcomes of pregnant women, new mothers, and children. Families redeem their Women, Infants and Children benefits through the purchase of healthy foods at local authorized retailers. Women, infants, and children who participate in the program are linked to healthier pregnancies, fewer low birth weight babies, improved immunization rates, and a more regular source of medical care. The program is cost-effective in improving the health and nutritional status of low-income women, infants, and children.

Services are provided to an estimated 15,108 participants each month. It is anticipated that the Women, Infants and Children program will serve a greater number of families during State Fiscal Year 2021 due to the changes in the economy as a result of the COVID-19 pandemic.

Additional funding for each of the local agencies' Women, Infant and Children programs is for the purchase or procurement of new technology, new computer equipment, and additional office supplies to support the implementation of innovative telehealth practices which are necessary to serve the agencies' assigned caseload and to continue the procedures established during the COVID-19 pandemic.

The Department will monitor contracted services quarterly using the following performance measures:

- Increase in the percentage of prenatal clients enrolled in the Women, Infants and Children program by the third (3rd) month of pregnancy.
- Increase in the percentage (%) of children three (3) and four (4) years of age who continue enrollment in the Women, Infants and Children program until their fifth (5th) birthday.
- Increase in the percentage of infants who are breastfed to six (6) months of age.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
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- Increase in the number of Women, Infants and Children program clinics that utilize innovative strategies to increase access to Women, Infants and Children program services, retention of participants and improve client satisfaction.
- Increase in the percentage of the caseload served (currently 15,108 participants in New Hampshire) to ninety-five to one-hundred-five percent (95-105%) of the assigned caseload.
- Increase in the access to women, infants, and children as a result of federal waivers approved during the COVID-19 pandemic.

Area served: Statewide

Sources of Funds: CFDA #10.557, FAIN 184NH703W1003; CFDA #10.578, FAINs 174NH781W5413 and 204NH703W1003; and CFDA #10.557, FAIN 194NH743W5003.

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. Shilbinette
Commissioner

**Women, Infant & Children (WIC) and Breastfeeding Peer Counseling Services
RFP-2018-DPHS-11-SPECI-01-A04
Fiscal Detail Sheet**

Community Action Program Belknap-Merrimack Counties - Vendor Code: 177203-B003
05-95-90-902010-52600000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY
SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006001	\$47,452	\$0	\$47,452
2018	102-500734	Contracts for Program Services	90006002	\$45,911	\$0	\$45,911
2018	102-500734	Contracts for Program Services	90006003	\$314,865	\$0	\$314,865
2018	102-500734	Contracts for Program Services	90006004	\$277,005	\$0	\$277,005
2018	102-500734	Contracts for Program Services	90006022	\$36,730	\$0	\$36,730
2018	102-500734	Contracts for Program Services	90006041	\$60,902	\$0	\$60,902
2018	102-500734	Contracts for Program Services	90006051	\$12,600	\$0	\$12,600
2019	102-500734	Contracts for Program Services	90006001	\$47,452	\$0	\$47,452
2019	102-500734	Contracts for Program Services	90006002	\$45,911	\$0	\$45,911
2019	102-500734	Contracts for Program Services	90006003	\$314,865	\$0	\$314,865
2019	102-500734	Contracts for Program Services	90006004	\$277,005	\$0	\$277,005
2019	102-500734	Contracts for Program Services	90006022	\$43,830	\$0	\$43,830
2019	102-500734	Contracts for Program Services	90006041	\$60,902	\$0	\$60,902
2020	102-500734	Contracts for Program Services	90006003	\$685,233	\$0	\$685,233
2020	102-500734	Contracts for Program Services	90006022	\$36,730	\$0	\$36,730
2020	102-500734	Contracts for Program Services	90006041	\$47,273	\$0	\$47,273
2021	102-500734	Contracts for Program Services	90006003	\$685,233	\$6,300	\$691,533
2021	102-500734	Contracts for Program Services	90006022	\$36,730	\$9,238	\$45,968
2021	102-500734	Contracts for Program Services	90006041	\$49,273	\$0	\$49,273
			<i>Subtotals:</i>	\$3,125,902	\$15,538	\$3,141,440

05-95-90-902010-60480000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY
SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM, INFRASTRUCTURE 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006060	\$16,000	\$0	\$16,000
			<i>Subtotals:</i>	<i>\$16,000</i>	<i>\$0</i>	<i>\$16,000</i>
			Totals:	\$3,141,902	\$15,538	3,157,440

Greater Seacoast Community Health - Vendor Code: 154703-B001

05-95-90-902010-52600000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY
SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006001	\$63,779	\$0	\$63,779
2018	102-500734	Contracts for Program Services	90006002	\$10,719	\$0	\$10,719
2018	102-500734	Contracts for Program Services	90006003	\$262,086	\$0	\$262,086
2018	102-500734	Contracts for Program Services	90006004	\$92,186	\$0	\$92,186
2018	102-500734	Contracts for Program Services	90006022	\$23,545	\$0	\$23,545
2018	102-500734	Contracts for Program Services	90006041	\$38,849	\$0	\$38,849
2018	102-500734	Contracts for Program Services	90006051	\$7,650	\$0	\$7,650
2019	102-500734	Contracts for Program Services	90006001	\$63,779	\$0	\$63,779
2019	102-500734	Contracts for Program Services	90006002	\$10,719	\$0	\$10,719
2019	102-500734	Contracts for Program Services	90006003	\$262,086	\$0	\$262,086
2019	102-500734	Contracts for Program Services	90006004	\$92,186	\$0	\$92,186
2019	102-500734	Contracts for Program Services	90006022	\$30,545	\$0	\$30,545
2019	102-500734	Contracts for Program Services	90006041	\$38,849	\$0	\$38,849
2020	102-500734	Contracts for Program Services	90006003	\$428,770	\$0	\$428,770
2020	102-500734	Contracts for Program Services	90006022	\$23,545	\$0	\$23,545
2020	102-500734	Contracts for Program Services	90006041	\$29,179	\$0	\$29,179
2021	102-500734	Contracts for Program Services	90006003	\$428,770	\$8,500	\$437,270

2021	102-500734	Contracts for Program Services	90006022	\$23,545	\$4,380	\$27,925
2021	102-500734	Contracts for Program Services	90006041	\$31,179	\$0	\$31,179
			<i>Subtotals:</i>	\$1,961,966	\$12,880	\$1,974,846

05-95-90-902010-60480000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM, INFRASTRUCTURE 100% Federal Funds

Fiscal Year	Class/Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006060	\$9,700	\$0	\$9,700
			<i>Subtotals:</i>	\$9,700	\$0	\$9,700
			<i>Totals:</i>	\$1,971,666	\$12,880	\$1,984,546

Southern New Hampshire Services - Vendor Code: 177198-B006

05-95-90-902010-52600000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM 100% Federal Funds

Fiscal Year	Class/Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006001	\$151,356	\$0	\$151,356
2018	102-500734	Contracts for Program Services	90006002	\$57,349	\$0	\$57,349
2018	102-500734	Contracts for Program Services	90006003	\$701,791	\$0	\$701,191
2018	102-500734	Contracts for Program Services	90006004	\$271,966	\$0	\$271,966
2018	102-500734	Contracts for Program Services	90006022	\$58,929	\$0	\$58,929
2018	102-500734	Contracts for Program Services	90006041	103,643	\$0	\$103,643
2018	102-500734	Contracts for Program Services	90006051	\$24,000	\$0	\$24,000
2019	102-500734	Contracts for Program Services	90006001	\$151,356	\$0	\$151,356
2019	102-500734	Contracts for Program Services	90006002	\$57,349	\$0	\$57,349
2019	102-500734	Contracts for Program Services	90006003	\$701,791	\$0	\$701,791
2019	102-500734	Contracts for Program Services	90006004	\$271,966	\$0	\$271,966
2019	102-500734	Contracts for Program Services	90006022	\$58,929	\$0	\$58,929
2019	102-500734	Contracts for Program Services	90006041	\$103,643	\$0	\$103,643

2020	102-500734	Contracts for Program Services	90006003	\$1,182,462	\$0	\$1,182,462
2020	102-500734	Contracts for Program Services	90006022	\$58,929	\$0	\$58,929
2020	102-500734	Contracts for Program Services	90006041	\$91,789	\$0	\$91,789
2021	102-500734	Contracts for Program Services	90006003	\$1,182,462	\$17,500	\$1,199,962
2021	102-500734	Contracts for Program Services	90006022	\$58,929	\$7,864	\$66,793
2021	102-500734	Contracts for Program Services	90006041	\$93,789	\$0	\$93,789
			<i>Subtotals:</i>	<i>\$5,382,428</i>	<i>\$25,364</i>	<i>\$5,407,792</i>

05-95-90-902010-60480000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM, INFRASTRUCTURE 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006060	\$30,400	\$0	\$30,400
			<i>Subtotals:</i>	<i>\$30,400</i>	<i>\$0</i>	<i>\$30,400</i>
			<i>Totals:</i>	<i>\$5,412,828</i>	<i>\$25,364</i>	<i>\$5,438,192</i>

Southwestern Community Services, Inc. - Vendor Code: 177511-R001

05-95-90-902010-52600000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006001	\$33,272	\$0	\$33,272
2018	102-500734	Contracts for Program Services	90006002	\$13,046	\$0	\$13,046
2018	102-500734	Contracts for Program Services	90006003	\$181,110	\$0	\$181,110
2018	102-500734	Contracts for Program Services	90006004	\$53,347	\$0	\$53,347
2018	102-500734	Contracts for Program Services	90006022	\$15,338	\$0	\$15,338
2018	102-500734	Contracts for Program Services	90006041	\$26,136	\$0	\$26,136
2018	102-500734	Contracts for Program Services	90006051	\$5,523	\$0	\$5,523
2019	102-500734	Contracts for Program Services	90006001	\$33,272	\$0	\$33,272
2019	102-500734	Contracts for Program Services	90006002	\$13,046	\$0	\$13,046

2019	102-500734	Contracts for Program Services	90006003	\$181,110	\$0	\$181,110
2019	102-500734	Contracts for Program Services	90006004	\$53,347	\$0	\$53,347
2019	102-500734	Contracts for Program Services	90006022	\$19,938	\$0	\$19,938
2019	102-500734	Contracts for Program Services	90006041	31,136	\$0	\$31,136
2020	102-500734	Contracts for Program Services	90006003	\$280,775	\$0	\$280,775
2020	102-500734	Contracts for Program Services	90006022	\$15,338	\$0	\$15,338
2020	102-500734	Contracts for Program Services	90006041	\$23,966	\$0	\$23,966
2021	102-500734	Contracts for Program Services	90006003	\$280,775	\$6,650	\$287,425
2021	102-500734	Contracts for Program Services	90006022	\$15,338	\$3,518	\$18,856
2021	102-500734	Contracts for Program Services	90006041	\$23,466	\$5,000	\$28,466
			<i>Subtotals:</i>	\$1,299,279	\$15,168	\$1,314,447

05-95-90-902010-60480000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM, INFRASTRUCTURE 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006060	\$6,978	\$0	\$6,978
			<i>Subtotals:</i>	\$6,978	\$0	\$6,978

05-95-90-902010-33960000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM, EWIC IMPLEMENTATION 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90003396	\$4,000	\$0	\$4,000
2019	102-500734	Contracts for Program Services	90003396	\$0	\$0	\$0
2020	102-500734	Contracts for Program Services	90003396	\$18,000	\$0	\$18,000
			<i>Subtotals:</i>	\$22,000	\$0	\$22,000
			Totals:	\$1,328,257	\$15,168	\$1,343,425

			GRAND TOTALS:	\$11,854,653	\$68,950	\$11,923,603
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**New Hampshire Department of Health and Human Services
WIC and Breastfeeding Peer Counseling Services**



**State of New Hampshire
Department of Health and Human Services
Amendment #3 to the WIC and Breastfeeding Peer Counseling Services Contract**

This 3rd Amendment to the WIC and Breastfeeding Peer Counseling Services contract (hereinafter referred to as "Amendment #4") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Southern New Hampshire Services (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 40 Pine Street, Manchester, NH 03103.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 21, 2017 (item #45); as amended on June 6, 2018 (item #14); and June 5, 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, 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 modify the scope of services and increase the price limitation 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 1:8, Price Limitation, to read:
\$5,438,192.
2. Modify Exhibit A Scope of Services, Section 2, Statement of Work, Subsection 2.2, by adding Paragraph 2.2.26, to read:
2.2.26. The Contractor shall implement and provide ongoing WIC Program remote services.
3. Modify Exhibit A Scope of Services, Section 2, Statement of Work, Subsection 2.2, by adding Paragraph 2.2.27, to read:
2.2.27. The Contractor shall purchase or procure computer equipment and supplies to implement WIC Program remote services, which includes:
 - 2.2.27.1. Computer laptops and/or tablets that:
 - 2.2.27.1.1 Meet the specifications of the New Hampshire WIC Management Information System and enhancements for Electronic Benefit Transfer;
 - 2.2.27.1.2. Wholly support Windows 10 and accompanying security updates; and
 - 2.2.27.1.3. Are operational no later than September 30, 2020;
 - 2.2.27.2. An SMS/texting notification system; and
 - 2.2.27.3. Mailing supplies.
4. Modify Exhibit A Scope of Services, Section 2, Statement of Work, Subsection 2.2, by adding Paragraph 2.2.28, to read:
2.2.28. The Contractor shall enhance its Breastfeeding Peer Counselor Program community outreach and promotion services, in accordance with the USDA Loving Support Model and federal allowable costs, by providing services that include, but are not limited to:
 - 2.2.28.1. In-office breastfeeding education and support.

New Hampshire Department of Health and Human Services
WIC and Breastfeeding Peer Counseling Services



- 2.2.28.2. Telephone support.
- 2.2.28.3. In-hospital support.
- 2.2.28.4. On-going training for peer counselors.
5. Exhibit B, Methods and Conditions Precedent to Payment, Section 1, to read:
 1. This contract is funded with funds from the Catalog of Federal Domestic Assistance (CFDA) #10.557, U.S. Department of Agriculture, Special Supplemental Nutrition Program for Women, Infants and Children; in providing services pursuant to Exhibit A, Scope of Services. The Contractor agrees to provide the services in Exhibit A, Scope of Services and Exhibit A-1, Scope of Services, in compliance with funding requirements.
6. Exhibit B, Methods and Conditions Precedent to Payment, Section 2, to read:
 2. The State shall pay the Contractor an amount not to exceed the Price Limitation on Form P37, Block 1.8, for the services provided by the Contractor pursuant to Exhibit A, Scope of Services and Exhibit A-1, Scope of Services.
7. Exhibit B, Methods and Conditions Precedent to Payment, Section 3, to read:
 3. Payment for expenses shall be on a cost reimbursement basis for actual expenditures only. Expenditures shall be in accordance with the approved budget line items in Exhibit B-1 Budget through Exhibit B-4 Budget – Amendment #3, SFY 2021 BFPC Services.
8. Modify Exhibit B-2 Amendment #2, SFY 2021 WIC Budget, by replacing in its entirety with Exhibit B-2 Budget – Amendment #3, SFY 2021 WIC Services, which is incorporated by reference and attached herein.
9. Modify Exhibit B-4 Amendment #2, SFY 2021 BFPC Budget, by replacing in its entirety with Exhibit B-4 Budget – Amendment #3, SFY 2021 BFPC Services, which is attached hereto and incorporated by reference herein.

**New Hampshire Department of Health and Human Services
WIC and Breastfeeding Peer Counseling Services**



All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #3 remain in full force and effect. This amendment shall be effective upon the Governor's approval issued under the Executive Order 2020-04 as extended by Executive Orders 2020-05 and 2020-08, July 1, 2021, whichever is later.

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

Handwritten signature of Lisa Morris in black ink.

Name: Lisa Morris
Title: Director

6/23/2020

Date

Southern New Hampshire Services

Handwritten signature of Donnaïee Lozeau in black ink.

Name: Donnaïee Lozeau
Title: Executive Director

June 23, 2020

Date

New Hampshire Department of Health and Human Services
WIC and Breastfeeding Peer Counseling Services



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

OFFICE OF THE ATTORNEY GENERAL

06/26/20
Date

Catherine Pinos
Name:
Title: Catherine Pinos, Attorney

I hereby certify that the foregoing Amendment was approved by the Governor approval issued under the Executive Order 2020-04.

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

**Exhibit B-2 Budget – Amendment #3
SFY 2021 WIC Services**

New Hampshire Department of Health and Human Services

Bidder Name: Southern New Hampshire Services

Budget Request for: WIC - Women, Infants and Children
(Name of RFP)

Budget Period: 7/1/2020 - 6/30/2021

Line/Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 677,958.00	\$ -	\$ 677,958.00	
2. Employee Benefits	\$ 301,135.00	\$ -	\$ 301,135.00	
3. Consultants	\$ 25,230.00	\$ -	\$ 25,230.00	
4. Equipment:	\$ 13,100.00	\$ -	\$ 13,100.00	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ 25,834.00	\$ -	\$ 25,834.00	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	
6. Travel	\$ 24,945.00	\$ -	\$ 24,945.00	
7. Occupancy	\$ 75,873.00	\$ -	\$ 75,873.00	
8. Current Expenses	\$ 31,095.00	\$ -	\$ 31,095.00	
Telephone	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ 2,850.00	\$ -	\$ 2,850.00	
12. Indirect Cost	\$ -	\$ 113,731.00	\$ 113,731.00	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
Special Project/NWA Trust	\$ 2,000.00	\$ -	\$ 2,000.00	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL	\$ 1,180,020.00	\$ 113,731.00	\$ 1,293,751.00	

Indirect As A Percent of Direct

9.6%

**Exhibit B-4 Budget - Amendment #3
SFY 2021 BFPC Services**

New Hampshire Department of Health and Human Services

Bidder Name: Southern New Hampshire Services

Budget Request for: BFPC - Breast Feeding Peer Council
(Name of RFP)

Budget Period: 7/1/2020 - 6/30/21

Line/Item	Direct Incremental	Indirect (Fixed)	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 43,640.00	\$ -	\$ 43,640.00	
2. Employee Benefits	\$ 7,271.00	\$ -	\$ 7,271.00	
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ 10.00	\$ -	\$ 10.00	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	
6. Travel	\$ 2,248.00	\$ -	\$ 2,248.00	
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ 500.00	\$ -	\$ 500.00	
12. Indirect Cost	\$ -	\$ 5,260.00	\$ 5,260.00	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
Special Breastfeeding Project	\$ 7,864.00	\$ -	\$ 7,864.00	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL	\$ 61,933.00	\$ 5,260.00	\$ 68,793.00	

Indirect As A Percent of Direct

8.5%

**State of New Hampshire
Department of Health and Human Services
Amendment #5**

This Amendment to the WIC and Breastfeeding Peer Counseling Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Southwestern Community Services, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 21, 2017 (item #45), as amended on June 6, 2018 (item #14); April 17, 2019 (item #23); June 5, 2019 (item #27), and as approved by the Governor on July 10, 2020, as presented to the Executive Council as an informational item on August 5, 2020 (item #G) 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:
June 30, 2023
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$1,987,884
3. Modify Exhibit A Scope of Services, Section 2, Subsection 2.2, Paragraph 2.2.16 to read:
2.2.16 The Contractor shall conduct annual civil rights, customer service and conflict resolution training for all staff and maintain attendance records in accordance with federal regulations.
4. Modify Exhibit A, Scope of Services, Section 2, Subsection 2.2, Paragraph 2.2.19 to read:
2.2.19 The Contractor shall ensure all staff participate in annual training provided by the NH Tobacco Prevention and Cessation Program. WIC CPAs document participant tobacco use, educate on quitline services and refer those willing to try to quit at all certification visits.
5. Modify Exhibit A, Scope of Services, Section 2, Subsection 2.2, Paragraph 2.2.26 to read:
2.2.26 The Contractor shall take reasonable steps to provide meaningful access to WIC recipient programs and activities for all persons with limited English proficiency. Local agencies shall use qualified, competent language resources, such as but not limited to interpretation services and American Sign Language.
6. Modify Exhibit A, Scope of Services, Section 2, Subsection 2.2, Paragraph 2.2.27 to read:
2.2.27 The Contractor shall include language on their WIC webpage that provides sufficient notice and how to request free language assistance services for individuals with LEP, such as free auxiliary aids and services and other reasonable modifications for individuals with disabilities.

DS
JM

7. Modify Exhibit A, Scope of Services, Section 2, Subsection 2.2, Paragraph 2.2.28 to read:
 2.2.28 The Contractor shall offer a respect and civility in the workplace training for all staff during each contract period.
8. Modify Exhibit A, Scope of Services, Section 5, Performance Measures, Workplan Schedule to delete and replace in its entirety with the following:

Table 1

WORKPLAN	DUE DATE
SFY 2022 Workplan	July 30, 2021
SFY 2022 Mid-Year Report	January 30, 2022
SFY 2022 End of Year Report	June 30, 2022
SFY 2023 Workplan	July 30, 2022
SFY 2023 Mid-year Report	January 30, 2023
SFY 2023 End of Year Report	June 30, 2023

9. 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 actual expenditures only. Expenditures shall be in accordance with the approved budget line items in Exhibit B-1 Budget through Exhibit B-9 Budget – Amendment #5, SFY 2023 BFPC Services.
10. Add Exhibit B-6 Amendment #5, SFY 2022 WIC Services Budget, which is attached hereto and incorporated by reference herein.
11. Add Exhibit B-7 Amendment #5, SFY 2022 BFPC Services Budget, which is attached hereto and incorporated by reference herein.
12. Add Exhibit B-8 Amendment #5, SFY 2023 WIC Services Budget, which is attached hereto and incorporated by reference herein.
13. Add Exhibit B-9 Amendment #5, SFY 2023 BFPC Services Budget, which is attached hereto and incorporated by reference herein.

All terms and conditions of the Contract and prior amendments not modified by this Amendment #5 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

5/25/2021

Date

DocuSigned by:
Patricia M. Tilley
84FB28F58FD1C8

Name: Patricia M. Tilley
Title: Interim Director

Southwestern Community Services, Inc.

