



Lori A. Shibinette  
Commissioner

Patricia M. Tilley  
Director

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

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March 17, 2022

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 Contractors listed below to provide home visiting services to expectant women and newly parenting individuals by increasing the total price limitation by \$813,936 from \$10,157,002 to \$10,970,938 with no change to the contract completion dates of September 30, 2022, effective upon Governor and Council approval. 87% Federal Funds. 9% General Funds. 4% Other Funds (Governor Commission 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 of Belknap-Merrimack Counties Inc.	177203-B003	Concord, NH	\$725,477	\$21,268	\$746,745	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27) A2: 9/11/2020 (Item #11)
Community Action Partnership of Strafford County	177200-B004	Dover, NH	\$1,143,145	\$52,354	\$1,195,499	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27) A2: 9/23/2020 (Item #27)
Waypoint	177166-B002	City of Manchester, Hillsborough, Merrimack, and Rockingham Counties	\$4,891,017	\$418,808	\$5,309,825	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27) A2: 9/11/2020 (Item #11)



The Family Resource Center at Gorham	162412-B001	Grafton and Coos County	\$1,771,141	\$269,152	\$2,040,293.00	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27) A2: 9/11/2020 (Item #11)
TLC Family Resource Center	170625-B001	Claremont, NH	\$599,500	\$19,632	\$619,132	O: 06/20/18 (Item #27E) A1: 9/11/2020 (Item #11)
Central New Hampshire VNA & Hospice	177724 4-B002	Laconia, NH	\$419,394	\$0	\$419,394	O: 06/20/18 (Item #27E) A1: 09/11/20 (Item #11)
VNA at HCS, Inc.	177274-B002	Keene, NH	\$607,328	\$32,722	\$640,050.00	O: 06/20/18 (Item #27E) A1: 9/11/2020 (Item #11)
Totals			\$10,157,002	\$813,936	\$10,970,938	

Funds are available in the following accounts for State Fiscal Years 2022 and 2023, 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 support the Maternal Infant Early Childhood Home Visiting model by expanding the allowable expenses to include service delivery to increase access to home visiting services, staff costs such as incentive pay, hiring costs or hiring bonuses, home visitor training, technology, emergency supplies, diaper bank coordination to support getting concrete needs to families such as diapers and wipes, and prepaid grocery cards. Providing services through evidence based home visiting, and collaborating with community partners to connect families with needed supports, ensures an array of services is available to assist with supporting and strengthening families in New Hampshire, statewide.

Approximately 260 households per year will be served during State Fiscal Years 2022 and 2023.

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

The Department will monitor services by increasing the percent of families who remain enrolled in Healthy Families America for at least six (6) months from the baseline.

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

Source of Federal Funds: Assistance Listing Number #93.870; FAIN #'s X1029490, X1031156, X1033595, X1039701, and X1141935. Health Disparities CDC #93.391, FAIN# NH75OT000031.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Lori A. Shabinette', is positioned above the printed name.

Lori A. Shabinette  
Commissioner

FINANCIAL DETAIL ATTACHMENT SHEET  
Home Visiting-HFA  
AMENDMENT #3

05-95-00-002010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS. HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, HOME VISITING FORMULA GRANT  
FAIN # X10MC29490, X10MC31156, X10MC33595 and X1039701  
CFDA #93.870 -100% Federal

**Community Action Belknap Merrimack Counties - Vendor #177203-B003**

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$127,085.00	\$0.00	\$127,085.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$127,085.00	\$0.00	\$127,085.00
SFY 2021	102-500731	Contracts for Program Svcs	90083203	\$148,171.00	\$0.00	\$148,171.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$155,200.00	\$0.00	\$155,200.00
SFY 2023	102-500731	Contracts for Program Svcs	tbd	\$38,800.00	\$11,225.00	\$50,025.00
		<b>Subtotal</b>		<b>\$596,341.00</b>	<b>\$11,225.00</b>	<b>\$607,566.00</b>

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

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$188,512.00	\$0.00	\$188,512.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$188,512.00	\$0.00	\$188,512.00
SFY 2021	102-500731	Contracts for Program Svcs	90083203	\$239,943.00	\$0.00	\$239,943.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$257,087.00	\$0.00	\$257,087.00
SFY 2023	102-500731	Contracts for Program Svcs	tbd	\$64,272.00	\$15,138.00	\$79,410.00
		<b>Subtotal</b>		<b>\$938,326.00</b>	<b>\$15,138.00</b>	<b>\$953,464.00</b>

**Waypoint - City of Manchester - Vendor #177166-B002**

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$271,404.00	\$0.00	\$271,404.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$271,404.00	\$0.00	\$271,404.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$271,404.00	\$0.00	\$271,404.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$271,404.00	\$0.00	\$271,404.00
SFY 2023	102-500731	Contracts for Program Svcs	tbd	\$67,851.00	\$0.00	\$67,851.00
		<b>Subtotal</b>		<b>\$1,153,467.00</b>	<b>\$0.00</b>	<b>\$1,153,467.00</b>

**Waypoint - Hillsboro - Vendor #177166-B002**

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$278,493.00	\$0.00	\$278,493.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$278,493.00	\$0.00	\$278,493.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$268,146.00	\$0.00	\$268,146.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$268,146.00	\$0.00	\$268,146.00
SFY 2023	102-500731	Contracts for Program Svcs	tbd	\$67,036.00	\$0.00	\$67,036.00
		<b>Subtotal</b>		<b>\$1,160,314.00</b>	<b>\$0.00</b>	<b>\$1,160,314.00</b>

**Waypoint - Merrimack Vendor #177166-B002**

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$252,164.00	\$0.00	\$252,164.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$252,164.00	\$0.00	\$252,164.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$268,146.00	\$0.00	\$268,146.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$268,146.00	\$0.00	\$268,146.00
SFY 2023	102-500731	Contracts for Program Svcs	tbd	\$67,038.00	\$0.00	\$67,038.00
		<b>Subtotal</b>		<b>\$1,107,658.00</b>	<b>\$0.00</b>	<b>\$1,107,658.00</b>

**Waypoint - Rockingham Vendor #177166-B002**

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$184,816.00	\$0.00	\$184,816.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$184,816.00	\$0.00	\$184,816.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$268,146.00	\$0.00	\$268,146.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$268,146.00	\$0.00	\$268,146.00
SFY 2023	102-500731	Contracts for Program Svcs	tbd	\$67,036.00	\$0.00	\$67,036.00
		<b>Subtotal</b>		<b>\$972,960.00</b>	<b>\$0.00</b>	<b>\$972,960.00</b>

**FINANCIAL DETAIL ATTACHMENT SHEET**

**Home Visiting-HFA**

Granite VNA formerly known as (FKA): Central New Hampshire VNA & Hospice - Vendor #177244-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$85,768.00	\$0.00	\$85,768.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$85,768.00	\$0.00	\$85,768.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$85,768.00	\$0.00	\$85,768.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$85,768.00	\$0.00	\$85,768.00
SFY 2023	102-500731	Contracts for Program Svcs	tbd	\$21,442.00	\$6,098.00	\$27,540.00
		<b>Subtotal</b>		<b>\$364,514.00</b>	<b>\$6,098.00</b>	<b>\$370,612.00</b>

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

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$146,927.00	\$0.00	\$146,927.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$146,927.00	\$0.00	\$146,927.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$179,102.00	\$0.00	\$179,102.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$179,102.00	\$0.00	\$179,102.00
SFY 2023	102-500731	Contracts for Program Svcs	tbd	\$44,776.00	\$0.00	\$44,776.00
		<b>Subtotal</b>		<b>\$696,834.00</b>	<b>\$0.00</b>	<b>\$696,834.00</b>

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

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$180,901.00	\$0.00	\$180,901.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$180,901.00	\$0.00	\$180,901.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$213,071.00	\$0.00	\$213,071.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$213,071.00	\$0.00	\$213,071.00
SFY 2023	102-500731	Contracts for Program Svcs	tbd	\$53,268.00	\$0.00	\$53,268.00
		<b>Subtotal</b>		<b>\$841,212.00</b>	<b>\$0.00</b>	<b>\$841,212.00</b>