5/25/2021

Date

DocuSigned by:
John Manning
FC2BA043072B419

Name: John Manning
Title: CEO

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

OFFICE OF THE ATTORNEY GENERAL

5/25/2021

Date

DocuSigned by:

D5CA8202E32C4AE

Name: Catherine Pinos

Title: 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 B-5 Amendment #5

BUDGET FORM

New Hampshire Department of Health and Human Services

Bidder Name: Southwestern Community ServicesBudget Request for: WIC Program

(Name of RFP)

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

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 166,736.00	\$ -	\$ 166,736.00	
2. Employee Benefits	\$ 88,396.00	\$ -	\$ 88,396.00	
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment:	\$ 8,160.00	\$ -	\$ 8,160.00	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ 2,000.00	\$ -	\$ 2,000.00	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	
6. Travel	\$ 5,000.00	\$ -	\$ 5,000.00	
7. Occupancy	\$ 20,949.00	\$ -	\$ 20,949.00	
8. Current Expenses	\$ 10,000.00	\$ -	\$ 10,000.00	
Telephone	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ 1,000.00	\$ -	\$ 1,000.00	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
NWA Conference support	\$ 2,000.00	\$ -	\$ 2,000.00	
Teletask	\$ 1,400.00	\$ -	\$ 1,400.00	
	\$ -	\$ -	\$ -	
TOTAL	\$ 305,641.00	\$ -	\$ 305,641.00	

Indirect As A Percent of Direct

0.0%

Contractor Initials 

Exhibit B-6 Amendment #5

BUDGET FORM

New Hampshire Department of Health and Human Services

Bidder Name: Southwestern Community Services

Budget Request for: Breastfeeding Peer Counselor Program
(Name of RFP)

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

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 12,626.00	\$ -	\$ 12,626.00	
2. Employee Benefits	\$ 1,512.00	\$ -	\$ 1,512.00	
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	\$ 1,200.00	\$ -	\$ 1,200.00	
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	\$ 15,338.00	\$ -	\$ 15,338.00	

Indirect As A Percent of Direct

0.0%

Contractor Initials 

Date 5/25/2021

Exhibit B-7 Amendment #5

BUDGET FORM

New Hampshire Department of Health and Human Services

Bidder Name: Southwestern Community ServicesBudget Request for: WIC Program

(Name of RFP)

Budget Period: July 1, 2022- June 30, 2023

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 166,736.00	\$ -	\$ 166,736.00	
2. Employee Benefits	\$ 88,396.00	\$ -	\$ 88,396.00	
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment:	\$ 8,160.00	\$ -	\$ 8,160.00	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
5. Supplies:	\$ 2,000.00	\$ -	\$ 2,000.00	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	
6. Travel	\$ 5,000.00	\$ -	\$ 5,000.00	
7. Occupancy	\$ 20,949.00	\$ -	\$ 20,949.00	
8. Current Expenses	\$ 10,000.00	\$ -	\$ 10,000.00	
Telephone	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ 1,000.00	\$ -	\$ 1,000.00	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
NWA Conference support	\$ 2,000.00	\$ -	\$ 2,000.00	
Teletask	\$ 1,400.00	\$ -	\$ 1,400.00	
WIC Annual Forum	\$ 2,500.00	\$ -	\$ 2,500.00	
TOTAL	\$ 308,141.00	\$ -	\$ 308,141.00	

Indirect As A Percent of Direct

0.0%

Contractor Initials



Exhibit B-8 Amendment #5

BUDGET FORM

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

Bidder Name: Southwestern Community Services

Budget Request for: Breastfeeding Peer Counselor Program
 (Name of RFP)

Budget Period: July 1, 2022- June 30, 2023

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 12,626.00	\$ -	\$ 12,626.00	
2. Employee Benefits	\$ 1,512.00	\$ -	\$ 1,512.00	
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	\$ 1,200.00	\$ -	\$ 1,200.00	
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	\$ 15,338.00	\$ -	\$ 15,338.00	

Indirect As A Percent of Direct

0.0%

Contractor Initials

State of New Hampshire

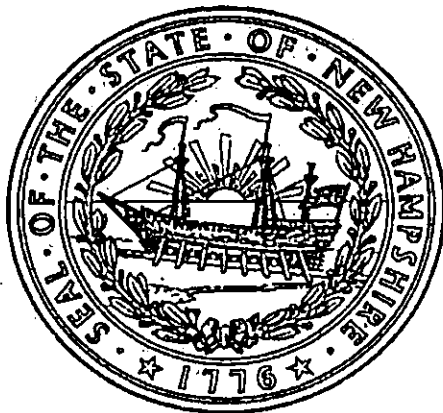
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that SOUTHWESTERN COMMUNITY SERVICES, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on May 19, 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: 65514

Certificate Number: 0005339790



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 5th day of April A.D. 2021.

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

William M. Gardner
Secretary of State

CERTIFICATE OF AUTHORITY

I, Kevin Watterson, 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 Southwestern Community Services Inc.
(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 Feb 8, 20 16, at which a quorum of the Directors/shareholders were present and voting.
(Date)

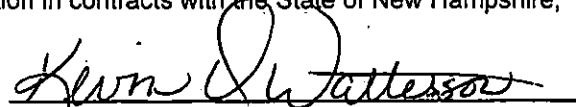
VOTED: That John A. Manning (may list more than one person)
(Name and Title of Contract Signatory)

is duly authorized on behalf of Southwestern Community Services Inc 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: 5/25/2021



Signature of Elected Officer:

Name: Kevin Watterson

Title: Chairperson



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/11/2020

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 608 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 <hr/> INSURER(S) AFFORDING COVERAGE NAME: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">INSURER A : Philadelphia Insurance Company</td> <td style="width: 20%; text-align: center;">0</td> </tr> <tr> <td>INSURER B : Maine Employer Mutual Insurance Co.</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER A : Philadelphia Insurance Company	0	INSURER B : Maine Employer Mutual Insurance Co.		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER A : Philadelphia Insurance Company	0												
INSURER B : Maine Employer Mutual Insurance Co.													
INSURER C :													
INSURER D :													
INSURER E :													
INSURER F :													
INSURED Southwestern Community Services Inc PO Box 603 Keene NH 03431	SOUTHWESTERNCOM												

COVERAGES CERTIFICATE NUMBER: 1771028441 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 <hr/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			PHPK2000692	6/30/2020	6/30/2021	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 - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			PHPK2000704	6/30/2020	6/30/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB681878	6/30/2020	6/30/2021	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
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/A	3102900788	4/1/2020	4/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Workers Compensation laws apply for the state of: NH
 All Officers are included

CERTIFICATE HOLDER Department of Health & Human Services Bureau of Contracts & Procurement Unit 129 Pleasant Street Concord NH 03301	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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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/05/2021

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 Clark Mortenson Insurance PO Box 606 Keene NH 03431	CONTACT NAME: Ana O'Donnell, CPIW, CIC PHONE (A.C. No. Ex.): (603) 352-2121 E-MAIL ADDRESS: aodonnell@clark-mortenson.com FAX (A.C. No.): (603) 357-8491
INSURED Southwestern Comm Services Inc PO Box 603 Keene NH 03431	INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Insurance Co. NAIC # 18058 INSURER B: Maine Employers Mut Ins Co 11149 INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER: 21/22 WCO

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 GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			PHPK2147853	06/30/2020	06/30/2021	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 - COMP/OP AGG \$ 2,000,000 \$
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			PHPK2147851	06/30/2020	06/30/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB727327	06/30/2020	06/30/2021	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
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	3102800768	04/01/2021	04/01/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

Workers Compensation Statutory coverage provided for the State of NH
 All Executive Officers are included in the Workers Compensation coverage

CERTIFICATE HOLDER

CANCELLATION

State of NH, Department of Health and Human Service 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 
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Southwestern Community Services

People helping people in Cheshire and Sullivan Counties since 1965

Mission Statement

SCS strives to empower low income people and families. With dignity and respect, SCS will provide assistance, reduce stressors, and advocate for such persons and households as they and their families lift themselves toward self-sufficiency.

In partnership and close collaboration with local communities, SCS will provide leadership and support to develop additional resources, programs and services to further aid this population.

Vision Statement

SCS seeks to *create* and *support* a climate within the communities of southwestern New Hampshire wherein *poverty is never accepted* as a chronic or permanent condition of any person's life.

63 Community Way
PO Box 603
Keene, NH 03431
Phone: (603) 352-7512
Fax: (603) 352-3618



United Way

Call Toll Free: (800) 529-0005
TTY-NH: (800) 735-2964

96-102 Main Street
PO Box 1338
Claremont, NH 03743
Phone: (603) 542-9528
Fax: (603) 542-3140

Financial Statements

SOUTHWESTERN COMMUNITY SERVICES, INC.
AND RELATED COMPANIES

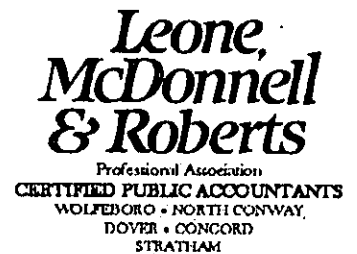
**FOR THE YEARS ENDED
MAY 31, 2020 AND 2019
AND
INDEPENDENT AUDITORS' REPORTS**

SOUTHWESTERN COMMUNITY SERVICES, INC. AND RELATED COMPANIES

**CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEARS ENDED MAY 31, 2020 AND 2019**

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To the Board of Directors of
Southwestern Community Services, Inc.
Keene, New Hampshire

INDEPENDENT AUDITORS' REPORT

Report on the Financial Statements

We have audited the accompanying consolidated financial statements of Southwestern Community Services, Inc. (a New Hampshire nonprofit corporation) and related companies, which comprise the consolidated statements of financial position as of May 31, 2020 and 2019, and the related consolidated statements of cash flows, functional expenses, and notes to the consolidated financial statements for the years then ended, and the related consolidated statement of activities for the year ended May 31, 2020.

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 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 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 Southwestern Community Services, Inc. and related companies as of May 31, 2020 and 2019, and the changes in their net assets and their cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited Southwestern Community Services, Inc. and related companies' 2019 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated November 5, 2019. In our opinion, the summarized comparative information presented herein as of and for the year ended May 31, 2019, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Information

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying schedules 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*, and the Schedules of Functional Revenues and Expenses, 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 October 5, 2020, on our consideration of Southwestern Community Services, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on 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 Southwestern Community Services, Inc.'s internal control over financial reporting and compliance.

Leone McDonnell & Roberts Professional Association

October 5, 2020
Wolfeboro, New Hampshire

SOUTHWESTERN COMMUNITY SERVICES, INC. AND RELATED COMPANIES**CONSOLIDATED STATEMENTS OF FINANCIAL POSITION
MAY 31, 2020 AND 2019****ASSETS**

	<u>2020</u>	<u>2019</u>
CURRENT ASSETS		
Cash and cash equivalents	\$ 1,400,153	\$ 882,187
Accounts receivable	1,203,489	1,245,826
Prepaid expeshes	57,168	51,722
Notes receivable	-	112,000
Interest receivable	-	45,547
Total current assets	<u>2,660,810</u>	<u>2,337,282</u>
PROPERTY		
Land and buildings	19,243,210	19,188,791
Vehicles and equipment	541,236	554,976
Furniture and fixtures	271,753	220,291
Total property	<u>20,056,199</u>	<u>19,964,058</u>
Less accumulated depreciation	<u>8,557,576</u>	<u>7,938,217</u>
Property, net	<u>11,498,623</u>	<u>12,025,841</u>
OTHER ASSETS		
Investment in related parties	198,492	198,728
Due from related parties	59,067	59,102
Cash escrow and reserve funds	809,897	849,334
Security deposits	69,767	62,996
Other assets	384	384
Total other assets	<u>1,137,607</u>	<u>1,170,544</u>
Total assets	<u>\$ 15,297,040</u>	<u>\$ 15,533,667</u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Accounts payable	\$ 160,672	\$ 391,613
Accrued expenses	87,023	119,620
Accrued payroll and payroll taxes	228,394	233,900
Other current liabilities	149,154	138,740
Refundable advances	290,437	180,994
Interest payable	-	49,547
Current portion of long term debt	125,324	227,221
Total current liabilities	<u>1,041,004</u>	<u>1,341,635</u>
NONCURRENT LIABILITIES		
Long term debt, less current portion shown above	8,905,857	9,086,445
Paycheck Protection Program	439,070	-
Total noncurrent liabilities	<u>9,344,927</u>	<u>9,086,445</u>
Total liabilities	<u>10,385,931</u>	<u>10,428,080</u>
NET ASSETS		
Without donor restrictions	4,766,637	4,922,671
With donor restrictions	144,472	182,916
Total net assets	<u>4,911,109</u>	<u>5,105,587</u>
Total liabilities and net assets	<u>\$ 15,297,040</u>	<u>\$ 15,533,667</u>

See Notes to Consolidated Financial Statements

SOUTHWESTERN COMMUNITY SERVICES, INC. AND RELATED COMPANIES**CONSOLIDATED STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED MAY 31, 2020
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>2020 Total</u>	<u>2019 Total</u>
REVENUES AND OTHER SUPPORT				
Government contracts	\$ 10,619,721	\$ -	\$ 10,619,721	\$ 10,672,702
Program service fees	2,605,816	-	2,605,816	2,485,405
Rental income	1,165,032	-	1,165,032	995,380
Developer fee income	1,508	-	1,508	-
Support	516,375	77,235	593,610	452,391
Sponsorship	26,546	-	26,546	70,893
Interest income	9,224	-	9,224	7,153
Forgiveness of debt	79,338	-	79,338	388,849
Miscellaneous	148,113	-	148,113	120,697
In-kind contributions	167,553	-	167,553	241,499
	<u>15,339,226</u>	<u>77,235</u>	<u>15,416,461</u>	<u>15,434,969</u>
NET ASSETS RELEASED FROM RESTRICTIONS				
	<u>115,679</u>	<u>(115,679)</u>	<u>-</u>	<u>-</u>
Total revenues, other support, and net assets released from restrictions	<u>15,454,905</u>	<u>(38,444)</u>	<u>15,416,461</u>	<u>15,434,969</u>
EXPENSES				
Program services				
Home energy programs	5,153,989	-	5,153,989	5,238,483
Education and nutrition	2,687,612	-	2,687,612	2,659,830
Homeless programs	2,060,655	-	2,060,655	1,994,872
Housing services	2,433,660	-	2,433,660	2,319,865
Economic development services	737,663	-	737,663	721,370
Other programs	775,342	-	775,342	894,986
	<u>13,848,921</u>	<u>-</u>	<u>13,848,921</u>	<u>13,829,406</u>
Supporting activities				
Management and general	1,761,642	-	1,761,642	1,880,406
	<u>15,610,563</u>	<u>-</u>	<u>15,610,563</u>	<u>15,709,812</u>
CHANGES IN NET ASSETS BEFORE LOSS ON SALE OF PROPERTY				
	(155,658)	(38,444)	(194,102)	(274,843)
LOSS ON SALE OF PROPERTY				
	(140)	-	(140)	(6,481)
(LOSS) GAIN ON INVESTMENT IN LIMITED PARTNERSHIPS				
	<u>(236)</u>	<u>-</u>	<u>(236)</u>	<u>18,116</u>
CHANGE IN NET ASSETS				
	(156,034)	(38,444)	(194,478)	(263,208)
NET ASSETS, BEGINNING OF YEAR				
	4,922,671	182,916	5,105,587	3,932,113
NET ASSETS TRANSFERRED FROM LIMITED PARTNERSHIP				
	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,436,682</u>
NET ASSETS, END OF YEAR				
	<u>\$ 4,766,637</u>	<u>\$ 144,472</u>	<u>\$ 4,911,109</u>	<u>\$ 5,105,587</u>

See Notes to Consolidated Financial Statements

SOUTHWESTERN COMMUNITY SERVICES, INC. AND RELATED COMPANIES**CONSOLIDATED STATEMENTS OF CASH FLOWS**
FOR THE YEARS ENDED MAY 31, 2020 AND 2019

	<u>2020</u>	<u>2019</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ (194,478)	\$ (263,208)
Adjustments to reconcile changes in net assets to net cash from operating activities:		
Depreciation and amortization	663,252	580,115
Loss on disposal of property	140	6,481
Loss (gain) on investment in limited partnerships	236	(18,116)
Forgiveness of debt	(79,338)	(388,849)
Decrease (increase) in assets:		
Accounts receivable	42,337	(185,904)
Prepaid expenses	(5,446)	5,509
Interest receivable	45,547	-
Due from related parties	35	44,240
Security deposits	(6,771)	5,151
(Decrease) increase in liabilities:		
Accounts payable	(230,941)	145,829
Accrued expenses	(32,597)	(106,905)
Accrued payroll and payroll taxes	(5,506)	(16,792)
Other current liabilities	10,414	3,167
Refundable advances	109,443	(12,937)
Interest payable	(49,547)	49,547
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES	<u>266,780</u>	<u>(152,672)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Proceeds from sale of property	-	215,000
Purchase of property	(136,174)	(139,717)
NET CASH (USED IN) PROVIDED BY INVESTING ACTIVITIES	<u>(136,174)</u>	<u>75,283</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Proceeds from long term debt	36,679	40,048
Repayment of long term debt	(127,826)	(160,029)
Paycheck Protection Program funds received	439,070	-
NET CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES	<u>347,923</u>	<u>(119,981)</u>
NET INCREASE (DECREASE) IN CASH AND RESTRICTED CASH	478,529	(197,370)
CASH AND RESTRICTED CASH, BEGINNING OF YEAR	1,731,521	1,604,748
CASH TRANSFERRED FROM LIMITED PARTNERSHIP	-	324,143
CASH AND RESTRICTED CASH, END OF YEAR	<u>\$ 2,210,050</u>	<u>\$ 1,731,521</u>

See Notes to Consolidated Financial Statements

SOUTHWESTERN COMMUNITY SERVICES, INC. AND RELATED COMPANIES**CONSOLIDATED STATEMENTS OF CASH FLOWS (CONTINUED)
FOR THE YEARS ENDED MAY 31, 2020 AND 2019**

	<u>2020</u>	<u>2019</u>
SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION		
Cash paid during the year for interest	\$ 165,929	\$ 203,408
SUPPLEMENTAL DISCLOSURES OF NONCASH INVESTING AND FINANCING ACTIVITIES		
Transfer of assets from newly consolidated LP:		
Prepaid expenses	\$ -	\$ (22,212)
Land and buildings	-	(2,373,335)
Furniture and fixtures	-	(168,237)
Security deposits	-	(16,151)
Total transfer of assets from newly consolidated LP	<u>\$ -</u>	<u>\$ (2,579,935)</u>
Transfer of liabilities from newly consolidated LP:		
Accounts payable	\$ -	\$ 121,699
Accrued expenses	-	20,347
Due to related parties	-	85,181
Long term debt	-	1,332,075
Total transfer of liabilities from newly consolidated LP	<u>\$ -</u>	<u>\$ 1,559,302</u>
Total partners' capital from newly consolidated LP	\$ -	\$ 1,344,776
Partners' capital previously recorded as investment in related parties	-	91,906
Total transfer of partners' capital from newly consolidated LP	<u>\$ -</u>	<u>\$ 1,436,682</u>

See Notes to Consolidated Financial Statements

SOUTHWESTERN COMMUNITY SERVICES, INC. AND RELATED COMPANIES**CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED MAY 31, 2020**

	Home Energy Programs	Education and Nutrition	Homeless Programs	Housing Services	Economic Development Services	Other Programs	Total Program	Management and General	2020 Total
Payroll	\$ 467,456	\$ 1,374,787	\$ 335,905	\$ 735,214	\$ 435,177	\$ 424,014	\$ 3,772,553	\$ 731,826	\$ 4,504,379
Payroll taxes	36,287	107,590	25,566	56,083	35,147	32,738	293,411	55,964	349,375
Employee benefits	135,770	412,407	121,495	271,770	85,902	193,929	1,221,273	45,011	1,266,284
Retirement	29,265	71,941	19,791	58,108	21,016	13,973	214,094	64,115	278,209
Advertising	728	3,084	83	2,632	3,999	2,100	12,626	591	13,217
Bank charges	4	-	17	4,117	-	54	4,192	7,456	11,648
Bad debt expense	-	45	195	-	-	-	240	4,000	4,240
Computer cost	-	28,124	5,538	8,120	15,541	-	57,323	166,243	223,566
Contractual	776,055	18,582	13,624	27,752	2,719	74,250	912,982	41,190	954,172
Depreciation	-	27,369	108,291	366,399	-	10,913	512,972	150,280	663,252
Dues/registration	-	977	-	495	468	-	1,940	9,720	11,660
Duplicating	-	7,480	-	-	-	-	7,480	5,684	13,164
Insurance	6,667	13,010	24,560	56,680	14,271	5,968	121,156	36,841	157,997
Interest	-	7,198	7,527	36,985	-	-	51,710	114,881	166,591
Meeting and conference	457	1,042	262	4,913	1,118	2,029	9,821	13,879	23,700
Miscellaneous expense	3,543	1,597	60	44,189	4,722	163	54,274	18,105	72,379
Miscellaneous taxes	-	-	-	61,942	-	-	61,942	200	62,142
Equipment purchases	24,948	1,646	-	6,426	-	-	33,020	30	33,050
Office expense	20,017	8,744	6,002	9,148	10,480	33	54,424	24,136	78,560
Postage	240	261	123	189	252	-	1,065	24,447	25,512
Professional fees	2,045	-	3,200	28,718	-	706	34,669	89,175	123,844
Staff development and training	-	2,135	648	1,208	415	3,068	7,494	2,787	10,281
Subscriptions	-	-	-	95	-	-	95	1,801	1,896
Telephone	2,283	1,968	17,624	17,959	3,179	1,166	44,179	41,601	85,780
Travel	6,792	16,310	12,602	7,545	30,585	15	73,849	3,031	78,880
Vehicle	3,902	5,121	5,574	30,678	36,849	9,696	91,820	8,202	100,022
Rent	-	25,570	-	-	-	-	25,570	-	25,570
Space costs	-	174,312	352,469	583,375	2,699	89	1,112,944	100,446	1,213,390
Direct client assistance	3,637,530	208,759	999,499	12,920	33,124	418	4,892,250	-	4,892,250
In-kind expenses	-	167,553	-	-	-	-	167,553	-	167,553
TOTAL FUNCTIONAL EXPENSES BEFORE MANAGEMENT AND GENERAL ALLOCATION	5,153,989	2,687,612	2,060,655	2,433,660	737,663	775,342	13,848,921	1,761,642	15,610,563
Allocation of management and general expenses	655,609	341,876	262,124	309,572	93,834	98,627	1,761,642	(1,761,642)	-
TOTAL FUNCTIONAL EXPENSES	\$ 5,809,598	\$ 3,029,488	\$ 2,322,779	\$ 2,743,232	\$ 831,497	\$ 873,969	\$ 15,610,563	\$ -	\$ 15,610,563

See Notes to Consolidated Financial Statements

SOUTHWESTERN COMMUNITY SERVICES, INC. AND RELATED COMPANIES**CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED MAY 31, 2019**