TLC Family Resource Center - Vendor #170625-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$104,000.00	\$0.00	\$104,000.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$104,000.00	\$0.00	\$104,000.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$104,000.00	\$0.00	\$104,000.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$104,000.00	\$0.00	\$104,000.00
SFY 2023	102-500731	Contracts for Program Svcs	tbd	\$26,000.00	\$17,500.00	\$43,500.00
		<b>Subtotal</b>		<b>\$442,000.00</b>	<b>\$17,500.00</b>	<b>\$459,500.00</b>

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

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$138,769.00	\$0.00	\$138,769.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$138,769.00	\$0.00	\$138,769.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$138,769.00	\$0.00	\$138,769.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$138,769.00	\$0.00	\$138,769.00
SFY 2023	102-500731	Contracts for Program Svcs	tbd	\$34,670.00	\$1,976.00	\$36,646.00
		<b>Subtotal</b>		<b>\$589,746.00</b>	<b>\$1,976.00</b>	<b>\$591,722.00</b>
		<b>Total of All SFYs</b>		<b>\$8,863,372.00</b>	<b>\$81,937.00</b>	<b>\$8,945,309.00</b>

## FINANCIAL DETAIL ATTACHMENT SHEET

Home Visiting-HFA

05-95-92-920510-3382 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: BEHAVIORAL HEALTH DIVISION, BUREAU OF DRUG & AL  
100% OTHER FUNDS

## Community Action Belknap Merrimack Counties Vendor #177203-B003

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500734	Contracts for Social Svs.	92058501	\$28,115.00	\$0.00	\$28,115.00
SFY 2021	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2022	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$44,898.00	\$44,898.00
SFY 2023	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
		<b>Subtotal</b>		<b>\$28,115.00</b>	<b>\$44,898.00</b>	<b>\$73,013.00</b>

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

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500734	Contracts for Social Svs.	92058501	\$68,575.00	\$0.00	\$68,575.00
SFY 2021	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2022	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$60,553.00	\$60,553.00
SFY 2023	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
		<b>Subtotal</b>		<b>\$68,575.00</b>	<b>\$60,553.00</b>	<b>\$129,128.00</b>

## Waypoint- Rockingham County Vendor #177166-B002

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

## The Family Resource Center at Gorham - Coos Vendor #162142-B001

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

## The Family Resource Center at Gorham - Grafton County Vendor #162142-B001

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

## VNA at HCS - Vendor #177274-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500585	Community Grants	92058502	\$0.00	\$7,792.00	\$7,792.00
SFY 2023	074-500585	Community Grants	92058502	\$0.00	\$0.00	\$0.00
		<b>Subtotal</b>		<b>\$0.00</b>	<b>\$7,792.00</b>	<b>\$7,792.00</b>

## TLC Family Resource Center - Vendor #170625-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500585	Community Grants	92058502	\$0.00	\$70,000.00	\$70,000.00
SFY 2023	074-500585	Community Grants	92058502	\$0.00	\$0.00	\$0.00
		<b>Subtotal</b>		<b>\$0.00</b>	<b>\$70,000.00</b>	<b>\$70,000.00</b>

## Granite VNA formerly known as (FKA): Central New Hampshire VNA &amp; Hospice - Vendor #177244-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500585	Community Grants	92058502	\$0.00	\$24,391.00	\$24,391.00
SFY 2023	074-500585	Community Grants	92058502	\$0.00	\$0.00	\$0.00
		<b>Subtotal</b>		<b>\$0.00</b>	<b>\$24,391.00</b>	<b>\$24,391.00</b>
		<b>Total AU 3382</b>		<b>\$250,000.00</b>	<b>\$207,634.00</b>	<b>\$457,634.00</b>



## FINANCIAL DETAIL ATTACHMENT SHEET

Home Visiting-HFA

05-95-042-421010-2958 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN  
SVS, HHS: HUMAN SERVICES DIV, CHILD PROTECTION, CHILD-FAMILY SERVICES  
100% General Funds

## Waypoint- Merrimack County

Vendor #177166-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$181,179.00		\$181,179.00
SFY 2022	645-504004	General Funds for Other	42105746	\$181,179.00	(\$181,179.00)	\$0.00
SFY 2023	645-504004	General Funds for Other	42105746	\$45,295.00	(\$45,295.00)	\$0.00
		<b>Subtotal</b>		<b>\$407,653.00</b>	<b>(\$226,474.00)</b>	<b>\$181,179.00</b>

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

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$7,814.00	\$0.00	\$7,814.00
SFY 2022	645-504004	General Funds for Other	42105746	\$7,814.00	-\$7,814.00	\$0.00
SFY 2023	645-504004	General Funds for Other	42105746	\$1,954.00	-\$1,954.00	\$0.00
		<b>Subtotal</b>		<b>\$17,582.00</b>	<b>-\$9,768.00</b>	<b>\$7,814.00</b>

## Community Action Partnership of Strafford County

Vendor #177200-B004

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$60,553.00	\$0.00	\$60,553.00
SFY 2022	645-504004	General Funds for Other	42105746	\$60,553.00	-\$60,553.00	\$0.00
SFY 2023	645-504004	General Funds for Other	42105746	\$15,138.00	-\$15,138.00	\$0.00
		<b>Subtotal</b>		<b>\$136,244.00</b>	<b>-\$75,691.00</b>	<b>\$60,553.00</b>

## Community Action Belknap Merrimack Counties

Vendor #177203-B003

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$44,898.00	\$0.00	\$44,898.00
SFY 2022	645-504004	General Funds for Other	42105746	\$44,898.00	-\$44,898.00	\$0.00
SFY 2023	645-504004	General Funds for Other	42105746	\$11,225.00	-\$11,225.00	\$0.00
		<b>Subtotal</b>		<b>\$101,021.00</b>	<b>-\$56,123.00</b>	<b>\$44,898.00</b>

## Granite VNA formerly know as (FKA): Central New Hampshire VNA &amp; Hospice - Vendor #177244-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$24,391.00	\$0.00	\$24,391.00
SFY 2022	645-504004	General Funds for Other	42105746	\$24,391.00	-\$24,391.00	\$0.00
SFY 2023	645-504004	General Funds for Other	42105746	\$6,098.00	-\$6,098.00	\$0.00
		<b>Subtotal</b>		<b>\$54,880.00</b>	<b>-\$30,489.00</b>	<b>\$24,391.00</b>

## The Family Resource Center at Gorham - Coos County

Vendor #162412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$25,000.00	\$0.00	\$25,000.00
SFY 2022	645-504004	General Funds for Other	42105746	\$25,000.00	(\$25,000.00)	\$0.00
SFY 2023	645-504004	General Funds for Other	42105746	\$6,250.00	-\$6,250.00	\$0.00
		<b>Subtotal</b>		<b>\$56,250.00</b>	<b>-\$31,250.00</b>	<b>\$25,000.00</b>

## The Family Resource Center at Gorham - Grafton County

Vendor #162412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$50,000.00	\$0.00	\$50,000.00
SFY 2022	645-504004	General Funds for Other	42105746	\$50,000.00	(\$50,000.00)	\$0.00
SFY 2023	645-504004	General Funds for Other	42105746	\$12,500.00	(\$12,500.00)	\$0.00
		<b>Subtotal</b>		<b>\$112,500.00</b>	<b>(\$62,500.00)</b>	<b>\$50,000.00</b>

## TLC Family Resource Center - Vendor #170625-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$70,000.00	\$0.00	\$70,000.00
SFY 2022	645-504004	General Funds for Other	42105746	\$70,000.00	(\$70,000.00)	\$0.00
SFY 2023	645-504004	General Funds for Other	42105746	\$17,500.00	(\$17,500.00)	\$0.00
		<b>Subtotal</b>		<b>\$157,500.00</b>	<b>-\$87,500.00</b>	<b>\$70,000.00</b>
		<b>Total of AU 2958</b>		<b>\$1,043,630.00</b>	<b>-\$579,795.00</b>	<b>\$463,835.00</b>