	Home Energy Programs	Education and Nutrition	Homeless Programs	Housing Services	Economic Development Services	Other Programs	Total Program	Management and General	2019 Total
Payroll	\$ 432,968	\$ 1,224,986	\$ 377,595	\$ 775,425	\$ 414,730	\$ 432,826	\$ 3,658,530	\$ 753,068	\$ 4,411,598
Payroll taxes	33,521	97,919	29,527	59,738	33,519	34,195	288,419	58,304	346,723
Employee benefits	106,054	415,890	142,654	289,985	97,771	180,294	1,232,648	111,111	1,343,759
Retirement	29,200	70,406	18,908	61,936	27,831	16,181	224,462	71,547	296,009
Advertising	-	500	1,912	4,013	818	9,487	16,730	-	16,730
Bank charges	-	-	-	4,444	-	1	4,445	7,329	11,774
Bad debt expense	-	10	-	90	-	-	100	-	100
Computer cost	-	24,540	4,759	3,027	14,926	750	48,002	116,846	164,848
Contractual	629,045	32,930	230,984	38,696	2,719	116,585	1,050,959	39,743	1,090,702
Depreciation	-	28,300	108,291	281,950	-	14,207	432,748	147,367	580,115
Dues/registration	-	5,277	-	488	868	1,312	7,945	11,879	19,824
Duplicating	-	8,852	-	-	-	-	8,852	4,155	13,007
Insurance	6,714	14,798	23,590	60,672	14,130	7,164	127,068	33,892	160,960
Interest	-	7,775	8,022	21,956	-	1,610	39,363	164,045	203,408
Meeting and conference	8,673	813	2,567	8,104	565	22,569	43,291	24,957	68,248
Miscellaneous expense	181	1,695	637	34,793	3,651	2,931	43,888	19,278	63,166
Miscellaneous taxes	-	-	-	34,900	-	-	34,900	389	35,289
Equipment purchases	1,292	15,274	-	7,287	-	-	23,853	1,180	25,033
Office expense	24,820	8,499	6,695	11,475	6,458	807	58,754	11,656	70,410
Postage	97	268	138	53	214	-	770	24,238	25,008
Professional fees	4,300	-	1,301	36,095	-	-	41,696	90,968	132,664
Staff development and training	2,128	1,580	1,678	72	1,904	21,877	29,239	10,590	39,829
Subscriptions	-	-	-	655	354	-	1,009	399	1,408
Telephone	2,087	2,356	18,479	17,817	2,336	1,589	44,664	52,308	96,972
Travel	7,951	16,256	15,412	5,183	29,531	608	74,941	4,855	79,796
Vehicle	2,300	5,225	1,088	37,795	44,426	8,568	99,402	13,436	112,838
Rent	-	24,800	-	150	-	-	24,950	-	24,950
Space costs	-	194,946	332,351	512,392	1,000	376	1,041,065	106,866	1,147,931
Direct client assistance	3,947,152	214,436	668,284	10,674	23,619	21,049	4,885,214	-	4,885,214
In-kind expenses	-	241,499	-	-	-	-	241,499	-	241,499
TOTAL FUNCTIONAL EXPENSES BEFORE GENERAL AND MANAGEMENT ALLOCATION	5,238,483	2,659,830	1,994,872	2,319,865	721,370	894,986	13,829,406	1,880,406	15,709,812
Allocation of management and general expenses	712,284	361,651	271,246	315,436	98,086	121,693	1,880,406	(1,880,406)	-
TOTAL FUNCTIONAL EXPENSES	\$ 5,950,767	\$ 3,021,491	\$ 2,266,118	\$ 2,635,301	\$ 819,456	\$ 1,016,679	\$ 15,709,812	\$ -	\$ 15,709,812

See Notes to Consolidated Financial Statements

SOUTHWESTERN COMMUNITY SERVICES, INC. AND RELATED COMPANIES

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEARS ENDED MAY 31, 2020 AND 2019**

NOTE 1 ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

General

Southwestern Community Services, Inc. (the Organization) is a New Hampshire nonprofit corporation formed as an umbrella corporation that offers an array of services to the elderly, disabled, and low-income households in the Cheshire and Sullivan counties of New Hampshire. Various programs provide assistance in the areas of education, child development, employment, energy and its conservation, housing, and homelessness prevention. Services are provided through Southwestern Community Services, Inc., and its related corporations, SCS Management Corporation, SCS Housing, Inc., SCS Development Corporation, SCS Housing Development, Inc., and various limited partnerships, as described below. The Organization is committed to providing respectful support service and assisting individuals and families in achieving self-sufficiency by helping them overcome the causes of poverty. The primary source of revenues is derived from governmental contracts.

Principles of Consolidation

The consolidated financial statements include the accounts of Southwestern Community Services, Inc. and the following entities as Southwestern Community Services, Inc. has both an economic interest and control of the entities through a majority voting interest in their governing board. All significant intercompany items and transactions have been eliminated from the basic consolidated financial statements.

- SCS Management Corporation
- SCS Housing, Inc.
- SCS Development Corporation
- SCS Housing Development, Inc.
- Drewsville Carriage House Associates, Limited Partnership (Drewsville)
- Jaffrey Housing Associates, Limited Partnership (Jaffrey) – Sold 2/1/19
- Troy Senior Housing Associates, Limited Partnership (Troy Senior)
- Keene East Side Senior Housing Associates, Limited Partnership (Keene East Side)
- Winchester Senior Housing Associates, Limited Partnership (Winchester)
- Swanzey Township Housing Associates, Limited Partnership (Swanzey)
- Snow Brook Meadow Village Housing Associates, Limited Partnership (Snow Brook)

Basis of Accounting

The consolidated financial statements of Southwestern Community Services, Inc. and related companies have been prepared utilizing the accrual basis of accounting in accordance with generally accepted accounting principles.

Basis of Presentation

The financial statements of the Organization have been prepared in accordance with U.S. generally accepted accounting principles (US GAAP), which require the Organization to report information regarding its financial position and activities according to the following net asset classifications. The classes of net assets are determined by the presence or absence of donor-imposed restrictions.

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 Organization. These net assets may be used at the discretion of the Organization's 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 Organization or by passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

As of May 31, 2020 and 2019, the Organization had net assets without donor restrictions and with donor restrictions.

The 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 generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended May 31, 2019 from which the summarized information was derived.

Refundable Advances

The Organization records grant and contract revenue as refundable advances until it is expended for the purpose of the grant or contract, at which time it is recognized as revenue.

In-Kind Support

The Organization records various types of in-kind support including professional services and materials. Contributed professional services are recognized if the service received creates or enhances long-lived assets or requires specialized skill, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. Contributions of tangible assets are recognized at fair value when received.

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.

Cash and Cash Equivalents

For purposes of the statement of cash flows, the Organization considers all liquid investments purchased with original maturities of three months or less to be cash equivalents.

The following table provides a reconciliation of cash and restricted cash reported within the statements of financial position that sum to the total in the statements of cash flows as of May 31:

	<u>2020</u>	<u>2019</u>
Cash, operations	\$ 1,400,153	\$ 882,187
Cash escrow and reserve funds	<u>809,897</u>	<u>849,334</u>
Total cash and restricted cash	<u>\$ 2,210,050</u>	<u>\$ 1,731,521</u>

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 May 31, 2020 and 2019. The Organization has no policy for charging interest on overdue accounts.

Notes Receivable

The Organization had two notes receivable from Monadnock Economic Development Corporation (MEDC), an unrelated third party. The notes receivables were stated at the amount that was expected to be collected at year end. Interest was accrued at a rate of 4% annually. The balance of the notes receivable and related interest receivable was \$112,000 and \$45,547, respectively, at May 31, 2019. Payment on the notes receivable and accrued interest was realized during the year ended May 31, 2020.

Current Vulnerability Due to Certain Concentrations

The Organization is operated in a heavily regulated environment. The operations of the Organization are subject to the administrative directives, rules and regulations of federal, state and local regulatory agencies. Such administrative directives, rules and regulations are subject to change by an act of Congress or Legislature. Such changes may occur with little notice or inadequate funding to pay for the related cost, including the additional administrative burden, to comply with a change. For the years ended May 31, 2020 and 2019, approximately 69% of the Organization's total revenue was received from government agencies. The future nature of the Organization is dependent upon continued support from the government.

Concentration of Credit Risk

The Organization maintains its cash accounts in several financial institutions, which at times may exceed federally insured limits. The Organization has not experienced any losses in such accounts and believes it is not exposed to any significant risk with respect to these accounts.

Property and Depreciation

Purchased property and equipment are stated at cost at the date of acquisition or at fair value at the date of receipt in the case of donated property. The Organization generally capitalizes and depreciates all assets with a cost greater than \$5,000 and an expected life greater than one year. Depreciation is provided for using the straight-line method in amounts designed to amortize the cost of the assets over their estimated useful lives as follows:

Buildings and improvements	10 - 40 Years
Vehicles and equipment	5 - 10 Years
Furniture and fixtures	7 Years

The use of certain assets is specified under the terms of grants received from agencies of the federal government. These grants also place liens on certain assets and impose restrictions on the use of funds received from the disposition of the property. Depreciation expense for the years ended May 31, 2020 and 2019 totaled \$663,252 and \$580,115, respectively.

Advertising

The Organization expenses advertising costs as incurred.

Revenue Recognition

Amounts received from conditional grants and contracts received for specific purposes are generally recognized as income to the extent that related expenses and conditions are incurred or met. Conditional grants received prior to the conditions being met are reported as refundable advances. Contributions of cash and other assets are reported as with donor restrictions if they are received with donor imposed stipulations that limit the use of the donated assets. However, if a restriction is fulfilled in the same period in which the contribution is received, the Organization reports the support as without donor restrictions.

Income Taxes

Southwestern Community Services, Inc. and SCS Management Corporation are exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code and are not private foundations. As such, they are exempt from income tax on their exempt function income.

SCS Housing, Inc., SCS Development Corporation and SCS Housing Development, Inc. are taxed as corporations. SCS Housing Inc. has federal net operating loss carryforwards totaling \$1,230,191 and \$1,012,604 at May 31, 2020 and 2019, respectively. These loss carryforwards may be offset against future taxable income and, if not used, will begin to expire in 2027. SCS Development Corporation has federal net operating loss carryforwards totaling \$555 and \$579 at May 31, 2020 and 2019, respectively. These loss carryforwards may be offset against future taxable income and, if not used, will begin to expire in 2022.

The tax effects of the carryforwards as related to deferred tax assets is as follows as of May 31, 2020 and 2019:

	<u>2020</u>	<u>2019</u>
Tax benefit from loss carryforwards	\$258,457	\$212,768
Valuation allowance	<u>(258,457)</u>	<u>(212,768)</u>
Deferred tax asset	<u>\$ -</u>	<u>\$ -</u>

Drewsville, Jaffrey, Troy Senior, Winchester, Keene East Side, Swanzey, and Snow Brook are taxed as partnerships. Federal income taxes are not payable by, or provided for these entities. Earnings and losses are included in the partners' federal income tax returns based on their share of partnership earnings. Partnerships are required to file income tax returns with the State of New Hampshire and pay an income tax at the state's statutory rate.

Accounting Standard Codification No. 740, "Accounting for Income Taxes," established the minimum threshold for recognizing, and a system for measuring, the benefits of tax return positions in financial statements. Management has analyzed the Organization's tax position taken on its income tax returns for all open years (tax years ending May 31, 2018 – 2020), and has concluded that no additional provision for income taxes is necessary in the Organization's financial statements.

Fair Value of Financial Instruments

FASB ASC Topic No. 820-10, Financial Instruments, 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 ASC 820-10, the Organization 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, 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.

The carrying amount of cash, accounts receivables, prepaid expenses, accounts payable, accrued expenses, and refundable advances approximates fair value because of the short maturity of those instruments.

New Accounting Pronouncement

In November 2016, the FASB issued ASU 2016-18, Statement of Cash Flows (230): Restricted Cash (ASU 2016-18). The amendments address diversity in practice that exists in the classification and presentation of changes in restricted cash on the statement of cash flows. The amendments require that a statement of cash flows explain the change during the period in the total of cash, cash equivalents, and amounts generally described as restricted cash or restricted cash equivalents. As a result, amounts generally described as restricted cash and restricted cash equivalents should be included with cash and cash equivalents when reconciling beginning-of-period and end-of-period total amounts shown on the statement of cash flows. ASU 2016-18 is effective for the Organization's fiscal year ending May 31, 2020 and has been applied retrospectively to all periods presented.

During the year, the Organization adopted the provisions of FASB ASU 2018-08, Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made (Topic 958). This accounting standard is meant to help not-for-profit entities evaluate whether transactions should be accounted for as contributions or as exchange transactions and, if the transaction is identified as a contribution, whether it is conditional or unconditional. ASU 2018-08 clarifies how an organization determines whether a resource provider is receiving commensurate value in return for a grant. If the resource provider does receive commensurate value from the grant recipient, the transaction is an exchange transaction and would follow the guidance under ASU 2014-09 (FASB ASC Topic 606). If no commensurate value is received by the grant maker, the transfer is a contribution. ASU 2018-08 stresses that the value received by the general public as a result of the grant is not considered to be commensurate value received by the provider of the grant. Results for reporting the years ending May 31, 2020 and 2019 are presented under FASB ASU 2018-08. The comparative information has not been restated and continues to be reported under the accounting standards in effect in those reporting periods. There was no material impact to the financial statements as a result of adoption. Accordingly, no adjustment to opening net assets was recorded.

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis. Natural expenses are defined by their nature, such as salaries, rent, supplies, etc. Functional expenses are classified by the type of activity for which expenses are incurred, such as management and general and direct program costs. Expenses are allocated by function using a reasonable and consistent approach that is primarily based on function and use. The costs of providing certain program and supporting services have been directly charged.

The Organization submits an indirect cost rate proposal for the paid leave, fringe benefits and other indirect costs to the U.S. Department of Health and Human services. The indirect cost rate is 11.96% effective from June 1, 2017 through May 31, 2020.

NOTE 2

BANK LINE OF CREDIT

The Organization has a \$250,000 revolving line of credit agreement with a bank. Interest is due monthly and is stated at the Wall Street Journal Prime Rate. The line is secured by all the Organization's assets. As of May 31, 2020 and 2019, the interest rate was 3.25% and 5.50%, respectively. There was no outstanding balance at May 31, 2020 and 2019.

NOTE 3 **LONG TERM DEBT**

The long term debt at May 31, 2020 and 2019 consisted of the following:

	<u>2020</u>	<u>2019</u>
1% mortgage payable to New Hampshire Housing in monthly installments for principal and interest of \$891 through August 2032. The note is secured by real estate of the Organization (NHHFA, 96 Main Street).	\$ 136,370	\$ 145,647
Non-interest bearing mortgage payable to Community Development Finance Authority, in quarterly principal payments based on an operating income formula applied to affordable housing portion of the specified real estate. The note is secured by real estate of the Organization (C DFA, 96 Main Street).	29,589	31,589
5.25% note payable to a bank in monthly installments for principal and interest of \$988 through March 2021. The note is secured by real estate of the Organization (People's United Bank, Ashuelot).	9,652	20,672
Non-interest bearing mortgage payable to New Hampshire Housing. Payment is deferred for 30 years, through September 2031, or until project is sold or refinanced. The note is secured by real estate of the Organization (NHHFA, 17 Pearl).	244,505	244,505
Non-interest bearing mortgage payable to New Hampshire Housing. Payment is deferred for 30 years, through July 2032, unless there is surplus cash from which to make a payment, or until project is sold or refinanced. The note is secured by real estate of the Organization (NHHFA, 41-43 Central).	376,363	376,363
4.25% mortgage payable to a bank in monthly installments for principal and interest of \$1,875 through December 2016, with a balloon payment that was due January 2017. The note was amended during the year ended May 31, 2019, and is now due December 2026. Under the amendment, interest rate is 4.94% and monthly installments for principal and interest are \$1,957. The note is secured by real estate of the Organization (People's United Bank, Milestones).	130,230	146,515

	<u>2020</u>	<u>2019</u>
4.375% note payable to Rural Housing Service in monthly installments for principal and interest of \$11,050 through May 2049. The note is secured by real estate of the Organization (TD Bank, Keene Office).	2,175,749	2,212,288
Non-interest bearing note payable to Cheshire County in New Hampshire. Payment is not necessary unless Organization defaults on contract. The note is secured by real estate of the Organization (CDBG, Keene Office).	460,000	460,000
4% note payable to a development company, in annual interest installments only through March 2015, at which time a final balloon payment of the entire principal balance was due. The remaining balance was still outstanding at May 31, 2019. The note was satisfied during the year ended May 31, 2020. The note was secured by real estate of the Organization (MEDC, Keene Office/Community Way).	-	63,000
4% note payable to a development company, in annual interest installments only through March 2015 at which time a final balloon payment of the entire principal balance was due. The remaining balance was still outstanding at May 31, 2019. The note was satisfied during the year ended May 31, 2020. The note was secured by real estate of the Organization (MEDC, Keene Office/Community Way).	-	45,000
Note payable to a bank in monthly installments for principal and interest of \$2,463 including interest through May 2039. Interest is adjusted every five years based on remaining principal balance and "Classic Advantage Rate" provided by Federal Home Loan Bank of Boston which resulted in an interest rate of 4.67% at May 31, 2020 and 2019. The note is secured by real estate of the Organization (TD Bank, Keene Office/Community Way).	389,578	401,891

	<u>2020</u>	<u>2019</u>
5.19% note payable to a bank in monthly installments for principal and interest of \$889 through May 2021. The note is secured by real estate of the Organization (TD Bank, 45 Central Street).	88,433	94,733
Non-interest bearing note payable to the United States Department of Housing and Urban Development. No payment is due and beginning in January 2015 10% of the note is forgiven each year providing the property is used for low income housing through January 2025. The note is secured by real estate of the Organization (HUD, Ashuelot).	100,000	125,000
Non-interest bearing note payable to the United States Department of Housing and Urban Development. No payment is due and beginning in January 2015 10% of the note is forgiven each year providing the property is used for low income housing through January 2025. The note is secured by real estate of the Organization (HUD, 112 Charlestown Road).	60,000	75,000
Non-interest bearing note payable to New Hampshire Housing in annual payments in the amount of 50% of annual surplus cash through July 2042 at which time the remaining balance is due. The note is secured by real estate of the Organization (NHHFA, Second Chance).	794,189	794,189
Non-interest bearing note payable to a county in New Hampshire. No payment is due and 5% of the balance is forgiven each year through 2032 when the remaining balance becomes due. The note is secured by real estate of the Organization (CDBG, Second Chance).	328,219	344,536
Non-interest bearing note payable to a county in New Hampshire, relating to an agreement between the City of Keene and SCS for the purpose of renovating Keene shelters. In total, SCS will receive \$472,000 from CDBG. SCS will receive the funds as progress is made. The note is secured by real estate of the Organization and will be fully forgiven providing the facility serves low- and moderate-income individuals for 20 years (CDBG, Keene Shelter).	9,500	-

	<u>2020</u>	<u>2019</u>
6.99% note payable to a finance company in monthly installments for principal and interest of \$652 through June 2019. The note was secured by a vehicle (TCF, Econoline Van) and paid in full during 2020.	-	1,293
5.54% note payable to a finance company in monthly installments for principal and interest of \$543 through August 2022. The note is secured by a vehicle (Ally, Econoline Van).	12,637	19,287
6.54% note payable to a finance company in monthly installments for principal and interest of \$442 through November 2023. The note is secured by a vehicle (Ally, GMC Acadia).	15,903	-
Troy Senior - Non-interest bearing note payable to a county in New Hampshire. Payments are deferred until the note matures in June 2029. The note is secured by real estate of the Organization (CDBG).	640,000	640,000
Troy Senior - Non-interest bearing note payable to New Hampshire Housing Finance Authority to fund energy efficient improvements through the Authority's Greener Homes Program. Payment is deferred for 30 years, through August 2042. The note is secured by real estate of the Organization (NHHFA).	140,210	140,210
Keene East Side - Non-interest bearing note payable to a county in New Hampshire. Payments are deferred until the note matures in December 2028. The note is secured by real estate of the Organization (CDBG).	900,000	900,000
Keene East Side - Non-interest bearing note payable to New Hampshire Community Development Finance Authority (CDFA) to fund energy upgrades and capital improvements. Beginning in 2016, 10% of the note is forgiven each year based on the rolling balance. The mortgage may be released after ten years in January 2026. The note is secured by real estate of the Organization (CDFA).	162,880	185,899

	<u>2020</u>	<u>2019</u>
Keene East Side - Non-interest bearing note payable to New Hampshire Housing to fund energy efficient improvements through the Authority's Greener Homes Program. Payment is deferred for 30 years, through August 2042. The note is secured by real estate of the Organization (NHHFA).	228,934	228,934
Swanzey - Non-recourse, 4.90% simple interest mortgage note payable to the New Hampshire Housing (HOME), due September, 2033, principal and interest payable at the sole discretion of the lender from the excess cash of the borrower determined by formula, secured by the Partnership's land and buildings, subject to low income housing use restrictions for the 30 year term of the mortgage.	289,996	282,720
Swanzey - Non-recourse mortgage note payable to New Hampshire Housing (AHF), due September 2043, payable in monthly installments of \$1,698, including interest at 2.35% secured by the Partnership's land and buildings, subject to low income housing use restrictions for the 40 year term of the mortgage.	365,474	377,110
Snow Brook - Non-recourse, mortgage note payable to New Hampshire Housing, due July 2057, payable in monthly installments of \$2,002 including interest at 4.35% secured by the Partnership's land and buildings, subject to low income housing use restrictions for the 30 year term of the mortgage.	441,872	446,561
Snow Brook - Non-recourse, zero interest mortgage note payable to New Hampshire Housing (AHF), due June 2034, principal and interest payable at the sole discretion of the lender from the excess cash of the borrower determined by formula, secured by the Partnership's land and buildings, subject to low income housing use restrictions for the 30 year term of the mortgage.	237,173	237,173

	<u>2020</u>	<u>2019</u>
Winchester - Non-recourse mortgage note payable to New Hampshire Housing (AHF), due May 2032, payable in monthly installments of \$370, including interest at 2.00%, secured by the Partnership's land and buildings, subject to low income housing use restrictions for the 30 year term of the mortgage note (NHHFA).	46,978	50,436
Winchester - Non-recourse, zero interest bearing mortgage note payable to New Hampshire Housing (FAF), due May 2032, payable at the sole discretion of the lender from the excess cash of the borrower determined by formula, secured by the Partnership's land and buildings, subject to low income housing use restrictions for the 30-year term of the mortgage note (NHHFA).	85,028	92,058
Winchester - Non-recourse, zero interest bearing, direct subsidy AHP loan secured by the Partnership's land and buildings, subject to low-income housing restrictions under the terms of the AHP agreement. In the event of a default under the aforementioned agreement, the loan is due upon demand with interest accrued at a rate of 11.67% for the period the funds were outstanding (Federal Home Loan Bank).	<u>150,000</u>	<u>150,000</u>
Total long-term debt before unamortized deferred financing costs	9,049,462	9,332,609
Unamortized deferred financing costs	<u>(18,281)</u>	<u>(18,943)</u>
	9,031,181	9,313,666
Less current portion due within one year	<u>125,324</u>	<u>227,221</u>
	<u>\$ 8,905,857</u>	<u>\$ 9,086,445</u>

The schedule of maturities of long term debt at May 31, 2020 is as follows:

<u>Year Ending</u> <u>May 31</u>	<u>Amount</u>
2021	\$ 125,324
2022	120,502
2023	119,477
2024	120,573
2025	123,395
Thereafter	<u>8,440,191</u>
Total	<u>\$ 9,049,462</u>

NOTE 4 OPERATING LEASES

The Organization leases facilities, equipment and vehicles under non-cancelable lease agreements at various financial institutions. Lease periods range from month to month to 2025. Monthly lease payments range from \$60 to \$3,625. Lease expense for the years ended May 31, 2020 and 2019 totaled \$140,758 and \$144,880, respectively.

Future minimum payments as of May 31, 2020 on the above leases are as follows:

<u>Year Ending</u> <u>May 31</u>	<u>Amount</u>
2021	\$ 84,318
2022	18,318
2023	1,050
2024	720
2025	<u>120</u>
Total	<u>\$ 104,526</u>

NOTE 5 ACCRUED COMPENSATED BALANCES

At May 31, 2020 and 2019, the Organization accrued a liability for future annual leave time that its employees had earned and vested in the amount of \$141,970 and \$131,864, respectively.

NOTE 6 CONTINGENCIES

Southwestern Community Services, Inc. is the 100% owner of SCS Housing, Inc. and SCS Housing Development, Inc. SCS Housing, Inc. and SCS Housing Development, Inc. are the general partners of ten limited partnerships formed to develop low-income housing projects through the use of Low Income Housing Tax Credits. Southwestern Community Services, Inc., SCS Housing, Inc. and SCS Housing Development, Inc. have guaranteed repayment of liabilities of various partnerships totaling approximately \$13,988,000 and \$14,151,000 at May 31, 2020 and 2019, respectively.

Partnership real estate with a cost basis of approximately \$35,896,000 and \$35,831,000 at May 31, 2020 and 2019, respectively, provides collateral on these loans.

The Organization receives funds under various state grants and from Federal sources. Under the terms of these agreements, the Organization is required to use the funds within a certain period and for purposes specified by the governing laws and regulations. If costs were found not to have been incurred in compliance with the laws and regulations, the Organization might be required to repay the funds.

No provisions have been made for this contingency because specific amounts, if any, have not been determined or assessed by government audits as of May 31, 2020 and 2019.

NOTE 7 **RELATED PARTY TRANSACTIONS**

During the years ended May 31, 2020 and 2019, SCS Housing, Inc. managed eight and ten limited partnerships, respectively. Management fees charged by SCS Housing, Inc. totaled \$295,814 and \$313,466, for the years ended May 31, 2020 and 2019, respectively. Additionally, SCS Housing, Inc. has advanced the limited partnerships funds for cash flow purposes over several years.

The Organization has also advanced funds to a related entity for Department of Housing and Urban Development (HUD) sponsorship purposes.

The total amounts due and expected to be collected from the limited partnerships and related entities totaled \$59,067 and \$59,102 at May 31, 2020 and 2019, respectively.

NOTE 8 **EQUITY INVESTMENT**

Southwestern Community Services, Inc. and related companies use the equity method to account for their financial interests in the following companies:

	<u>2020</u>	<u>2019</u>
Cityside Housing Associates, LP	\$ (9,505)	\$ (9,500)
Marlborough Homes, LP	(27)	(11)
Payson Village Senior Housing Associates, LP	(12,514)	(12,503)
Railroad Square Senior Housing Associates, LP	(2,071)	(1,897)
Warwick Meadows Housing Associates, LP	(28)	(21)
Woodcrest Drive Housing Associates, LP	222,842	222,842
Westmill Senior Housing, LP	64	78
Keene Highland Housing Associates, LP	<u>(269)</u>	<u>(260)</u>
	<u>\$ 198,492</u>	<u>\$ 198,728</u>

SCS Housing Development, Inc. is a 0.01% partner of Cityside Housing Associates, LP, Marlborough Homes, LP, Payson Village Senior Housing Associates, LP, Warwick Meadows Housing Associates, LP, and Woodcrest Drive Housing Associates, LP, a 0.10% partner of Railroad Square Senior Housing Associates, LP, and a 1% partner of Westmill Senior Housing, LP during the years ended May 31, 2020 and 2019.

SCS Housing, Inc. is a 0.01% partner of Winchester Senior Housing Associates, LP, Swanzey Township Housing Associates, LP, Snow Brook Meadow Village Housing Associates, LP, and Keene Highland Housing Associates, LP during the years ended May 31, 2020 and 2019.

The remaining 99.99% ownership interest in Swanze Township Housing Associates, LP and Snow Brook Meadow Village Housing Associates, LP were acquired by Southwestern Community Services, Inc. during the year ending May 31, 2019 (see Note 13), and therefore the limited partnership is included in the consolidated financial statements for the years ended May 31, 2020 and 2019.

Southwestern Community Services, Inc. was a 14.3% member of Pilot Health, LLC during the year ended May 31, 2018. Pilot Health was terminated during the year ended May 31, 2019.

Summarized financial information for entities accounted for under the equity method, as of May 31, 2020 and 2019, consists of the following:

	<u>2020</u>	<u>2019</u>
Total assets	<u>\$ 5,510</u>	<u>\$ 5,745</u>
Total liabilities	2,448	2,454
Capital/Member's equity	<u>3,062</u>	<u>3,291</u>
	<u>\$ 5,510</u>	<u>\$ 5,745</u>
Income	\$ 440	\$ 426
Expenses	<u>648</u>	<u>661</u>
Net income (loss)	<u>\$ (208)</u>	<u>\$ (235)</u>

NOTE 9 **RETIREMENT PLAN**

The Organization maintains a tax sheltered annuity plan under the provisions of Section 403(b) of the internal Revenue Code. All employees who have had at least 30 days of service to the Organization are eligible to contribute to the plan. The Organization begins matching contributions after the employee has reached one year of service. Employer contributions are at the Organization's discretion and totaled \$278,209 and \$296,009 for the years ended May 31, 2020 and 2019, respectively.

NOTE 10 **RESTRICTIONS ON NET ASSETS**

Net assets with donor restrictions are available for the following purposes:

	<u>2020</u>	<u>2019</u>
NNECAC – Annual Conference Fund	\$ 4,814	\$ 5,973
GAPS/Warm Fund	91,725	91,908
Transport	40,000	47,260
HS Parents Association	7,933	6,575
EHS	<u>-</u>	<u>31,200</u>
Total net assets with donor restrictions	<u>\$ 144,472</u>	<u>\$ 182,916</u>

NOTE 11 **BOARD DESIGNATED NET ASSETS**

The board designates a portion of the unrestricted net assets for WM Marcello GAPS funds. There was \$14,888 and \$12,784 designated by the board at May 31, 2020 and 2019, respectively.

NOTE 12 **FORGIVENESS OF DEBT**

During the years ended May 31, 2020 and 2019, the Organization realized forgiveness of debt income in connection with notes payable to Community Development Block Grant, HUD and Community Development Finance Authority. Forgiveness of debt income totaled \$79,338 and \$388,849 for the years ended May 31, 2020 and 2019, respectively.

NOTE 13 **TRANSFER OF PARTNERSHIP INTEREST**

During the year ended May 31, 2019, Southwestern Community Services, Inc. acquired a partnership interest in two low-income housing limited partnerships: Swanzey and Snow Brook. The amount paid for the partnership interest in Swanzey and Snow Brook was \$1 each, and at the time of acquisition, Southwestern Community Services, Inc. became the general partner. The following is a summary of the assets and liabilities of the partnership at the date of acquisition:

	<u>Swanzey</u>	<u>Snow Brook</u>
Date of Transfer	06/30/2018	05/01/2019
Cash	\$ 12,856	\$ 13,374
Security deposits	7,330	8,821
Cash reserves	119,061	178,852
Property, net	1,330,231	1,211,341
Other assets	<u>6,436</u>	<u>15,776</u>
Total assets	<u>1,475,914</u>	<u>1,428,164</u>

Notes payable	666,902	665,173
Other Liabilities	<u>87,108</u>	<u>140,119</u>
Total liabilities	<u>754,010</u>	<u>805,292</u>
Partners' capital	721,904	622,872
Partners' capital previously recorded as an investment in related parties	<u>31,190</u>	<u>60,716</u>
Partners' capital transferred	<u>\$ 753,094</u>	<u>\$ 683,588</u>

NOTE 14 AVAILABILITY AND LIQUIDITY

The following represents Southwestern Community Services, Inc. and related companies' financial assets as of May 31, 2020 and 2019:

	<u>2020</u>	<u>2019</u>
Financial assets at year end:		
Cash and cash equivalents	\$ 1,400,153	\$ 882,187
Accounts receivable	1,203,489	1,245,826
Due from related party	59,067	59,102
Notes receivable	-	112,000
Interest receivable	-	45,547
Cash escrow and reserve funds	<u>809,897</u>	<u>849,334</u>
Total financial assets	<u>3,472,606</u>	<u>3,193,996</u>
Less amounts not available to be used within one year:		
Due from related party	(59,067)	(59,102)
Notes receivable	-	(112,000)
Interest receivable	-	(45,547)
Reserve funds	<u>(809,897)</u>	<u>(849,334)</u>
Total amounts not available within one year	<u>(868,964)</u>	<u>(1,065,983)</u>
Financial assets available to meet general expenditures over the next twelve months	<u>\$ 2,603,642</u>	<u>\$ 2,128,013</u>

The Organization has a goal to maintain unrestricted cash on hand to meet 30 days of normal operating expenditures, which are, on average, approximately \$1,215,000 and \$1,224,000 at May 31, 2020 and 2019, respectively. The Organization has a \$250,000 line of credit available to meet cash flow needs.

NOTE 15 **PAYCHECK PROTECTION PROGRAM**

In April 2020, the Organization received loan proceeds in the amount of \$439,070 under the Paycheck Protection Program ("PPP"). The PPP, is established as part of the Coronavirus Aid, Relief and Economic Security Act ("CARES ACT"). If the Organization 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. As of the date of the audit report, the Organization has been using the proceeds for purposes consistent with the PPP. The Organization has 24 weeks beginning the date the proceeds were received to use up all the PPP proceeds. Through the date of this report, the Organization is on track to have the entire loan balance forgiven; however, the final determination of this has not occurred.

NOTE 16 **RECLASSIFICATION**

Certain amounts and accounts from the prior year's financial statements were reclassified to enhance comparability with the current year's financial statements.

NOTE 17 **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. 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 October 5, 2020, the date the financial statements were available to be issued.

Subsequent to year end, the Organization obtained approval from the Small Business Administration for an Economic Injury Disaster Loan (EIDL). The terms of the agreement allow the Organization to draw up to \$150,000. Interest will accrue at the rate of 2.75% per annum and will accrue only on funds actually advanced from the date(s) of each advance. Installments, including principal and interest, of \$641 monthly will begin in June 2021. The balance of principal and interest will be payable in June 2050. The loan is secured by the Small Business Administration. The schedule of maturities on this loan at May 31, 2020 is as follows:

Year Ending	<u>Amount</u>
<u>May 31</u>	
2021	\$ -
2022	3,201
2023	3,585
2024	3,685
2025	3,788
Thereafter	<u>135,741</u>
Total	<u>\$ 150,000</u>

The impact of the novel coronavirus (COVID-19) and measures to prevent its spread are affecting the Organization's operations. The significance of the impact of these disruptions, including the extent of their adverse impact on the Organization'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. The Organization's business could also be impacted should the disruptions from COVID-19 lead to changes in consumer behavior. COVID-19 also makes it more challenging for management to estimate future performance of the businesses, particularly over the near to medium term.

SOUTHWESTERN COMMUNITY SERVICES, INC. AND RELATED COMPANIES
CONSOLIDATED SCHEDULE OF FUNCTIONAL REVENUES AND EXPENSES
FOR THE YEAR ENDED MAY 31, 2020

	Home Energy Programs	Education and Nutrition	Homeless Programs	Housing Services	Economic Development Services	Other Programs	Total Program	Management and General	2020 Total
REVENUES									
Government contracts	\$ 4,518,118	\$ 3,020,857	\$ 1,759,258	\$ 21,581	\$ 797,710	\$ 33,809	\$ 10,151,333	\$ 468,388	\$ 10,619,721
Program service fees	832,454	-	66,804	985,951	3,496	707,147	2,595,852	9,964	2,605,816
Rental income	-	-	97,328	1,067,704	-	-	1,165,032	-	1,165,032
Developer fee income	-	-	-	1,508	-	-	1,508	-	1,508
Support	81,387	36,421	219,105	-	114,117	114,844	565,874	27,736	593,610
Sponsorship	-	6,809	-	-	-	19,737	26,546	-	26,546
Interest income	12	17	1,382	2,559	35	11	4,016	5,208	9,224
Forgiveness of debt	-	-	56,318	23,020	-	-	79,338	-	79,338
Miscellaneous	2,860	3,381	21,160	77,326	19,460	-	124,187	23,926	148,113
In-kind contributions	-	167,553	-	-	-	-	167,553	-	167,553
Total revenues and other support	\$ 5,434,831	\$ 3,235,038	\$ 2,221,355	\$ 2,179,649	\$ 934,818	\$ 875,548	\$ 14,881,239	\$ 535,222	\$ 15,416,461
EXPENSES									
Payroll	\$ 467,456	\$ 1,374,787	\$ 335,905	\$ 735,214	\$ 435,177	\$ 424,014	\$ 3,772,553	\$ 731,826	\$ 4,504,379
Payroll taxes	36,287	107,590	25,566	56,083	35,147	32,738	293,411	55,964	349,375
Employee benefits	135,770	412,407	121,495	271,770	85,902	193,929	1,221,273	45,011	1,266,284
Retirement	29,265	71,941	19,791	58,108	21,016	13,973	214,094	64,115	278,209
Advertising	728	3,084	83	2,632	3,999	2,100	12,626	591	13,217
Bank charges	4	-	17	4,117	-	54	4,192	7,456	11,648
Bad debt	-	45	195	-	-	-	240	4,000	4,240
Computer cost	-	28,124	5,538	8,120	15,541	-	57,323	166,243	223,566
Contractual	776,055	18,582	13,624	27,752	2,719	74,250	912,982	41,190	954,172
Depreciation	-	27,369	108,291	366,399	-	10,913	512,972	150,280	663,252
Dues/registration	-	977	-	495	468	-	1,940	9,720	11,660
Duplicating	-	7,480	-	-	-	-	7,480	5,684	13,164
Insurance	6,667	13,010	24,560	56,680	14,271	5,968	121,156	36,841	157,997
Interest	-	7,198	7,527	36,985	-	-	51,710	114,881	166,591
Meeting and conference	457	1,042	262	4,913	1,118	2,029	9,821	13,879	23,700
Miscellaneous expense	3,543	1,597	60	44,189	4,722	163	54,274	18,105	72,379
Miscellaneous taxes	-	-	-	61,942	-	-	61,942	200	62,142
Equipment purchases	24,948	1,646	-	6,426	-	-	33,020	30	33,050
Office expense	20,017	8,744	6,002	9,148	10,480	33	54,424	24,136	78,560
Postage	240	261	123	189	252	-	1,065	24,447	25,512
Professional fees	2,045	-	3,200	28,718	-	706	34,669	89,175	123,844
Staff development and training	-	2,135	648	1,208	415	3,088	7,494	2,787	10,281
Subscriptions	-	-	-	95	-	-	95	1,801	1,896
Telephone	2,263	1,968	17,624	17,959	3,179	1,166	44,179	41,601	85,780
Travel	6,792	16,310	12,602	7,545	30,585	15	73,849	3,031	76,880
Vehicle	3,902	5,121	5,574	30,678	36,849	9,696	91,820	8,202	100,022
Rent	-	25,570	-	-	-	-	25,570	-	25,570
Space costs	-	174,312	352,469	583,375	2,699	89	1,112,944	100,446	1,213,390
Direct client assistance	3,637,530	208,759	999,499	12,920	33,124	418	4,892,250	-	4,892,250
In-kind expenses	-	167,553	-	-	-	-	167,553	-	167,553
TOTAL FUNCTIONAL EXPENSES BEFORE MANAGEMENT AND GENERAL ALLOCATION	5,153,989	2,687,612	2,060,655	2,433,660	737,663	775,342	13,848,921	1,761,642	15,610,563
Allocation of management and general expenses	655,809	341,876	262,124	309,572	93,834	98,627	1,761,842	(1,761,642)	-
TOTAL FUNCTIONAL EXPENSES	\$ 5,809,598	\$ 3,029,488	\$ 2,322,779	\$ 2,743,232	\$ 831,497	\$ 873,969	\$ 15,610,563	\$ -	\$ 15,610,563

See Independent Auditors' Report

SOUTHWESTERN COMMUNITY SERVICES, INC. AND RELATED COMPANIES**CONSOLIDATED SCHEDULE OF FUNCTIONAL REVENUES AND EXPENSES
FOR THE YEAR ENDED MAY 31, 2019**

	Home Energy Programs	Education and Nutrition	Homeless Programs	Housing Services	Economic Development Services	Other Programs	Total Program	Management and General	2019 Total
REVENUES									
Government contracts	\$ 4,848,587	\$ 2,853,470	\$ 1,607,684	\$ 53,038	\$ 734,566	\$ 148,424	\$ 10,243,769	\$ 428,933	\$ 10,672,702
Program service fee	572,421	-	74,144	997,150	24,700	772,976	2,441,391	44,014	2,485,405
Rental income	-	-	84,704	909,276	-	1,400	995,380	-	995,380
Support	12,751	16,848	123,635	-	168,704	130,453	452,391	-	452,391
Sponsorship	-	2,713	1,104	-	-	66,814	70,631	262	70,893
Interest income	12	-	2,183	3,211	13	21	5,440	1,713	7,153
Forgiveness of debt	-	-	59,141	329,708	-	-	388,849	-	388,849
Miscellaneous	2,770	10,389	4,844	69,893	25,146	-	113,042	7,655	120,697
In-kind contributions	-	241,499	-	-	-	-	241,499	-	241,499
Total revenues	\$ 5,434,541	\$ 3,124,919	\$ 1,957,439	\$ 2,362,276	\$ 953,129	\$ 1,120,088	\$ 14,952,392	\$ 482,577	\$ 15,434,969
EXPENSES									
Payroll	\$ 432,968	\$ 1,224,986	\$ 377,595	\$ 775,425	\$ 414,730	\$ 432,826	\$ 3,658,530	\$ 753,068	\$ 4,411,598
Payroll taxes	33,521	97,919	29,527	59,738	33,519	34,195	288,419	58,304	346,723
Employee benefits	106,054	415,890	142,654	289,985	97,771	180,294	1,232,648	111,111	1,343,759
Retirement	29,200	70,406	18,908	61,936	27,831	16,181	224,462	71,547	296,009
Advertising	-	500	1,912	4,013	818	9,487	16,730	-	16,730
Bank Charges	-	-	-	4,444	-	1	4,445	7,329	11,774
Bad debt	-	10	-	90	-	-	100	-	100
Computer cost	-	24,540	4,759	3,027	14,926	750	48,002	116,846	164,848
Contractual	629,045	32,930	230,984	38,696	2,719	116,585	1,050,959	39,743	1,090,702
Depreciation	-	28,300	108,291	281,950	-	14,207	432,748	147,367	580,115
Dues/registration	-	5,277	-	488	868	1,312	7,945	11,879	19,824
Duplicating	-	8,852	-	-	-	-	8,852	4,155	13,007
Insurance	6,714	14,798	23,590	60,672	14,130	7,164	127,068	33,892	160,960
Interest	-	7,775	8,022	21,956	-	1,610	39,363	164,045	203,408
Meeting and conference	8,673	813	2,567	8,104	565	22,569	43,291	24,957	68,248
Miscellaneous expense	181	1,695	637	34,793	3,651	2,931	43,888	19,278	63,166
Miscellaneous taxes	-	-	-	34,900	-	-	34,900	389	35,289
Equipment purchases	1,292	15,274	-	7,287	-	-	23,853	1,180	25,033
Office expense	24,820	8,499	6,695	11,475	6,458	807	58,754	11,656	70,410
Postage	97	268	138	53	214	-	770	24,238	25,008
Professional	4,300	-	1,301	36,095	-	-	41,696	90,968	132,664
Staff development and training	2,128	1,580	1,878	72	1,904	21,877	29,239	10,590	39,829
Subscriptions	-	-	-	655	354	-	1,009	399	1,408
Telephone	2,087	2,356	18,479	17,817	2,336	1,589	44,664	52,308	96,972
Travel	7,951	16,256	15,412	5,183	29,531	608	74,941	4,855	79,796
Vehicle	2,300	5,225	1,088	37,795	44,426	8,568	99,402	13,436	112,838
Rent	-	24,800	-	150	-	-	24,950	-	24,950
Space costs	-	194,946	332,351	512,392	1,000	376	1,041,065	106,866	1,147,931
Direct client assistance	3,947,152	214,436	668,284	10,674	23,619	21,049	4,885,214	-	4,885,214
In-kind expenses	-	241,499	-	-	-	-	241,499	-	241,499
TOTAL FUNCTIONAL EXPENSES BEFORE GENERAL AND MANAGEMENT ALLOCATION	5,238,483	2,659,830	1,994,872	2,319,885	721,370	894,986	13,829,406	1,880,406	15,709,812
Allocation of management and general expenses	712,284	381,861	271,246	315,436	98,086	121,693	1,880,406	(1,880,406)	-
TOTAL FUNCTIONAL EXPENSES	\$ 5,950,767	\$ 3,021,491	\$ 2,266,118	\$ 2,635,301	\$ 819,456	\$ 1,016,679	\$ 15,709,812	\$ -	\$ 15,709,812

See Independent Auditors' Report

ROUTHWESTERN COMMUNITY SERVICES, INC. AND RELATED COMPANIESSCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED MAY 31, 2020

FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/PROGRAM TITLE	FEDERAL CFDA NUMBER	PASS-THROUGH GRANTOR'S NAME	GRANTOR'S NUMBER	FEDERAL EXPENDITURE
U.S. Department of Agriculture				
Rural Housing Preservation Grant	10.433	Direct Funding	3403-02601-808	\$ 10,835
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	10.557	State of NH, Department of Health & Human Services	010-060-52600000-102-500734	310,998
Child and Adult Care Food Program	10.558	State of NH, Department of Education	Unknown	102,321
Food Distribution Cluster				
Commodity Supplemental Food Program	10.565	State of NH, Department of Health & Human Services	010-060-52600000-102-500734	2,328
Emergency Food Assistance Program (Admin)	10.568	Community Action Program Belknap-Merrimack Counties	Unknown	218
Commodity Supplemental Food Program (Food Commodities)	10.565	Community Action Program Belknap-Merrimack Counties	Unknown	80,628
				<u>83,174</u>
Total U.S. Department of Agriculture				\$ 507,328
U.S. Department of Housing and Urban Development				
Emergency Solutions Grant Program	14.231	State of NH, DHHS, Bureau of Homeless & Housing	05-95-95-958310-717600000-102-50731	\$ 175,983
Emergency Solutions Grant Program	14.231	State of NH, DHHS, Office of Human Services	010-042-7927-102-0731	126,201
				<u>302,184</u>
Supportive Housing Program	14.235	State of NH, DHHS, Bureau of Homeless & Housing	05-95-95-958310-717600000-102-50731	298,182
Shelter Plus Care	14.238	State of NH, DHHS, Bureau of Homeless & Housing	05-95-95-958310-717600000-102-50731	247,809
Continuum of Care Program	14.267	State of NH, DHHS, Bureau of Homeless & Housing	05-95-95-958310-717600000-102-50731	174,902
				<u>1,023,077</u>
Total U.S. Department of Housing and Urban Development				\$ 1,023,077
U.S. Department of Labor				
WIOA Cluster				
WIOA Adult Program	17.258	Southern NH Services	Unknown	\$ 43,833
WIOA Dislocated Worker Formula Grants	17.278	Southern NH Services	Unknown	31,112
				<u>74,945</u>
Total U.S. Department of Labor/WIOA Cluster				\$ 74,945
U.S. Department of Transportation Federal Transit Administration (FTA)				
Formula Grants for Rural Areas	20.509	State of NH, Department of Transportation	04-96-96-964010-2918	\$ 282,669
Transit Services Programs Cluster				
Enhanced Mobility of Seniors and Individuals with Disabilities	20.513	State of NH, Department of Transportation	04-96-96-964010-2918	23,043
				<u>305,712</u>
Total U.S. Department of Transportation Federal Transit Administration (FTA)				\$ 305,712
U.S. Department of Energy				
Weatherization Assistance for Low-Income Persons	81.042	State of NH, Office of Energy & Planning	01-02-024010-7706-074-500587	\$ 267,894
Total U.S. Department of Energy				\$ 267,894
U.S. Department of Health & Human Services				
Aging Cluster				
Special Programs for the Aging, Title III, Part B, Grants for Supportive Services and Senior Centers	93.044	State of NH, Office of Energy & Planning	01-02-024010-7706-074-500587	\$ 5,298
Special Programs for the Aging, Title III, Part B, Grants for Supportive Services and Senior Centers	93.044	State of NH, DHHS, Bureau of Elderly & Adult Services	05-95-48-481010-7872	64,170
				<u>69,468</u>
Grants to States to Support Oral Health Workforce Activities	93.236	State of NH, DHHS, Division of Family Assistance	Unknown	6,929
Drug-Free Communities Support Program Grants	93.276	Direct Funding	5H79SP018677-08	31,000
TANF Cluster				
Temporary Assistance for Needy Families	93.558	Southern NH Services	Unknown	297,962
Low Income Home Energy Assistance (Fuel Assistance)	93.588	State of NH, Office of Energy & Planning	01-02-02-024010-77050000-500587	3,888,576
Low Income Home Energy Assistance (BWP)	93.568	State of NH, Office of Energy & Planning	01-02-02-024010-77050000-500587	256,351
				<u>4,244,927</u>
Community Services Block Grant	93.589	State of NH, DHHS, Div. of Family Assistance	500731	342,401
Community Services Block Grant - Discretionary	93.570	State of NH, DHHS, Div. of Family Assistance		22,306
Head Start	93.600	Direct Funding	01CH9950	2,588,280
Medicaid Cluster				
Medical Assistance Program	93.778	State of NH, DHHS, Office of Human Services	05-95-47-470010-52010000	2,641
				<u>7,615,914</u>
Total U.S. Department of Health & Human Services				\$ 7,615,914
U.S. Department of Homeland Security				
Emergency Food and Shelter National Board Program	97.024	State of NH, DHHS, Office of Human Services	Unknown	\$ 8,670
Total U.S. Department of Homeland Security				\$ 8,670
TOTAL				\$ 9,803,540
NON-FEDERAL				
State of New Hampshire Public Utilities Company		Home Energy Assistance		\$ 525,181
State of New Hampshire Public Utilities Company		Electrical Assistance Program		340,427
				<u>865,608</u>

See Notes to Schedule of Expenditures of Federal Awards

SOUTHWESTERN COMMUNITY SERVICES, INC. AND RELATED COMPANIES

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED MAY 31, 2020**

NOTE 1 BASIS OF PRESENTATION

The accompanying schedule of expenditures of Federal Awards (the Schedule) includes the federal award activity of Southwestern Community Services, Inc. under programs of the federal government for the year ended May 31, 2020. 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 Southwestern Community Services, Inc., it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Organization.

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

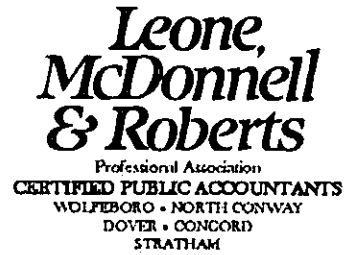
Southwestern Community Services, Inc. has elected not to use the ten percent de minimis indirect cost rate allowed under the Uniform Guidance.

NOTE 4 FOOD DONATION

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

NOTE 5 SUBRECIPIENTS

Southwestern Community Services, Inc. had no subrecipients for the year ended May 31, 2020.



SOUTHWESTERN COMMUNITY SERVICES, INC. AND RELATED COMPANIES

**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
Southwestern Community Services, Inc.
Keene, 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 consolidated financial statements of Southwestern Community Services, Inc. (a New Hampshire nonprofit corporation) and related companies, which comprise the consolidated statement of financial position as of May 31, 2020, and the related consolidated statements of activities, cash flows, and functional expenses for the year then ended, and the related consolidated notes to the financial statements, and have issued our report thereon dated October 5, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the consolidated financial statements, we considered Southwestern Community Services, Inc.'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 consolidated financial statements, but not for the purpose of expressing an opinion on the effectiveness of Southwestern Community Services, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Southwestern Community Services, Inc.'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 combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's consolidated 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 the 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

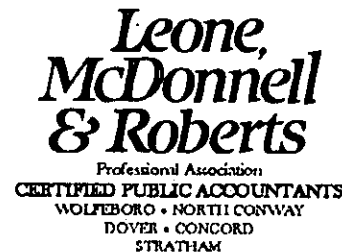
As part of obtaining reasonable assurance about whether Southwestern Community Services, Inc.'s consolidated financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of consolidated 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 5, 2020
Wolfeboro, New Hampshire



SOUTHWESTERN COMMUNITY SERVICES, INC. AND RELATED COMPANIES

**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
Southwestern Community Services, Inc.
Keene, New Hampshire

Report on Compliance for Each Major Federal Program

We have audited Southwestern Community Services, Inc.'s (a New Hampshire nonprofit corporation) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Southwestern Community Services, Inc.'s major federal programs for the year ended May 31, 2020. Southwestern Community Services, Inc.'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 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 Southwestern Community Services, Inc.'s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and 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 Southwestern Community Services, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

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

Opinion on Each Major Federal Program

In our opinion, Southwestern Community Services, Inc. complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended May 31, 2020.

Report on Internal Control Over Compliance

Management of Southwestern Community Services, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Southwestern Community Services, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with 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 Southwestern Community Services, Inc.'s internal control over compliance.

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

Leone McDonnell & Roberts Professional Association

October 5, 2020
Wolfeboro, New Hampshire

SOUTHWESTERN COMMUNITY SERVICES, INC. AND RELATED COMPANIES

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED MAY 31, 2020**

SUMMARY OF AUDITORS' RESULTS

1. The auditors' report expresses an unmodified opinion on whether the consolidated financial statements of Southwestern Community Services, Inc. and related companies were prepared in accordance with GAAP.
2. No significant deficiencies disclosed during the audit of the consolidated 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 consolidated financial statements of Southwestern Community Services, Inc. and related companies, 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 Southwestern Community Services, Inc. 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 section 200.516(a).
7. The programs tested as major programs were: U.S. Department of Health and Human Services; Low-Income Home Energy Assistance, 93.568, and U.S. Department of Energy; Weatherization Assistance for Low Income Individuals, 81.042. **NON-FEDERAL:** New Hampshire Public Utilities Company, Home Energy Assistance and Electrical Assistance Program.
8. The threshold for distinguishing Type A and B programs was \$750,000.
9. Southwestern Community Services, Inc. was determined to be a low-risk auditee.

FINDINGS - FINANCIAL STATEMENTS AUDIT

None

FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL AWARD PROGRAMS AUDIT

None

SOUTHWESTERN COMMUNITY SERVICES, INC. AND RELATED COMPANIES

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED MAY 31, 2020**

There were no findings or questioned costs that were required to be reported in the Schedule of Findings and Questioned Costs for the year ended May 31, 2019.

Southwestern Community Services, Inc. Board of Directors - Composition – 2020 –

CHESHIRE COUNTY

SULLIVAN COUNTY

**CONSTITUENT
SECTOR**

Beth Fox
Assistant City Manager/
Human Resources Director
City of Keene

Mary Lou Huffling
Fall Mountain Emergency Food Shelf
Alstead Friendly Meals

Brianna Trombi
Head Start Policy Council
Parent Representative

**PRIVATE
SECTOR**

Kevin Watterson, Chair/Secretary
Clarke Companies (*retired*)

Anne Beattie
Newport Service Organization

**PUBLIC
SECTOR**

Jay Kahn
State Senator, District 10

Kerry Belknap Morris, M.Ed.
Early Childhood Education
River Valley Community College

David Edkins
Walpole, NH

Derek Ferland
Sullivan County Manager

Beth Daniels

Experience

Southwestern Community Services, Inc., Keene, NH

Chief Operating Officer

03/2016-Present

- Responsible for all day-to-day program operations of the agency
- Supervise Program Directors, including WIC, Energy, and Housing Stabilization
- Ensure that all state and federal regulations are followed while those in need receive a smooth delivery of service

Director of Energy and Employment Programs

10/2008 – 12/2016

- Oversee all daily operations for Fuel Assistance, Electric Assistance, Neighbor Helping Neighbor, Senior Energy Assistance, Weatherization, HRRP, CORE, and Assurance 16 as well as the employment programs Workplace Success, Work Experience Program, and WIA.

Workforce Development Director

11/2006 – 10/2008

- Supervise, direct, coach, and encourage staff of six within four programs
- Collaborate with agency staff, community members and state contract holders to achieve common goals, including agency name recognition and program success
- Perform all SCS Program Director tasks including PPRs and budget management

Families @ Work Employment Specialist

03/2006 - 11/2006

- Managed a caseload of fifty (50) clients throughout the Keene, Claremont, Concord, and Nashua areas
- Worked closely with staff from Southwestern Community Services, Inc. and Southern New Hampshire Services
- Gained a strong working knowledge of all SCS programs for referral purposes

Second Start, Concord, NH

Career Development Specialist

11/2004 – 03/2006

- Facilitated daily job-readiness classes and skill-building exercises
- Assisted participants with barrier resolution and the job search process
- Maintained participant records and completed reporting requirements
- Received ongoing training in teaching techniques and learning styles

Nina's Family Daycare, Swanzey, NH

10/2003 – 11/2004

Daycare Provider

- Responsible for meal planning, payment records, supplies, and activities
- Acquired CPR & First Aid certification

Southwestern Community Services, Inc., Keene, NH

Case Manager, Homeless Services

09/2002 – 10/2003

- Responsible for all daily operations of housing program, rules, and regulations
- Completed weekly and monthly progress reports
- Coordinated house meetings, workshops, case conferences, and life skills classes

Case Manager, Welfare-to-Work

05/2000 – 09/2002

- Provided job placement and retention services for caseload of forty (40) clients
- Gained working knowledge of Department of Health & Human Services, Immigration & Naturalization Services, community agencies, and SCS

Education and Training

Results Oriented Management & Accountability (ROMA)	2016-2017
Grant Writing Workshop Cheshire County	05/2012
Nonviolent Crisis Intervention Crisis Prevention Institute, Inc.	2012
Leadership Training Tad Dwyer Consulting	2010-2011
Criticism & Discipline Skills for Managers CareerTrack	11/2007
How to Supervise People CareerTrack	11/2007
Career Development Facilitator Training National Career Development Association <i>120-hour NCDA training</i>	09/2005
Certified Workforce Development Specialist National Association of Workforce Development Professionals	06/2005
Infection Control & Bloodborne Pathogens Home Health Care	01/2003
Bachelor of Arts in Human Services Franklin Pierce College <i>Graduated cum laude</i>	05/2002

References Available

Jennifer Forte, RDN, CLC

WORK EXPERIENCE

WIC Program at Southwestern Community Services, Keene, NH

Nutrition Coordinator

January 2020 - Present

- Conduct eligibility and nutritional assessments for low-income pregnant and post-partum women, infants and children under 5 years of age
- Provide individualized nutrition education, create goals, and monitor progress of participants' nutrition and health to determine appropriate food package
- Assess needs of family and refer to other community resources such as dentist, housing, food pantry, transportation, developmental screening, SNAP, and TANF
- Promote breastfeeding by providing education and support

The Coordinated Approach to Child Health (CATCH Kids Club) of YMCA

Nutrition Coordinator of CATCH Kids Club in the Akron, OH area

February – August 2018

- Worked directly with 60 ethnically diverse, low-income children ages 5 to 8 to conduct needs assessments in order to develop and implement 20 unique nutrition lessons
- Recruited and supervised 10 college-aged volunteers who helped with food prep and child engagement.
- Managed the ordering, receiving, and storage of weekly donated produce
- Led coordination of YMCA summer camp staff and Sanson Produce Company to market, plan, and implement a large community event, which offered free fresh produce for participants' families
- Trained and mentored future CATCH Nutrition Coordinator for fall of 2018

GemCare Wellness, Hudson, OH

Administrative Assistant

January 2017 – February 2018

- Communicated effectively when answering client phone calls, voice messages, and emails
- Scheduled clients using an online software program
- Transferred data into Microsoft Excel for a data analytics project
- Created professional relationships with dietitians in an office setting

EDUCATION

Keene State College, Keene, NH

Completed August 2019

Dietetic Internship

Earned 18 graduate course credits

- Community rotations: WIC at SCS, Phoenix House recovery program, Nutrition Coaching at KSC, and others
- Clinical rotation: Concord Hospital
- Food service rotation: Keene State College Dining Commons, Meals on Wheels, Head Start
- Specialty rotations: SMART Heart at Concord Hospital, Big Y grocery store, Community Action Program

The University of Akron, Akron, OH

Graduated May 2018

Bachelor of Science in Nutrition and Dietetics

Bachelor of Science in Food and Environmental Nutrition

John A. Manning



Summary

Over 30 years of experience with non-profit organizations, as both an outside auditor and presently Chief Executive Officer of a large community action agency.

Experience

2014–Present Southwestern Community Services Inc.
Keene, NH

Chief Executive Officer

Has overall strategic and operational responsibility for a community action agency providing services to low and moderate income individuals. Programs include Head Start, Fuel Assistance, and multiple affordable housing projects. Responsibilities include maintaining ongoing excellence, rigorous program evaluation and consistent quality of finance, administration, fundraising, communications and systems; Works with the Board of Directors and management team to implement the objectives of SCS's strategic plan. Actively engages and energizes volunteers, board members, event committees, partnering organizations and funders. Develops and maintains strong relationships with the Board of Directors and serve as ex-officio member of the Board. Leads, coaches, develops and retains a high-performance management team. Ensures effective systems are in place to measure work performance, provide regular feedback to funding sources and community partners.

1990–2014 Southwestern Community Services Inc.
Keene, NH

Chief Financial Officer

Oversees all fiscal functions Supervises a staff of 7, with an agency budget of over \$ 13,000,000. Also oversees agency property management department, which manages over 300 units of affordable housing.

1985-1995 Keene State College Keene, NH

Adjunct Professor

Taught evening accounting classes for their continuing education program.

1978-1990 John A. Manning, Keene, NH

Certified Public Accountant

Provided public accounting services to small and medium sized clients, including multiple non-profit organizations. Performed certified audits on several clients, including Head Start and other non-profit clients

1975-1978 Kostin and Co. CPA's West Hartford, Ct.

Staff Accountant

Performed all aspects of public accounting for medium sized accounting firm. Audited large number of privately held and non-profit clients.

Education

1971-1975 University of Mass. Amherst, Ma.

- B.S. Business Administration in Accounting

Organizations

American Institute of Certified Public Accountants
NH Society of Certified Public Accountants

Margaret Freeman



Experience

2000 – Present

Southwestern Community Services Inc.
Keene, NH

Chief Financial Officer (2014 – present)

Supervising the quality of accounting and financial reporting of SCS; a Community Action Agency. Total funding of \$18 million; federal, state and local funding sources. Primary responsibilities include overseeing the accounting functions, implementation and monitoring of internal controls, reporting financial position to the Board of Directors, preparation of the annual A-133 audit, member of agencies Senior Staff.

Fiscal Director (2000-2014)

Responsible to lead and manage the daily operations of the Fiscal Department of SCS. Primary duties include budget preparation and analysis, financial statement preparation and audit coordination.

1993 –2000

Emile J. Legere Management Corp
Keene, NH

Accountant

Provided bookkeeping for real estate management/development corp. Managed 16 affordable housing properties. Responsible for cash management, general ledger, A/P, A/R, financial statement prep, and audit prep. Leasing Manager of large commercial/retail property responsible for lease management and marketing of over 30 retail spaces.

Education

Leadership New Hampshire, Graduate 2011

Plymouth State University, Plymouth, NH
M.B.A., 1999

Keene State College, Keene; NH

B.S., Management, 1991; concentration Mathematics and Computer Science

Sarah Schenck Burke
sburke@scshelps.org
603-719-4231

WORK EXPERIENCE

December 2011-present WIC (Women, Infants and Children) Program Director, Southwestern Community Services, Keene, NH Responsible for the overall organization and operation of the program, including schedules, budget, outreach, management and monitoring.

December 2011-October 2019-Commodity Supplemental Foods Program Director, Southwestern Community Services, Keene NH

2010-2011 Nutrition Services Director, Applewood Healthcare & Rehabilitation, Winchester, NH Responsible for organizing and directing the Nutrition Services Department of a 72 bed long term care and rehabilitation facility. Ensure that staff practices and all aspects of meal service meet the needs of the residents, company policy, and current professional standards of practice.

1998-2010 WIC Nutritionist, Southwestern Community Services, Keene, NH Encourage and support healthy habits for growing families. Counsel WIC participants as part of their WIC certification. Be part of the WIC team.

1995-1998 Dietary Department Manager, Westwood Healthcare, Keene, NH Manage all aspects of the dietary department of an 82 bed long term care and rehabilitation facility, including meeting the needs of residents, staffing the dietary department, budget.

1993-1995 and 1983-1986 Staff Dietitian, Sowerby Healthcare, Keene, NH Assess nutritional needs of residents through food preference interviews, anthropometric and lab data. Perform kitchen sanitation reviews. Support dietary department.

EDUCATION

University of New Hampshire, Durham, NH BS Home Economics, Human Nutrition and Dietetics

Previous Serve-Safe Certification

CONTRACTOR NAME
Southwestern Community Services, Inc

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
John Manning	CEO, SCS Inc.	\$119,641	0%	\$0.00
Margaret Freeman	CFO, SCS Inc.	\$109,000	0%	\$0.00
Beth Daniels	COO, SCS Inc.	\$99,000	0%	\$0.00
Sarah Burke	WIC Program Director, SCS	\$45,406	100%	\$45,406
Jennifer Forte	WIC Nutritionist, SCS	\$36,400	100%	\$36,400

G mac



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

Lori A. Sibillette
Commissioner

Lisa M. Morris
Director

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

July 13, 2020

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

INFORMATIONAL ITEM

Pursuant to RSA 4:45, RSA 21-P:43, and Section 4 of Executive Order 2020-04, as extended by Executive Orders 2020-05, 2020-08, 2020-09, and 2020-10, Governor Sununu has authorized the Department of Health and Human Services to amend existing contracts with the vendors listed below for the Women, Infants and Children (WIC) Special Supplemental Nutrition Program and Breastfeeding Peer Counseling Program services to low-income women and children, by increasing the total price limitation by \$68,950 from \$11,854,653 to \$11,923,603 with no change to the contract completion dates of June 30, 2021, effective July 1, 2020, or upon Governor approval, whichever is later. 100% Federal Funds.

The individual contracts were approved by Governor and Council as specified in the table below.

Vendor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount	G&C Approval
Community Action Program Belknap-Merrimack Counties, Inc.	177203-B003	Concord, NH	\$3,141,902	\$15,538	\$3,157,440	O: 06/21/17 (Item #45) A1: 06/06/18 (Item #14) A2: 4/17/19 (Item #23) A3: 06/05/19 (Item #27)
Greater Seacoast Community Health	154703-B001	Somersworth, NH	\$1,971,666	\$12,880	\$1,984,546	O: 06/21/17 (Item #45) A1: 06/06/18 (Item #14) A2: 4/17/19 (Item #23) A3: 06/05/19 (Item #27)
Southern New Hampshire Services, Inc.	177198-B006	Manchester, NH	\$5,412,828	\$25,364	\$5,438,192	O: 06/21/17 (Item #45) A1: 06/06/18 (Item #14) A2: 06/05/19 (Item #27)

Southwestern Community Services, Inc.	177511- R001	Keene, NH	\$1,328,257	\$15,168	\$1,343,425	O: 06/21/17 (Item #45) A1: 06/06/18 (Item #14) A2: 4/17/19 (Item #23) A3: 06/06/19 (Item #27)
Totals:			\$11,854,653	\$68,950	\$11,923,603	

Funds are available in State Fiscal Year 2021, with the authority to adjust budget line items within the price limitation, if needed and justified.

See attached fiscal details.

EXPLANATION

The purpose of these amendments is to increase funding to support supplemental nutritious foods, public health nutrition, and breastfeeding services to pregnant women, postpartum women, infants, and preschool children up to five (5) years of age statewide who are at or below 185% Federal Poverty Level. The support would continue during the COVID-19 pandemic and thereafter as nutrition service operations change in the Women, Infants, and Children clinics.

The Women, Infants and Children program is effective in improving the health outcomes of pregnant women, new mothers, and children. Families redeem their Women, Infants and Children benefits through the purchase of healthy foods at local authorized retailers. Women, infants, and children who participate in the program are linked to healthier pregnancies, fewer low birth weight babies, improved immunization rates, and a more regular source of medical care. The program is cost-effective in improving the health and nutritional status of low-income women, infants, and children.

Services are provided to an estimated 15,108 participants each month. It is anticipated that the Women, Infants and Children program will serve a greater number of families during State Fiscal Year 2021 due to the changes in the economy as a result of the COVID-19 pandemic.

Additional funding for each of the local agencies' Women, Infant and Children programs is for the purchase or procurement of new technology, new computer equipment, and additional office supplies to support the implementation of innovative telehealth practices which are necessary to serve the agencies' assigned caseload and to continue the procedures established during the COVID-19 pandemic.

The Department will monitor contracted services quarterly using the following performance measures:

- Increase in the percentage of prenatal clients enrolled in the Women, Infants and Children program by the third (3rd) month of pregnancy.
- Increase in the percentage (%) of children three (3) and four (4) years of age who continue enrollment in the Women, Infants and Children program until their fifth (5th) birthday.
- Increase in the percentage of infants who are breastfed to six (6) months of age.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 3 of 3

- Increase in the number of Women, Infants and Children program clinics that utilize innovative strategies to increase access to Women, Infants and Children program services, retention of participants and improve client satisfaction.
- Increase in the percentage of the caseload served (currently 15,108 participants in New Hampshire) to ninety-five to one-hundred-five percent (95-105%) of the assigned caseload.
- Increase in the access to women, infants, and children as a result of federal waivers approved during the COVID-19 pandemic.

Area served: Statewide

Sources of Funds: CFDA #10.557, FAIN 184NH703W1003; CFDA #10.578, FAINs 174NH781W5413 and 204NH703W1003; and CFDA #10.557, FAIN 194NH743W5003.

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. Shibinette
Commissioner

Women, Infant & Children (WIC) and Breastfeeding Peer Counseling Services
RFP-2018-DPHS-11-SPECI-01-A04
Fiscal Detail Sheet

Community Action Program Belknap-Merrimack Counties - Vendor Code: 177203-B003
05-95-90-902010-52600000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY
SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006001	\$47,452	\$0	\$47,452
2018	102-500734	Contracts for Program Services	90006002	\$45,911	\$0	\$45,911
2018	102-500734	Contracts for Program Services	90006003	\$314,865	\$0	\$314,865
2018	102-500734	Contracts for Program Services	90006004	\$277,005	\$0	\$277,005
2018	102-500734	Contracts for Program Services	90006022	\$36,730	\$0	\$36,730
2018	102-500734	Contracts for Program Services	90006041	\$60,902	\$0	\$60,902
2018	102-500734	Contracts for Program Services	90006051	\$12,600	\$0	\$12,600
2019	102-500734	Contracts for Program Services	90006001	\$47,452	\$0	\$47,452
2019	102-500734	Contracts for Program Services	90006002	\$45,911	\$0	\$45,911
2019	102-500734	Contracts for Program Services	90006003	\$314,865	\$0	\$314,865
2019	102-500734	Contracts for Program Services	90006004	\$277,005	\$0	\$277,005
2019	102-500734	Contracts for Program Services	90006022	\$43,830	\$0	\$43,830
2019	102-500734	Contracts for Program Services	90006041	\$60,902	\$0	\$60,902
2020	102-500734	Contracts for Program Services	90006003	\$685,233	\$0	\$685,233
2020	102-500734	Contracts for Program Services	90006022	\$36,730	\$0	\$36,730
2020	102-500734	Contracts for Program Services	90006041	\$47,273	\$0	\$47,273
2021	102-500734	Contracts for Program Services	90006003	\$685,233	\$6,300	\$691,533
2021	102-500734	Contracts for Program Services	90006022	\$36,730	\$9,238	\$45,968
2021	102-500734	Contracts for Program Services	90006041	\$49,273	\$0	\$49,273
			<i>Subtotals:</i>	\$3,125,902	\$15,538	\$3,141,440

05-95-90-902010-60480000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY
SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM, INFRASTRUCTURE 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006060	\$16,000	\$0	\$16,000
			<i>Subtotals:</i>	<i>\$16,000</i>	<i>\$0</i>	<i>\$16,000</i>
			Totals:	\$3,141,902	\$15,538	3,157,440

Greater Seacoast Community Health - Vendor Code: 154703-B001

05-95-90-902010-52600000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY
SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006001	\$63,779	\$0	\$63,779
2018	102-500734	Contracts for Program Services	90006002	\$10,719	\$0	\$10,719
2018	102-500734	Contracts for Program Services	90006003	\$262,086	\$0	\$262,086
2018	102-500734	Contracts for Program Services	90006004	\$92,186	\$0	\$92,186
2018	102-500734	Contracts for Program Services	90006022	\$23,545	\$0	\$23,545
2018	102-500734	Contracts for Program Services	90006041	\$38,849	\$0	\$38,849
2018	102-500734	Contracts for Program Services	90006051	\$7,650	\$0	\$7,650
2019	102-500734	Contracts for Program Services	90006001	\$63,779	\$0	\$63,779
2019	102-500734	Contracts for Program Services	90006002	\$10,719	\$0	\$10,719
2019	102-500734	Contracts for Program Services	90006003	\$262,086	\$0	\$262,086
2019	102-500734	Contracts for Program Services	90006004	\$92,186	\$0	\$92,186
2019	102-500734	Contracts for Program Services	90006022	\$30,545	\$0	\$30,545
2019	102-500734	Contracts for Program Services	90006041	\$38,849	\$0	\$38,849
2020	102-500734	Contracts for Program Services	90006003	\$428,770	\$0	\$428,770
2020	102-500734	Contracts for Program Services	90006022	\$23,545	\$0	\$23,545
2020	102-500734	Contracts for Program Services	90006041	\$29,179	\$0	\$29,179
2021	102-500734	Contracts for Program Services	90006003	\$428,770	\$8,500	\$437,270

2021	102-500734	Contracts for Program Services	90006022	\$23,545	\$4,380	\$27,925
2021	102-500734	Contracts for Program Services	90006041	\$31,179	\$0	\$31,179
			<i>Subtotals:</i>	<i>\$1,961,966</i>	<i>\$12,880</i>	<i>\$1,974,846</i>

05-95-90-902010-60480000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM, INFRASTRUCTURE 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006060	\$9,700	\$0	\$9,700
			<i>Subtotals:</i>	<i>\$9,700</i>	<i>\$0</i>	<i>\$9,700</i>
			<i>Totals:</i>	<i>\$1,971,666</i>	<i>\$12,880</i>	<i>\$1,984,546</i>

Southern New Hampshire Services - Vendor Code: 177198-B006

05-95-90-902010-52600000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006001	\$151,356	\$0	\$151,356
2018	102-500734	Contracts for Program Services	90006002	\$57,349	\$0	\$57,349
2018	102-500734	Contracts for Program Services	90006003	\$701,791	\$0	\$701,191
2018	102-500734	Contracts for Program Services	90006004	\$271,966	\$0	\$271,966
2018	102-500734	Contracts for Program Services	90006022	\$58,929	\$0	\$58,929
2018	102-500734	Contracts for Program Services	90006041	103,643	\$0	\$103,643
2018	102-500734	Contracts for Program Services	90006051	\$24,000	\$0	\$24,000
2019	102-500734	Contracts for Program Services	90006001	\$151,356	\$0	\$151,356
2019	102-500734	Contracts for Program Services	90006002	\$57,349	\$0	\$57,349
2019	102-500734	Contracts for Program Services	90006003	\$701,791	\$0	\$701,791
2019	102-500734	Contracts for Program Services	90006004	\$271,966	\$0	\$271,966
2019	102-500734	Contracts for Program Services	90006022	\$58,929	\$0	\$58,929
2019	102-500734	Contracts for Program Services	90006041	\$103,643	\$0	\$103,643

2020	102-500734	Contracts for Program Services	90006003	\$1,182,462	\$0	\$1,182,462
2020	102-500734	Contracts for Program Services	90006022	\$58,929	\$0	\$58,929
2020	102-500734	Contracts for Program Services	90006041	\$91,789	\$0	\$91,789
2021	102-500734	Contracts for Program Services	90006003	\$1,182,462	\$17,500	\$1,199,962
2021	102-500734	Contracts for Program Services	90006022	\$58,929	\$7,864	\$66,793
2021	102-500734	Contracts for Program Services	90006041	\$93,789	\$0	\$93,789
			<i>Subtotals:</i>	<i>\$5,382,428</i>	<i>\$25,364</i>	<i>\$5,407,792</i>

05-95-90-902010-60480000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM, INFRASTRUCTURE 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006060	\$30,400	\$0	\$30,400
			<i>Subtotals:</i>	<i>\$30,400</i>	<i>\$0</i>	<i>\$30,400</i>
			<i>Totals:</i>	<i>\$5,412,828</i>	<i>\$25,364</i>	<i>\$5,438,192</i>

Southwestern Community Services, Inc. - Vendor Code: 177511-R001

05-95-90-902010-52600000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006001	\$33,272	\$0	\$33,272
2018	102-500734	Contracts for Program Services	90006002	\$13,046	\$0	\$13,046
2018	102-500734	Contracts for Program Services	90006003	\$181,110	\$0	\$181,110
2018	102-500734	Contracts for Program Services	90006004	\$53,347	\$0	\$53,347
2018	102-500734	Contracts for Program Services	90006022	\$15,338	\$0	\$15,338
2018	102-500734	Contracts for Program Services	90006041	\$26,136	\$0	\$26,136
2018	102-500734	Contracts for Program Services	90006051	\$5,523	\$0	\$5,523
2019	102-500734	Contracts for Program Services	90006001	\$33,272	\$0	\$33,272
2019	102-500734	Contracts for Program Services	90006002	\$13,046	\$0	\$13,046

2019	102-500734	Contracts for Program Services	90006003	\$181,110	\$0	\$181,110
2019	102-500734	Contracts for Program Services	90006004	\$53,347	\$0	\$53,347
2019	102-500734	Contracts for Program Services	90006022	\$19,938	\$0	\$19,938
2019	102-500734	Contracts for Program Services	90006041	31,136	\$0	\$31,136
2020	102-500734	Contracts for Program Services	90006003	\$280,775	\$0	\$280,775
2020	102-500734	Contracts for Program Services	90006022	\$15,338	\$0	\$15,338
2020	102-500734	Contracts for Program Services	90006041	\$23,966	\$0	\$23,966
2021	102-500734	Contracts for Program Services	90006003	\$280,775	\$6,650	\$287,425
2021	102-500734	Contracts for Program Services	90006022	\$15,338	\$3,518	\$18,856
2021	102-500734	Contracts for Program Services	90006041	\$23,466	\$5,000	\$28,466
			<i>Subtotals:</i>	\$1,299,279	\$15,168	\$1,314,447

05-95-90-902010-60480000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM, INFRASTRUCTURE 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90006060	\$6,978	\$0	\$6,978
			<i>Subtotals:</i>	\$6,978	\$0	\$6,978

05-95-90-902010-33960000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM, EWIC IMPLEMENTATION 100% Federal Funds

Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget Amount	Increased/ (Decreased) Budget Amount	Modified Budget Amount
2018	102-500734	Contracts for Program Services	90003396	\$4,000	\$0	\$4,000
2019	102-500734	Contracts for Program Services	90003396	\$0	\$0	\$0
2020	102-500734	Contracts for Program Services	90003396	\$18,000	\$0	\$18,000
			<i>Subtotals:</i>	\$22,000	\$0	\$22,000
			Totals:	\$1,328,257	\$15,168	\$1,343,425

			GRAND TOTALS:	\$11,854,653	\$68,950	\$11,923,603
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**New Hampshire Department of Health and Human Services
WIC and Breastfeeding Peer Counseling Services**



**State of New Hampshire
Department of Health and Human Services
Amendment #4 to the WIC and Breastfeeding Peer Counseling Services Contract**

This 4th Amendment to the WIC and Breastfeeding Peer Counseling Services contract (hereinafter referred to as "Amendment #4") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department"), and Southwestern Community Services, Inc. (hereinafter referred to as "the Contractor"); a nonprofit corporation with a place of business at 63 Community Way, Keene, NH 03431.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 21, 2017 (Item #45), as amended on June 6, 2018 (Item #14); April 17, 2019 (Item #23); and June 5, 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, 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 modify the scope of services and increase the price limitation 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 1.4 Contractor Address, to read:
63 Community Way
Keene, NH 03431.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$1,343,425.
3. Modify Exhibit A Scope of Services, Section 2, Statement of Work, Subsection 2.2, by adding Paragraph 2.2.27, to read:
2.2.27. The Contractor shall implement and provide ongoing WIC Program remote services.
4. Modify Exhibit A Scope of Services, Section 2, Statement of Work, Subsection 2.2, by adding Paragraph 2.2.28, to read:
2.2.28. The Contractor shall purchase or procure computer equipment and supplies to implement WIC Program remote services, which includes:
 - 2.2.28.1. Computer laptops and/or tablets that:
 - 2.2.28.1.1. Meet the specifications of the New Hampshire WIC Management Information System and enhancements for Electronic Benefit Transfer;
 - 2.2.28.1.2. Wholly support Windows 10 and accompanying security updates; and
 - 2.2.28.1.3. Are operational no later than September 30, 2020.
 - 2.2.28.2. An SMS/texting notification system; and
 - 2.2.28.3. Mailing supplies.

New Hampshire Department of Health and Human Services
WIC and Breastfeeding Peer Counseling Services



5. Modify Exhibit A Scope of Services, Section 2. Statement of Work, Subsection 2.2. by adding Paragraph 2.2.29, to read:
 - 2.2.29. The Contractor shall enhance its Breastfeeding Peer Counselor Program community outreach and promotion services, in accordance with the USDA Loving Support Model and federal allowable costs, by providing services that include, but are not limited to:
 - 2.2.29.1. In-office breastfeeding education and support.
 - 2.2.29.2. Telephone support.
 - 2.2.29.3. In-hospital support.
 - 2.2.29.4. On-going training for peer counselors.
6. Modify Exhibit A-1, Additional Scope of Services, Section 2. Scope of Services, Subsection 2.1. by adding Paragraph 2.1.4, to read:
 - 2.1.4. To support attendance and speaker fees at the Annual Statewide WIC Forum training for all WIC staff on September 30, 2020.
7. Exhibit B, Methods and Conditions Precedent to Payment, Section 1, to read:
 1. This contract is funded with funds from the Catalog of Federal Domestic Assistance (CFDA) #10.557, U.S. Department of Agriculture, Special Supplemental Nutrition Program for Women, Infants and Children; in providing services pursuant to Exhibit A, Scope of Services. The Contractor agrees to provide the services in Exhibit A, Scope of Services and Exhibit A-1, Scope of Services, in compliance with funding requirements.
8. Exhibit B, Methods and Conditions Precedent to Payment, Section 2, to read:
 2. The State shall pay the Contractor an amount not to exceed the Price Limitation on Form P37, Block 1.8, for the services provided by the Contractor pursuant to Exhibit A, Scope of Services and Exhibit A-1, Scope of Services.
9. Exhibit B, Methods and Conditions Precedent to Payment, Section 3, to read:
 3. Payment for expenses shall be on a cost reimbursement basis for actual expenditures only. Expenditures shall be in accordance with the approved budget line items in Exhibit B-1, Budget through Exhibit B-5 Budget - Amendment #4, SFY 2021 BFPC Services.
10. Modify Exhibit B-4 Amendment #3, SFY 2021 WIC Budget by replacing in its entirety with Exhibit B-4 Budget - Amendment #4, SFY 2021 WIC Services, which is attached hereto and incorporated by reference herein.
11. Modify Exhibit B-5 Amendment #3, SFY 2021 BFPC Budget, by replacing in its entirety with Exhibit B-5 Budget - Amendment #4, SFY 2021 BFPC Services, which is attached hereto and incorporated by reference herein.

New Hampshire Department of Health and Human Services
WIC and Breastfeeding Peer Counseling Services



All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #4 remain in full force and effect. This amendment shall be effective upon the Governor's approval issued under the Executive Order 2020-04 as extended by Executive Orders 2020-05 and 2020-08, July 1, 2021, whichever is later.

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

6/23/2020

Date

Name: Lisa Morris
Title: Director

Southwestern Community Services, Inc.

6/23/2020

Date

Name: JOHN A MANNING
Title: CEO

gm
6/23/2020

New Hampshire Department of Health and Human Services
WIC and Breastfeeding Peer Counseling Services



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

OFFICE OF THE ATTORNEY GENERAL

06/25/20
Date

Catherine Pinos
Name: Catherine Pinos, Attorney
Title:

I hereby certify that the foregoing Amendment was approved by the Governor approval issued under the Executive Order 2020-04.

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

gm
6/25/20

**Exhibit B-4 Budget - Amendment #4
SFY 2021 WIC Services**

New Hampshire Department of Health and Human Services

Bidder Name: Southwestern Community Services

Budget Request for: Women, Infants and Children (WIC)
(Name of RFP)

Budget Period: 7/1/2020 - 6/30/2021

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 132,330.00	\$ -	\$ 132,330.00	
2. Employee Benefits	\$ 75,398.00	\$ -	\$ 75,398.00	
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment	\$ 20,300.00	\$ -	\$ 20,300.00	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ -	\$ -	\$ -	
6. Supplies	\$ 5,800.00	\$ -	\$ 5,800.00	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	
6. Travel	\$ 8,800.00	\$ -	\$ 8,800.00	
7. Occupancy	\$ 22,184.00	\$ -	\$ 22,184.00	
8. Current Expenses	\$ 8,872.00	\$ -	\$ 8,872.00	
Telephone	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ 1,450.00	\$ -	\$ 1,450.00	
11. Staff Education and Training	\$ 3,000.00	\$ -	\$ 3,000.00	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory)	\$ -	\$ -	\$ -	
Indirect Cost	\$ -	\$ 30,767.00	\$ 30,767.00	
Special Project/NWA Travel	\$ 2,000.00	\$ -	\$ 2,000.00	
WIC Forum	\$ 5,000.00	\$ -	\$ 5,000.00	
TOTAL	\$ 285,134.00	\$ 30,767.00	\$ 315,901.00	

Indirect As A Percent of Direct

10.8%

Exhibit B-4 Budget - Amendment #4
Southwestern Community Services, Inc.
RFP-2018-DPHS-11-SPEC1-04-A04

Contractor Initials

Date

Jm
6/23/2020

**Exhibit B-5 Budget - Amendment #4
SFY 2021 BFPC Services**

New Hampshire Department of Health and Human Services

Bidder Name: Southwestern Community Services, Inc.

Budget Request for: Breast Feeding Peer Counseling
(Name of RFP)

Budget Period: 7/1/2020 - 6/30/2021

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 13,619.00	\$ -	\$ 13,619.00	
2. Employee Benefits	\$ 1,819.00	\$ -	\$ 1,819.00	
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):	\$ -	\$ -	\$ -	
Special Breastfeeding Project	\$ 3,518.00	\$ -	\$ 3,518.00	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL	\$ 18,858.00	\$ -	\$ 18,858.00	

Indirect As A Percent of Direct

0.0%

Exhibit B-5 Budget - Amendment #4
Southwestern Community Services, Inc.
RFP-2018-OPHS-11-SPECI-04-A04

Contractor Initials

SPM

Date

6/23/2020



Jeffrey A. Meyers
Commissioner

Lisa M. Morris
Director

MAY09'19 AM10:26 DAS

27 mac

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

April 29, 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 exercise a renewal option to existing agreements identified in the table below to continue to provide Women, Infants and Children (WIC) Special Supplemental Nutrition Food Program and Breastfeeding Peer Counseling Program services to low income women and children, by increasing the aggregate price limitations by \$5,831,478 from \$6,023,175 to \$11,854,653, and extending the contract completion dates from June 30, 2019 to June 30, 2021, effective upon approval from the Governor and Executive Council. 100% Federal Funds.

Vendor	Location	Vendor Number	Current Budget	Increase Amount	Revised Budget	G&C Approval Date
Community Action Program of Belknap and Merrimack Counties, Inc.	Concord, NH.	177203-B003	\$1,601,430	\$1,540,472	\$3,141,902	O: 06/21/ 2017 (Item #45) A1:06/06/2018 (Item #14) A2:4/17/2019 (Item #23)
Greater Seacoast Community Health	Somersworth, NH	154703-B001	\$1,006,678	\$964,988	\$1,971,666	O: 06/21/ 2017 (Item #45) A1:06/06/2018 (Item #14) A2:4/17/2019 (Item #23)
Southern New Hampshire Services, Inc.	Manchester, NH	177198-B006	\$2,744,468	\$2,668,360	\$5,412,828	O: 06/21/ 2017 (Item #45) A1:06/06/2018 (Item #14)
Southwestern Community Services, Inc.	Keene, NH	177511-R001	\$670,599	\$657,658	\$1,328,257	O: 06/21/ 2017 (Item #45) A1:06/06/2018 (Item #14) A2:4/17/2019 (Item #23)
Total:			\$6,023,175	\$5,831,478	\$11,854,653	

Funds to support this request are anticipated to be available in the following accounts in State Fiscal Year 2020 and in State Fiscal Year 2021, with the authority to adjust encumbrances between State Fiscal Years through the Budget Office, if needed and justified.

See Attached Fiscal Details

EXPLANATION

The purpose of this request is to continue providing supplemental nutritious foods and public health nutrition and breastfeeding services to financially eligible pregnant women, postpartum women, infants and preschool children up to age 5 years, statewide.

The WIC program has shown to be effective in improving the health outcomes of pregnant women, new mothers and children. Families redeem their WIC benefits through the purchase of healthy foods at local authorized retailers. Women, infants and children who participate in WIC program are linked to healthier pregnancies, fewer low birth weight babies, improved immunization rates and a more regular source of medical care. The WIC program has shown to be cost-effective in improving the health and nutritional status of low-income women, infants, and children.

Federal regulations require that the WIC program be provided statewide. New Hampshire is contracted to serve an estimated eligible caseload of 15,108 participants. The program provided benefits to 76,333 participants between July and December of 2017. The following Performance Measures are reviewed by the Department on a quarterly basis:

- Performance Measure 1: Increase the percentage of prenatal clients enrolled in the WIC Program by the third month of pregnancy.
- Performance Measure 2: Increase the percent of 3 and 4 year-old children who continue enrollment in WIC until their fifth birthday.
- Performance Measure 3: Increase the percentage of infants breastfed to 6 months.
- Performance Measure 4: Increase the number of WIC clinics that utilize innovative strategies to increase access to WIC services, retention of participants, and improve client satisfaction.
- Performance Measure 5: Increase the percentage of caseload served to 95-105% of the assigned caseload. Current NH assigned caseload 15,108 participants.

As referenced in Exhibit C-1 of this contract, this Agreement has the option to extend for up to (4) additional year(s), contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Council. This request, if approved, will exercise two (2) of the four (4) available years of renewal.

The WIC program supports and promotes breastfeeding as the optimal way to feed infants. The American Academy of Pediatrics (AAP) recommends exclusive breastfeeding for about the first six months of a baby's life, followed by breastfeeding in combination with complementary foods until at least 12 months of age. The NH WIC Program has implemented a variety of breastfeeding promotion and education initiatives to improve the rates of breastfeeding initiation and duration among mothers enrolled in WIC program through its Peer Counseling Program. This request, if approved, will provide additional support for these activities during the current State Fiscal Year.

Notwithstanding any other provision of the Contract to the contrary, no services shall continue after June 30, 2019, and the Department shall not be liable for any payments for services provided after June 30, 2019, unless and until an appropriation for these services has been received from the state legislature and funds encumbered for the SFY 2020-2021 and SFY 2022-2023 biennia.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 3 of 3

Should the Governor and Executive Council not approve this request, women and infants statewide may not have access to breastfeeding promotion and education initiatives healthy nutrition education that could improve health outcomes, and lower medical costs.

Area Served: Statewide

Source of Funds: 100% Federal Funds from United States Department of Agriculture (USDA) Food and Nutrition Service, WIC Administration, CFDA # 10.557 FAIN # 184NH703W1003 (50%), and USDA Food and Nutrition Service WIC National Infrastructure CFDA# 10.578 FAIN# 174NH781W5413.

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

Respectfully submitted,



Jeffrey A. Meyers
Commissioner

**Fiscal Details for WIC Special Supplemental Food Program &
Breastfeeding Peer Counseling Program**

**05-95-90-902010-52600000 HEALTH AND SOCIAL SERVICE, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC
SUPPLEMENTAL NUTRITION PROGRAM**

Community Action Program Belknap-Merrimack Counties, Inc.

PO 1058083

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2018	102-500734	Contracts for Program Svc	90006001	\$47,452	\$0	\$47,452
2018	102-500734	Contracts for Program Svc	90006002	\$45,911	\$0	\$45,911
2018	102-500734	Contracts for Program Svc	90006003	\$314,865	\$0	\$314,865
2018	102-500734	Contracts for Program Svc	90006004	\$277,005	\$0	\$277,005
2018	102-500734	Contracts for Program Svc	90006022	\$36,730	\$0	\$36,730
2018	102-500734	Contracts for Program Svc	90006041	\$60,902	\$0	\$60,902
2018	102-500734	Contracts for Program Svc	90006051	\$12,600	\$0	\$12,600
			Sub-Total	\$795,465	\$0	\$795,465

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2019	102-500734	Contracts for Program Svc	90006001	\$47,452	\$0	\$47,452
2019	102-500734	Contracts for Program Svc	90006002	\$45,911	\$0	\$45,911
2019	102-500734	Contracts for Program Svc	90006003	\$314,865	\$0	\$314,865
2019	102-500734	Contracts for Program Svc	90006004	\$277,005	\$0	\$277,005
2019	102-500734	Contracts for Program Svc	90006022	\$43,830	\$0	\$43,830
2019	102-500734	Contracts for Program Svc	90006041	\$60,902	\$0	\$60,902
			Sub-Total	\$789,965	\$0	\$789,965

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2020	102-500734	Contracts for Program Svc	90006XXX	\$0	\$685,233	\$685,233
2020	102-500734	Contracts for Program Svc	90006022	\$0	\$36,730	\$36,730
2020	102-500734	Contracts for Program Svc	90006041	\$0	\$47,273	\$47,273

**Fiscal Details for WIC Special Supplemental Food Program &
Breastfeeding Peer Counseling Program**

			Sub-Total	\$0	\$769,236	\$769,236
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Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2021	102-500734	Contracts for Program Svc	90006XXX	\$0	\$685,233	\$685,233
2021	102-500734	Contracts for Program Svc	90006022	\$0	\$36,730	\$36,730
2021	102-500734	Contracts for Program Svc	90006041	\$0	\$49,273	\$49,273
			Sub-Total	\$0	\$771,236	\$771,236

Goodwin Community Health

PO 1058084

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2018	102-500734	Contracts for Program Svc	90006001	\$63,779	\$0	\$63,779
2018	102-500734	Contracts for Program Svc	90006002	\$10,719	\$0	\$10,719
2018	102-500734	Contracts for Program Svc	90006003	\$262,086	\$0	\$262,086
2018	102-500734	Contracts for Program Svc	90006004	\$92,186	\$0	\$92,186
2018	102-500734	Contracts for Program Svc	90006022	\$23,545	\$0	\$23,545
2018	102-500734	Contracts for Program Svc	90006041	\$38,849	\$0	\$38,849
2018	102-500734	Contracts for Program Svc	90006051	\$7,650	\$0	\$7,650
			Sub-Total	\$498,814	\$0	\$498,814

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2019	102-500734	Contracts for Program Svc	90006001	\$63,779	\$0	\$63,779
2019	102-500734	Contracts for Program Svc	90006002	\$10,719	\$0	\$10,719
2019	102-500734	Contracts for Program Svc	90006003	\$262,086	\$0	\$262,086
2019	102-500734	Contracts for Program Svc	90006004	\$92,186	\$0	\$92,186
2019	102-500734	Contracts for Program Svc	90006022	\$30,545	\$0	\$30,545
2019	102-500734	Contracts for Program Svc	90006041	\$38,849	\$0	\$38,849
			Sub-Total	\$498,164	\$0	\$498,164

**Fiscal Details for WIC Special Supplemental Food Program &
Breastfeeding Peer Counseling Program**

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2020	102-500734	Contracts for Program Svc	90006xxx	\$0	\$428,770	\$428,770
2020	102-500734	Contracts for Program Svc	90006022	\$0	\$23,545	\$23,545
2020	102-500734	Contracts for Program Svc	90006041	\$0	\$29,179	\$29,179
			Sub-Total	\$0	\$481,494	\$481,494

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2021	102-500734	Contracts for Program Svc	90006xxx	\$0	\$428,770	\$428,770
2021	102-500734	Contracts for Program Svc	90006022	\$0	\$23,545	\$23,545
2021	102-500734	Contracts for Program Svc	90006041	\$0	\$31,179	\$31,179
			Sub-Total	\$0	\$483,494	\$483,494

Southern New Hampshire Services

PO 1058085

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2018	102-500734	Contracts for Program Svc	90006001	\$151,356	\$0	\$151,356
2018	102-500734	Contracts for Program Svc	90006002	\$57,349	\$0	\$57,349
2018	102-500734	Contracts for Program Svc	90006003	\$701,791	\$0	\$701,791
2018	102-500734	Contracts for Program Svc	90006004	\$271,966	\$0	\$271,966
2018	102-500734	Contracts for Program Svc	90006022	\$58,929	\$0	\$58,929
2018	102-500734	Contracts for Program Svc	90006041	\$103,643	\$0	\$103,643
2018	102-500734	Contracts for Program Svc	90006051	\$24,000	\$0	\$24,000
			Sub-Total	\$1,369,034	\$0	\$1,369,034

Fiscal Details for WIC Special Supplemental Food Program & Breastfeeding Peer Counseling Program

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2019	102-500734	Contracts for Program Svc	90006001	\$151,356	\$0	\$151,356
2019	102-500734	Contracts for Program Svc	90006002	\$57,349	\$0	\$57,349
2019	102-500734	Contracts for Program Svc	90006003	\$701,791	\$0	\$701,791
2019	102-500734	Contracts for Program Svc	90006004	\$271,966	\$0	\$271,966
2019	102-500734	Contracts for Program Svc	90006022	\$58,929	\$0	\$58,929
2019	102-500734	Contracts for Program Svc	90006041	\$103,643	\$0	\$103,643
			Sub-Total	\$1,345,034	\$0	\$1,345,034

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2020	102-500734	Contracts for Program Svc	90006xxx	\$0	\$1,182,462	\$1,182,462
2020	102-500734	Contracts for Program Svc	90006022	\$0	\$58,929	\$58,929
2020	102-500734	Contracts for Program Svc	90006041	\$0	\$91,789	\$91,789
			Sub-Total	\$0	\$1,333,180	\$1,333,180

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2021	102-500734	Contracts for Program Svc	90006xxx	\$0	\$1,182,462	\$1,182,462
2021	102-500734	Contracts for Program Svc	90006022	\$0	\$60,929	\$60,929
2021	102-500734	Contracts for Program Svc	90006041	\$0	\$91,789	\$91,789
			Sub-Total	\$0	\$1,335,180	\$1,335,180

Southwestern Community Services

PO 1058099

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2018	102-500734	Contracts for Program Svc	90006001	\$33,272	\$0	\$33,272
2018	102-500734	Contracts for Program Svc	90008002	\$13,046	\$0	\$13,046

**Fiscal Details for WIC Special Supplemental Food Program &
Breastfeeding Peer Counseling Program**

2018	102-500734	Contracts for Program Svc	90006003	\$181,110	\$0	\$181,110
2018	102-500734	Contracts for Program Svc	90006004	\$53,347	\$0	\$53,347
2018	102-500734	Contracts for Program Svc	90006022	\$15,338	\$0	\$15,338
2018	102-500734	Contracts for Program Svc	90006041	\$26,136	\$0	\$26,136
2018	102-500734	Contracts for Program Svc	90006051	\$5,523	\$0	\$5,523
			Sub-Total	\$327,772	\$0	\$327,772

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2019	102-500734	Contracts for Program Svc	90006001	\$33,272	\$0	\$33,272
2019	102-500734	Contracts for Program Svc	90006002	\$13,046	\$0	\$13,046
2019	102-500734	Contracts for Program Svc	90006003	\$181,110	\$0	\$181,110
2019	102-500734	Contracts for Program Svc	90006004	\$53,347	\$0	\$53,347
2019	102-500734	Contracts for Program Svc	90006022	\$19,938	\$0	\$19,938
2019	102-500734	Contracts for Program Svc	90006041	\$31,136	\$0	\$31,136
			Sub-Total	\$331,849	\$0	\$331,849

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2020	102-500734	Contracts for Program Svc	90006xxx	\$0	\$280,775	\$280,775
2020	102-500734	Contracts for Program Svc	90006022	\$0	\$15,338	\$15,338
2020	102-500734	Contracts for Program Svc	90006041	\$0	\$23,966	\$23,966
			Sub-Total	\$0	\$320,079	\$320,079

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2021	102-500734	Contracts for Program Svc	90006xxx	\$0	\$280,775	\$280,775
2021	102-500734	Contracts for Program Svc	90006022	\$0	\$15,338	\$15,338
2021	102-500734	Contracts for Program Svc	90006041	\$0	\$23,466	\$23,466
			Sub-Total	\$0	\$319,579	\$319,579

**Fiscal Details for WIC Special Supplemental Food Program &
Breastfeeding Peer Counseling Program**

		Funding Source	Sub-Total	\$5,956,097	\$5,813,478	\$11,769,575
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**05-95-90-902010-60480000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC
SUPPLEMENTAL NUTRITION PROGRAM, INFRASTRUCTURE**

Community Action Program Belknap-Merrimack Counties, Inc.

PO 1058083

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2018	102-500734	Contracts for Program Svc	90006060	\$16,000	\$0	\$16,000
			Sub-Total	\$16,000	\$0	\$16,000

Goodwin Community Health

PO 1058084

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2018	102-500734	Contracts for Program Svc	90006060	\$9,700	\$0	\$9,700
			Sub-Total	\$9,700	\$0	\$9,700

Southern New Hampshire Services

PO 1058085

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2018	102-500734	Contracts for Program Svc	90006060	\$30,400	\$0	\$30,400
			Sub-Total	\$30,400	\$0	\$30,400

Southwestern Community Services

PO 1058099

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2018	102-500734	Contracts for Program Svc	90006060	\$6,978	\$0	\$6,978
			Sub-Total	\$6,978	\$0	\$6,978
		Funding Source Total		\$63,078	\$0	\$63,078

**05-95-90-902010-33960000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC
SUPPLEMENTAL NUTRITION PROGRAM, EWIC IMPLEMENTATION**

Southwestern Community Services

PO 1058099

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2018	102-500734	Contracts for Program Svc	90003396	\$4,000	\$0	\$4,000

**Fiscal Details for WIC Special Supplemental Food Program &
Breastfeeding Peer Counseling Program**

2019	102-500734	Contracts for Program Svc	90003396	\$0	\$0	\$0
2020	102-500734	Contracts for Program Svc	90003396	\$0	\$18,000	\$18,000
2021	102-500734	Contracts for Program Svc	90003396	\$0	\$0	\$0
			Sub-Total	\$4,000	\$18,000	\$22,000
		Funding Source Total		\$4,000	\$18,000	\$22,000
		FINAL CONTRACT TOTAL		\$6,023,175	\$5,831,487	\$11,854,653



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

March 1, 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 three (3) of the four (4) existing agreements with the vendors listed below to provide Women, Infants and Children (WIC) Special Supplemental Nutrition Food Program and Breastfeeding Peer Counseling Program services to low income women and children, by increasing the price limitations by \$18,700, from \$6,004,475 to 6,023,175, with no change to the contract completion date of June 30, 2019, effective upon approval from the Governor and Executive Council. 100% Federal Funds.

The original contracts were approved by the Governor & Executive Council on June 21, 2017 (Item #45), and subsequently amended on June 6, 2018 (Item #14).

Vendor	Location	Vendor Number	Current Budget	Increase Amount	Revised Budget
Community Action Program of Belknap and Merrimack Counties, Inc.	Concord, NH	177203-B003	\$1,594,330	\$7,100	\$1,601,430
Greater Seacoast Community Health	Somersworth, NH	154703-B001	\$999,678	\$7,000	\$1,006,678
Southern New Hampshire Services, Inc.	Manchester, NH	177198-B006	\$2,744,468	\$0	\$2,744,468
Southwestern Community Services, Inc.	Keene, NH	177511-R001	\$665,999	\$4,600	\$670,599
	Total:		\$6,004,475	\$18,700	\$6,023,175

Funds to support this request are available in the following accounts in State Fiscal Year 2019, with the authority to adjust encumbrances between state fiscal years, without further approval from the Governor and Executive Council, if needed and justified.

See Attached Fiscal Details

EXPLANATION

The purpose of this request is to increase funding for Breastfeeding Peer Counseling Services for State Fiscal Year 2019. These additional funds will allow for increased promotion and support activities for the Breastfeeding Peer Counseling Program.

The WIC program has shown to be effective in improving the health outcomes of pregnant women, new mothers and children. Families redeem their WIC benefits through the purchase of healthy foods at local authorized retailers. Women, infants and children who participate in WIC program are linked to healthier pregnancies, fewer low birth weight babies, improved immunization rates and a more regular source of medical care. The WIC program has shown to be cost-effective in improving the health and nutritional status of low-income women, infants, and children.

Federal regulations require that the WIC program be provided statewide. New Hampshire is contracted to serve an estimated eligible caseload of 15,108 participants. The program provided benefits to 76,333 participants between July and December of 2017. The following Performance Measures are reviewed by the Department on a quarterly basis:

- Performance Measure 1: Increase the percentage of prenatal clients enrolled in the WIC Program by the third month of pregnancy.
- Performance Measure 2: Increase the percent of 3 and 4 year old children who continue enrollment in WIC until their fifth birthday.
- Performance Measure 3: Increase the percentage of infants breastfed to 6 months.
- Performance Measure 4: Increase the number of WIC clinics that utilize innovative strategies to increase access to WIC services, retention of participants, and improve client satisfaction.
- Performance Measure 5: Increase the percentage of caseload served to 95-105% of the assigned caseload. Current NH assigned caseload 15,108 participants.

The Special Supplemental Nutrition Program for Women, Infants and Children supports and promotes breastfeeding as the optimal way to feed infants. The American Academy of Pediatrics (AAP) recommends exclusive breastfeeding for about the first six months of a baby's life, followed by breastfeeding in combination with complementary foods until at least 12 months of age. The NH WIC Program has implemented a variety of breastfeeding promotion and education initiatives to improve the rates of breastfeeding initiation and duration among mothers enrolled in WIC through its Peer Counseling Program. This request, if approved, will provide additional support for these activities during the current State Fiscal Year.

Should the Governor and Executive Council not approve this request, women and infants statewide may not have access to breastfeeding promotion and education initiatives and nutrition education that could improve health outcomes and lower medical costs.

Area Served: Statewide

Source of Funds: 100% Federal Funds from United States Department of Agriculture (USDA) Food and Nutrition Service, WIC Administration, CFDA # 10.557 FAIN #

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 3 of 3

184NH703W1003 (50%), and USDA Food and Nutrition Service WIC National Infrastructure
CFDA# 10.578 FAIN# 174NH781W5413.

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

Respectfully submitted,

Approved by:


Jeffrey A. Meyers
Commissioner

**Fiscal Details for WIC Special Supplemental Food Program &
Breastfeeding Peer Counseling Program**

**05-95-90-902010-52600000 HEALTH AND SOCIAL SERVICE, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC
SUPPLEMENTAL NUTRITION PROGRAM**

Community Action Program Belknap-Merrimack Counties, Inc.

PO 1058083

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2018	102-500734	Contracts for Program Svc	90006001	\$47,452	\$0	\$47,452
2018	102-500734	Contracts for Program Svc	90006002	\$45,911	\$0	\$45,911
2018	102-500734	Contracts for Program Svc	90006003	\$314,865	\$0	\$314,865
2018	102-500734	Contracts for Program Svc	90006004	\$277,005	\$0	\$277,005
2018	102-500734	Contracts for Program Svc	90006022	\$36,730	\$0	\$36,730
2018	102-500734	Contracts for Program Svc	90006041	\$60,902	\$0	\$60,902
2018	102-500734	Contracts for Program Svc	90006051	\$12,600	\$0	\$12,600
			Sub-Total	\$795,485	\$0	\$795,485

Community Action Program Belknap-Merrimack Counties, Inc.

PO 1058083

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2019	102-500734	Contracts for Program Svc	90006001	\$47,452	\$0	\$47,452
2019	102-500734	Contracts for Program Svc	90006002	\$45,911	\$0	\$45,911
2019	102-500734	Contracts for Program Svc	90006003	\$314,865	\$0	\$314,865
2019	102-500734	Contracts for Program Svc	90006004	\$277,005	\$0	\$277,005
2019	102-500734	Contracts for Program Svc	90006022	\$36,730	\$7,100	\$43,830
2019	102-500734	Contracts for Program Svc	90006041	\$60,902	\$0	\$60,902
			Sub-Total	\$782,865	\$7,100	\$789,965

Goodwin Community Health

PO 1058084

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2018	102-500734	Contracts for Program Svc	90006001	\$63,779	\$0	\$63,779
2018	102-500734	Contracts for Program Svc	90006002	\$10,719	\$0	\$10,719
2018	102-500734	Contracts for Program Svc	90006003	\$262,086	\$0	\$262,086

**Fiscal Details for WIC Special Supplemental Food Program &
Breastfeeding Peer Counseling Program**

2018	102-500734	Contracts for Program Svc	90006004	\$92,186	\$0	\$92,186
2018	102-500734	Contracts for Program Svc	90006022	\$23,545	\$0	\$23,545
2018	102-500734	Contracts for Program Svc	90006041	\$38,849	\$0	\$38,849
2018	102-500734	Contracts for Program Svc	90006051	\$7,650	\$0	\$7,650
			Sub-Total	\$498,814	\$0	\$498,814

Goodwin Community Health

PO 1058084

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2019	102-500734	Contracts for Program Svc	90006001	\$63,779	\$0	\$63,779
2019	102-500734	Contracts for Program Svc	90006002	\$10,719	\$0	\$10,719
2019	102-500734	Contracts for Program Svc	90006003	\$262,086	\$0	\$262,086
2019	102-500734	Contracts for Program Svc	90006004	\$92,186	\$0	\$92,186
2019	102-500734	Contracts for Program Svc	90006022	\$23,545	\$7,000	\$30,545
2019	102-500734	Contracts for Program Svc	90006041	\$38,849	\$0	\$38,849
			Sub-Total	\$491,164	\$7,000	\$498,164

Southern New Hampshire Services

PO 1058085

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2018	102-500734	Contracts for Program Svc	90006001	\$151,356	\$0	\$151,356
2018	102-500734	Contracts for Program Svc	90006002	\$57,349	\$0	\$57,349
2018	102-500734	Contracts for Program Svc	90006003	\$701,791	\$0	\$701,791
2018	102-500734	Contracts for Program Svc	90006004	\$271,966	\$0	\$271,966
2018	102-500734	Contracts for Program Svc	90006022	\$58,929	\$0	\$58,929
2018	102-500734	Contracts for Program Svc	90006041	\$103,843	\$0	\$103,843
2018	102-500734	Contracts for Program Svc	90006051	\$24,000	\$0	\$24,000
			Sub-Total	\$1,369,034	\$0	\$1,369,034

Southern New Hampshire Services

PO 1058085

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2019	102-500734	Contracts for Program Svc	90006001	\$151,356	\$0	\$151,356

**Fiscal Details for WIC Special Supplemental Food Program &
Breastfeeding Peer Counseling Program**

2019	102-500734	Contracts for Program Svc	90006002	\$57,349	\$0	\$57,349
2019	102-500734	Contracts for Program Svc	90006003	\$701,791	\$0	\$701,791
2019	102-500734	Contracts for Program Svc	90006004	\$271,966	\$0	\$271,966
2019	102-500734	Contracts for Program Svc	90006022	\$58,929	\$0	\$58,929
2019	102-500734	Contracts for Program Svc	90006041	\$103,643	\$0	\$103,643
			Sub-Total	\$1,345,034	\$0	\$1,345,034

Southwestern Community Services

PO 1058099

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2018	102-500734	Contracts for Program Svc	90006001	\$33,272	\$0	\$33,272
2018	102-500734	Contracts for Program Svc	90006002	\$13,046	\$0	\$13,046
2018	102-500734	Contracts for Program Svc	90006003	\$181,110	\$0	\$181,110
2018	102-500734	Contracts for Program Svc	90006004	\$53,347	\$0	\$53,347
2018	102-500734	Contracts for Program Svc	90006022	\$15,338	\$0	\$15,338
2018	102-500734	Contracts for Program Svc	90006041	\$26,136	\$0	\$26,136
2018	102-500734	Contracts for Program Svc	90006051	\$5,523	\$0	\$5,523
			Sub-Total	\$327,772	\$0	\$327,772

Southwestern Community Services

PO 1058099

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2019	102-500734	Contracts for Program Svc	90006001	\$33,272	\$0	\$33,272
2019	102-500734	Contracts for Program Svc	90006002	\$13,046	\$0	\$13,046
2019	102-500734	Contracts for Program Svc	90006003	\$181,110	\$0	\$181,110
2019	102-500734	Contracts for Program Svc	90006004	\$53,347	\$0	\$53,347
2019	102-500734	Contracts for Program Svc	90006022	\$15,338	\$4,600	\$19,938
2019	102-500734	Contracts for Program Svc	90006041	\$31,136	\$0	\$31,136
			Sub-Total	\$327,249	\$4,600	\$331,849
		Funding Source Total		\$5,937,397	\$18,700	\$5,956,097

05-95-90-902010-60480000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH; BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM, INFRASTRUCTURE

**Fiscal Details for WIC Special Supplemental Food Program &
Breastfeeding Peer Counseling Program
Community Action Program Belknap-Merrimack Counties, Inc. PO 1058083**

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2018	102-500734	Contracts for Program Svc	90006060	\$16,000	\$0	\$16,000
			Sub-Total	\$16,000	\$0	\$16,000

Goodwin Community Health PO 1058084

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2018	102-500734	Contracts for Program Svc	90006060	\$9,700	\$0	\$9,700
			Sub-Total	\$9,700	\$0	\$9,700

Southern New Hampshire Services PO 1058085

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2018	102-500734	Contracts for Program Svc	90006060	\$30,400	\$0	\$30,400
			Sub-Total	\$30,400	\$0	\$30,400

Southwestern Community Services PO 1058099

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2018	102-500734	Contracts for Program Svc	90006060	\$6,978	\$0	\$6,978
			Sub-Total	\$6,978	\$0	\$6,978
		Funding Source Total		\$63,078	\$0	\$63,078

05-95-90-902010-33960000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SYS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM, EWIC IMPLEMENTATION

Southwestern Community Services PO 1058099

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2018	102-500734	Contracts for Program Svc	90003398	\$4,000	\$0	\$4,000
			Sub-Total	\$4,000	\$0	\$4,000
		Funding Source Total		\$4,000	\$0	\$4,000
		FINAL CONTRACT TOTAL		\$8,004,475	\$18,700	\$6,023,175

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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

May 15, 2018

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 agreements with the vendors listed below to provide Women, Infants and Children (WIC) Special Supplemental Nutrition Food Program and Breastfeeding Peer Counseling Program services to low income women and children, by increasing the price limitations by \$125,851, from \$5,878,624 to 6,004,475, and by modifying the scope of services with no change to the contract completion date of June 30, 2019, effective upon Governor and Executive Council approval. The original contract was approved by the Governor & Executive Council on June 21, 2017 (Item #45). 100% Federal Funds.

Vendor	Location	Vendor Number	Current Budget	Increase Amount	Revised Budget
Community Action Program of Belknap and Merrimack Counties, Inc.	Concord, NH	177203-B003	\$1,563,730	\$30,600	\$1,594,330
Goodwin Community Health	Somersworth, NH	154703-B001	\$980,328	\$19,350	\$999,678
Southern New Hampshire Services, Inc.	Manchester, NH	177198-B008	\$2,688,068	\$56,400	\$2,744,468
Southwestern Community Services, Inc.	Keene, NH	177511-R001	\$646,498	\$19,501	\$665,999
	Total:		\$5,878,624	\$125,851	\$6,004,475

Funds to support this request are available in the following accounts in State Fiscal Year 2018 and in State Fiscal Year 2019, with the authority to adjust encumbrances between state fiscal years, without further approval from the Governor and Executive Council, if needed and justified.

05-95-90-902010-52600000 HEALTH AND SOCIAL SERVICE, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM

See Attached Fiscal Details for Funding Distribution

EXPLANATION

The purpose of this request is to allow vendors to purchase new computer equipment for four local agencies that provide public health nutrition and breastfeeding services to specific low income population groups, including pregnant women, new mothers, infants, and children of pre-school age.

New Hampshire WIC is implementing electronic benefit transfer services (eWIC), to comply with a federal mandate that eWIC must be in place statewide by 2020. The requested funds will be used for the purchase of new computer equipment that meets the specifications of the New Hampshire Management Information System (MIS). The new computer hardware is necessary for future MIS releases, and to comply with the federal requirement. The amendments also include funding to support attendance for employees from each agency at the biennial National WIC Association Nutrition and Breastfeeding Conference, and to provide training for WIC staff personnel, in accordance with federal requirements.

The WIC Nutrition Program has shown to be effective in improving the health outcomes of pregnant women, new mothers and children. Families redeem their WIC benefits through the purchase of healthy foods at local authorized retailers. Women, infants and children who participate in WIC are linked to healthier pregnancies, fewer low birth weight babies, improved immunization rates and a more regular source of medical care. The WIC Program has shown to be cost-effective in improving the health and nutritional status of low-income women, infants, and children. Federal regulations require that the WIC Program be provided statewide. New Hampshire is contracted to serve an estimated eligible caseload of 15,108 participants. The program provided benefits to 76,333 participants between July and December of 2017. The following Performance Measures are reviewed by the Department on a quarterly basis:

- Performance Measure 1: Increase the percentage of prenatal clients enrolled in the WIC Program by the third month of pregnancy.
- Performance Measure 2: Increase the percent of 3 and 4 year old children who continue enrollment in WIC until their fifth birthday.
- Performance Measure 3: Increase the percentage of infants breastfed to 6 months.
- Performance Measure 4: Increase the number of WIC clinics that utilize innovative strategies to increase access to WIC services, retention of participants, and improve client satisfaction.
- Performance Measure 5: Increase the percentage of caseload served to 95-105% of the assigned caseload. Current NH assigned caseload 15,108 participants.

The Special Supplemental Nutrition Program for Women, Infants, and Children supports and promotes breastfeeding as the optimal way to feed infants. The New Hampshire WIC Program has implemented a variety of breastfeeding promotion and education initiatives to improve the rates of breastfeeding initiation and duration among mothers enrolled in WIC through its Peer Counseling Program.

On January 4, 2017 the Department released a Request for Proposals to solicit proposals from vendors in four service areas. The Request for Proposals was available on the Department's website from January 4, 2017 through March 14, 2017. Four (4) proposals were received. A team of individuals with program specific knowledge reviewed the proposals. All four vendors were selected.

Should the Governor and Executive Council not approve this request, new computer equipment may not be purchased by the listed vendors, and New Hampshire may not be able to achieve compliance with federal requirements for eWIC capability. Additionally, vendor staff may not receive required training need to meet the federal minimum staff training requirements.


Area Served: Statewide

Source of Funds: 100% Federal Funds from United States Department of Agriculture (USDA) Food and Nutrition Service, WIC Administration, CFDA # 10.557 FAIN # 184NH703W1003 (50%), and USDA Food and Nutrition Service WIC National Infrastructure CFDA# 10.578 FAIN# 174NH781W5413.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 3 of 3

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

Respectfully submitted,



Lisa M. Morris, MSSW
Director

Approved by



Jeffrey A. Meyers
Commissioner

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

**Fiscal Details for WIC Special Supplemental Food Program &
Breastfeeding Peer Counseling Program**

**05-95-90-902010-52600000 HEALTH AND SOCIAL SERVICE, DEPT. OF HEALTH AND
HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH
AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM**

Community Action Program Belknap-Merrimack Counties, Inc.

PO 1058083

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2018	102-500734	Contracts for Program Svc	90006001	\$47,452	\$0	\$47,452
2018	102-500734	Contracts for Program Svc	90006002	\$45,911	\$0	\$45,911
2018	102-500734	Contracts for Program Svc	90006003	\$314,885	\$0	\$314,885
2018	102-500734	Contracts for Program Svc	90006004	\$277,005	\$0	\$277,005
2018	102-500734	Contracts for Program Svc	90006022	\$36,730	\$0	\$36,730
2018	102-500734	Contracts for Program Svc	90006041	\$60,902	\$0	\$60,902
2018	102-500734	Contracts for Program Svc	90006051	\$0	\$12,600	\$12,600
			Sub-Total	\$782,865	\$12,600	\$785,465

Community Action Program Belknap-Merrimack Counties, Inc.

PO 1058083

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2019	102-500734	Contracts for Program Svc	90006001	\$47,452	\$0	\$47,452
2019	102-500734	Contracts for Program Svc	90006002	\$45,911	\$0	\$45,911
2019	102-500734	Contracts for Program Svc	90006003	\$314,865	\$0	\$314,865
2019	102-500734	Contracts for Program Svc	90006004	\$277,005	\$0	\$277,005
2019	102-500734	Contracts for Program Svc	90006022	\$36,730	\$0	\$36,730
2019	102-500734	Contracts for Program Svc	90006041	\$58,902	\$2,000	\$60,902
			Sub-Total	\$780,865	\$2,000	\$782,865

Goodwin Community Health

PO 1058084

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2018	102-500734	Contracts for Program Svc	90006001	\$63,779	\$0	\$63,779
2018	102-500734	Contracts for Program Svc	90006002	\$10,719	\$0	\$10,719
2018	102-500734	Contracts for Program Svc	90006003	\$262,086	\$0	\$262,086

**Fiscal Details for WIC Special Supplemental Food Program &
Breastfeeding Peer Counseling Program**

2018	102-500734	Contracts for Program Svc	90006004	\$92,188	\$0	\$92,188
2018	102-500734	Contracts for Program Svc	90006022	\$23,545	\$0	\$23,545
2018	102-500734	Contracts for Program Svc	90006041	\$38,849	\$0	\$38,849
2018	102-500734	Contracts for Program Svc	90006051	\$0	\$7,650	\$7,650
			Sub-Total	\$491,164	\$7,650	\$498,814

Goodwin Community Health

PO 1058084

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2019	102-500734	Contracts for Program Svc	90006001	\$63,779	\$0	\$63,779
2019	102-500734	Contracts for Program Svc	90006002	\$10,719	\$0	\$10,719
2019	102-500734	Contracts for Program Svc	90006003	\$262,088	\$0	\$262,088
2019	102-500734	Contracts for Program Svc	90006004	\$92,188	\$0	\$92,188
2019	102-500734	Contracts for Program Svc	90006022	\$23,545	\$0	\$23,545
2019	102-500734	Contracts for Program Svc	90006041	\$36,849	\$2,000	\$38,849
			Sub-Total	\$489,164	\$2,000	\$491,164

Southern New Hampshire Services

PO 1058085

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2018	102-500734	Contracts for Program Svc	90006001	\$151,358	\$0	\$151,358
2018	102-500734	Contracts for Program Svc	90006002	\$57,349	\$0	\$57,349
2018	102-500734	Contracts for Program Svc	90006003	\$701,791	\$0	\$701,791
2018	102-500734	Contracts for Program Svc	90006004	\$271,968	\$0	\$271,968
2018	102-500734	Contracts for Program Svc	90006022	\$58,929	\$0	\$58,929
2018	102-500734	Contracts for Program Svc	90006041	\$103,643	\$0	\$103,643
2018	102-500734	Contracts for Program Svc	90006051	\$0	\$24,000	\$24,000
			Sub-Total	\$1,345,034	\$24,000	\$1,369,034

**Fiscal Details for WIC Special Supplemental Food Program &
Breastfeeding Peer Counseling Program**

Southern New Hampshire Services

PO 1058085

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2019	102-500734	Contracts for Program Svc	90006001	\$151,358	\$0	\$151,358
2019	102-500734	Contracts for Program Svc	90006002	\$57,348	\$0	\$57,348
2019	102-500734	Contracts for Program Svc	90006003	\$701,791	\$0	\$701,791
2019	102-500734	Contracts for Program Svc	90006004	\$271,966	\$0	\$271,966
2019	102-500734	Contracts for Program Svc	90006022	\$58,929	\$0	\$58,929
2019	102-500734	Contracts for Program Svc	90006041	\$101,843	\$2,000	\$103,843
			Sub-Total	\$1,343,034	\$2,000	\$1,345,034

Southwestern Community Services

PO 1058099

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2018	102-500734	Contracts for Program Svc	90006001	\$33,272	\$0	\$33,272
2018	102-500734	Contracts for Program Svc	90006002	\$13,048	\$0	\$13,048
2018	102-500734	Contracts for Program Svc	90006003	\$181,110	\$0	\$181,110
2018	102-500734	Contracts for Program Svc	90006004	\$53,347	\$0	\$53,347
2018	102-500734	Contracts for Program Svc	90006022	\$15,338	\$0	\$15,338
2018	102-500734	Contracts for Program Svc	90006041	\$26,136	\$0	\$26,136
2018	102-500734	Contracts for Program Svc	90006051	\$0	\$5,523	\$5,523
			Sub-Total	\$322,249	\$5,523	\$327,772

Southwestern Community Services

PO 1058099

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2018	102-500734	Contracts for Program Svc	90006001	\$33,272	\$0	\$33,272
2019	102-500734	Contracts for Program Svc	90006002	\$13,046	\$0	\$13,046
2019	102-500734	Contracts for Program Svc	90006003	\$181,110	\$0	\$181,110
2019	102-500734	Contracts for Program Svc	90006004	\$53,347	\$0	\$53,347
2019	102-500734	Contracts for Program Svc	90006022	\$15,338	\$0	\$15,338

**Fiscal Details for WIC Special Supplemental Food Program &
Breastfeeding Peer Counseling Program**

2019	102-500734	Contracts for Program Svc	90006041	\$24,136	\$7,000	\$26,36
			Sub-Total	\$320,249	\$7,000	\$327,249
		Funding Source Total		5,874,624	\$62,773	\$5,937,397

05-95-90-902010-60480000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM, INFRASTRUCTURE

Community Action Program Belknap-Merrimack Counties, Inc.

PO 1058083

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2018	102-500734	Contracts for Program Svc	90006060	\$0	\$16,000	\$16,000
			Sub-Total	\$0	\$16,000	\$16,000

Goodwin Community Health

PO 1058084

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2018	102-500734	Contracts for Program Svc	90006060	\$0	\$9,700	9,700
			Sub-Total	\$0	\$9,700	\$9,700

Southern New Hampshire Services

PO 1058085

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2018	102-500734	Contracts for Program Svc	90006060	\$0	\$30,400	\$30,400
			Sub-Total	\$0	\$30,400	\$30,400

Southwestern Community Services

PO 1058099

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2018	102-500734	Contracts for Program Svc	90006060	\$0	\$6,978	\$6,978
			Sub-Total	\$0	\$6,978	\$6,978
		Funding Source Total		\$0	\$63,078	\$63,078

Fiscal Details for WIC Special Supplemental Food Program &
Breastfeeding Peer Counseling Program

05-95-90-902010-33960000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND
HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH
AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM, EWIC
IMPLEMENTATION

Southwestern Community Services

PO 1058099

Fiscal Year	Class	Title	Activity Code	Current Budget	Increase (Decrease) Amount	Modified Budget
2018	102-500734	Contracts for Program Svc	90003398	\$4,000	\$0	\$4,000
			Sub-Total	\$4,000	\$0	\$4,000
		Funding Source Total		\$4,000	\$0	\$4,000
		FINAL CONTRACT TOTAL		\$5,878,624	\$125,851	\$6,004,475

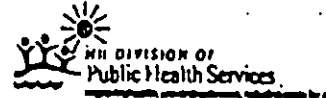


Jeffrey A. Meyers
Comptroller

Lisa Morris
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

39 HAZEN DRIVE, CONCORD, NH 03301-4503
603-271-4612 1-800-852-3345 Ext. 4612
Fax: 603-271-4827 TDD Access: 1-800-735-2964



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May 1, 2017

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 enter into agreements with the vendors listed below in an amount not to exceed \$5,878,624 to provide statewide Women, Infants and Children, Special Supplemental Nutrition Food Program and Breastfeeding Peer Counseling Program services to low income women and children, effective July 1, 2017 or upon Governor and Executive Council approval, whichever is later through June 30, 2019. 100% Federal Funds

Vendor	Location	Vendor Number	Budget
Community Action Program of Belknap and Merrimack Counties, Inc.	Concord, NH	177203-B003	\$1,583,730
Goodwin Community Health	Somersworth, NH	154703-B001	\$980,328
Southern New Hampshire Services, Inc.	Manchester, NH	177198-B006	\$2,688,068
Southwestern Community Services, Inc.	Keene, NH	177511R001	\$646,498
Total:			\$5,878,624

Funds to support this request are anticipated to be available in the following accounts in State Fiscal Year 2018 and State Fiscal Year 2019 upon the availability and continued appropriation of funds in the future operating budgets, with the authority to adjust encumbrances between state fiscal years, if needed and justified, without further approval from the Governor and Executive Council.

05-95-90-902010-52600000 HEALTH AND SOCIAL SERVICE, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM

Community Action Program for Belknap and Merrimack Counties

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	AMOUNT
2018	102-500734	Contracts for Program Services	90006001	\$47,452
2018	102-500734	Contracts for Program Services	90006002	\$45,911
2018	102-500734	Contracts for Program Services	90006003	\$314,865
2018	102-500734	Contracts for Program Services	90006004	\$277,005
2018	102-500734	Contracts for Program Services	90006022	\$36,730
2018	102-500734	Contracts for Program Services	90006041	\$60,902
			Sub-Total:	\$782,865

Goodwin Community Services

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	AMOUNT
2018	102-500734	Contracts for Program Services	90006001	\$63,779
2018	102-500734	Contracts for Program Services	90006002	\$10,719
2018	102-500734	Contracts for Program Services	90006003	\$262,066
2018	102-500734	Contracts for Program Services	90006004	\$92,186
2018	102-500734	Contracts for Program Services	90006022	\$23,545
2018	102-500734	Contracts for Program Services	90006041	\$38,849
			Sub-Total:	\$491,164

Southern New Hampshire Services

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	AMOUNT
2018	102-500734	Contracts for Program Services	90006001	\$151,356
2018	102-500734	Contracts for Program Services	90006002	\$57,349
2018	102-500734	Contracts for Program Services	90006003	\$701,791
2018	102-500734	Contracts for Program Services	90006004	\$271,966
2018	102-500734	Contracts for Program Services	90006022	\$58,929
2018	102-500734	Contracts for Program Services	90006041	\$103,643
			Sub-Total:	\$1,345,034

Southwestern Community Services

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	AMOUNT
2018	102-500734	Contracts for Program Services	90006001	\$33,272
2018	102-500734	Contracts for Program Services	90006002	\$6,668
2018	102-500734	Contracts for Program Services	90006003	\$187,488
2018	102-500734	Contracts for Program Services	90006004	\$53,347
2018	102-500734	Contracts for Program Services	90006022	\$15,338
2018	102-500734	Contracts for Program Services	90006041	\$26,136
			Sub-Total:	\$322,249
			TOTAL:	\$2,941,312

Community Action Program for Belknap and Merrimack Counties

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	AMOUNT
2019	102-500734	Contracts for Program Services	90006001	\$47,452
2019	102-500734	Contracts for Program Services	90006002	\$45,811
2019	102-500734	Contracts for Program Services	90006003	\$314,865
2019	102-500734	Contracts for Program Services	90006004	\$277,005
2019	102-500734	Contracts for Program Services	90006022	\$36,730
2019	102-500734	Contracts for Program Services	90006041	\$58,902
			Sub-Total:	\$780,886

Goodwin Community Services

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	AMOUNT
2019	102-500734	Contracts for Program Services	90006001	\$63,779
2019	102-500734	Contracts for Program Services	90006002	\$10,719
2019	102-500734	Contracts for Program Services	90006003	\$262,086
2019	102-500734	Contracts for Program Services	90006004	\$92,186
2019	102-500734	Contracts for Program Services	90006022	23,545
2019	102-500734	Contracts for Program Services	90006041	36,849
			Sub-Total:	\$489,164

Southern New Hampshire Services

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	AMOUNT
2019	102-500734	Contracts for Program Services	90006001	\$151,356
2019	102-500734	Contracts for Program Services	90006002	\$57,349
2019	102-500734	Contracts for Program Services	90006003	\$701,791
2019	102-500734	Contracts for Program Services	90006004	\$271,966
2019	102-500734	Contracts for Program Services	90006022	\$58,929
2019	102-500734	Contracts for Program Services	90006041	\$101,843
			Sub-Total:	\$1,343,034

Southwestern Community Services

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	AMOUNT
2019	102-500734	Contracts for Program Services	90008001	\$33,272
2019	102-500734	Contracts for Program Services	90006002	\$6,668
2019	102-500734	Contracts for Program Services	90006003	\$187,488
2019	102-500734	Contracts for Program Services	90006004	\$53,347
2019	102-500734	Contracts for Program Services	90006022	15,338
2019	102-500734	Contracts for Program Services	90006041	\$24,136
			Sub-Total:	\$320,249
			TOTAL:	\$2,933,312

05-95-90-902010-33960000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, WIC SUPPLEMENTAL NUTRITION PROGRAM, EWIC IMPLEMENTATION

Southwestern Community Services

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	AMOUNT
2018	102-500734	Contracts for Program Services	80003396	\$4,000
			Sub-Total:	\$4,000
			TOTAL:	\$4,000
			FINAL TOTAL:	\$5,878,624

EXPLANATION

The purpose of this agreement is to provide supplemental nutritious foods and public health nutrition and breastfeeding services to eligible low income population groups; pregnant women, postpartum women, infants and preschool children up to age 5 years in four service areas that cover the State.

The Women, Infants, and Children (WIC) Nutrition Program has shown to be effective in improving the health outcomes of pregnant women, new mothers and children. Families redeem their WIC benefits through the purchase of healthy foods at local authorized retailers. Women, infants and children who participate in WIC are linked to healthier pregnancies, fewer low birth weight babies, improved immunization rates and a more regular source of medical care. The WIC Program has shown to be cost-effective in improving the health and nutritional status of low-income women, infants, and children. Federal regulations require that the WIC Program be provided statewide.

The American Academy of Pediatrics (AAP) recommends exclusive breastfeeding for the first six months, with continued breastfeeding and complementary foods through the first year of life. The Special Supplemental Nutrition Program for Women, Infants, and Children supports and promotes breastfeeding as the optimal way to feed infants. The New Hampshire WIC Program has implemented a variety of breastfeeding promotion and education initiatives to improve the rates of breastfeeding initiation and duration among mothers enrolled in WIC through its Peer Counseling Program.

On January 4, 2017 the Department released a Request for Proposals to solicit proposals from qualified applicants in four service areas. The Request for Proposals was available on the Department's website from January 4, 2017 through March 14, 2017. Four proposals were received, one for each service area.

A team of individuals with program specific knowledge reviewed the proposals. All four vendors were selected. Funds were distributed according to assigned caseloads for each service area and the level of priority for each caseload. Each assigned caseload was broken into high priority, medium priority and low priority according to high risk pregnancies, low birth weights, late or no prenatal care, and nutritional risk and assigned a price per participant cost. New Hampshire WIC is implementing electronic benefit transfer WIC services for the provision of healthy foods with a federal mandate to be rolled out statewide by 2020.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
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These contracts contain language which allows the Department to extend contracted services for up to four additional years; contingent upon satisfactory performance, continued funding and Governor and Executive Council approval.

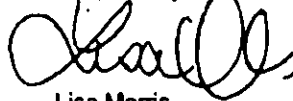
Should the Governor and Executive Council not approve this request, women, infants, and children may not have access to healthy foods and nutrition education that could improve health and lower medical costs.

Area Served: Statewide

Source of Funds: 100% Federal Funds from the U.S. Department of Agriculture.

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

Respectfully submitted,



Lisa Morris
Director

Approved by:



Jeffrey A. Meyers
Commissioner



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

Special Supplemental Nutrition
Program for Women, Infants & Children

RFP-2018-DPHS-11-SPEC1

RFP Name

RFP Number

Reviewer Names

Bidder Name

1. CAP Bolknap-Merrimack Counties, Inc.
2. Goodwin Community Health
3. Southern NH Services, Inc.
4. Southwestern Community Services

Pass/Fail	Maximum Points	Actual Points
	200	193
	200	167
	200	182
	200	182

1. Stacy Smith
2. Jessica Webb
3. Fran McLaughlin
Lissa Stols, Administrator
4. Nutrition Services OPHS
5. _____
6. _____