05-95-09-902010-5190 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS, HHS: PUBLIC HEALTH DIV,  
BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, MATERNAL - CHILD HEALTH  
100% GENERAL FUNDS

## Family Resource Center at Gorham - Grafton

Vendor #162412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	102-500731	Contracts for Program Svcs	90004019	\$0.00	\$50,000.00	\$50,000.00
SFY 2023	102-500731	Contracts for Program Svcs	90004019	\$0.00	\$12,500.00	\$12,500.00
		<b>Subtotal</b>		<b>\$0.00</b>	<b>\$62,500.00</b>	<b>\$62,500.00</b>

## Family Resource Center at Gorham - Coos

Vendor #162412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	102-500731	Contracts for Program Svcs	90004019	\$0.00	\$25,000.00	\$25,000.00
SFY 2023	102-500731	Contracts for Program Svcs	90004019	\$0.00	\$6,250.00	\$6,250.00
		<b>Subtotal</b>		<b>\$0.00</b>	<b>\$31,250.00</b>	<b>\$31,250.00</b>
		<b>Total of AU 5190</b>		<b>\$0.00</b>	<b>\$93,750.00</b>	<b>\$93,750.00</b>

05-95-09-901010-5771 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS, HHS: PUBLIC HEALTH DIV,  
BUREAU OF POLICY & PERFORMANCE, PH COVID-19 HEALTH DISPARITIES  
100% FEDERAL FUNDS CFDA #93.391 FAIN#NH75OT000031

## FINANCIAL DETAIL ATTACHMENT SHEET

## Home Visiting-HFA

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500589	Grants for Pub Asst and Relief	90577160	\$0.00	\$181,179.00	\$181,179.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90577160	\$0.00	\$45,295.00	\$45,295.00
		<b>Subtotal</b>		<b>\$0.00</b>	<b>\$226,474.00</b>	<b>\$226,474.00</b>

## Waypoint- Rockingham County

## Vendor #177166-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500589	Grants for Pub Asst and Relief	90577160	\$0.00	\$168,821.00	\$168,821.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90577160	\$0.00	\$42,205.00	\$42,205.00
		<b>Subtotal</b>		<b>\$0.00</b>	<b>\$211,026.00</b>	<b>\$211,026.00</b>

## Family Resource Center at Gorham - Coos

## Vendor #162412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500589	Grants for Pub Asst and Relief	90577160	\$0.00	\$115,350.00	\$115,350.00
SFY 2022	074-500589	Grants for Pub Asst and Relief	90577100	\$0.00	\$45,000.00	\$45,000.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90577160	\$0.00	\$28,838.00	\$28,838.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90577100	\$0.00	\$11,250.00	\$11,250.00
		<b>Subtotal</b>		<b>\$0.00</b>	<b>\$200,438.00</b>	<b>\$200,438.00</b>
		<b>Total AU 5771</b>		<b>\$0.00</b>	<b>\$637,938.00</b>	<b>\$637,938.00</b>

05-95-90-902010-2451-HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, RHS: PUBLIC HEALTH DIV, BUREAU OF COMM & HEALTH SERV, ARP - MIEC HOME VISITING - 100% FEDERAL FUNDS CFDA #93.870, FAIN# X1141935

## Community Action Partnership of Strafford County

## Vendor #177200-B004

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500589	Grants for Pub Asst and Relief	90083206	\$0.00	\$26,177.00	\$26,177.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90083206	\$0.00	\$26,177.00	\$26,177.00
		<b>Subtotal</b>		<b>\$0.00</b>	<b>\$52,354.00</b>	<b>\$52,354.00</b>

## Waypoint

## Vendor #177166-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500589	Grants for Pub Asst and Relief	90083206	\$0.00	\$103,891.00	\$103,891.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90083206	\$0.00	\$103,891.00	\$103,891.00
		<b>Subtotal</b>		<b>\$0.00</b>	<b>\$207,782.00</b>	<b>\$207,782.00</b>

## Family Resource Center at Gorham

## Vendor #162412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500589	Grants for Pub Asst and Relief	90083206	\$0.00	\$34,357.00	\$34,357.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90083206	\$0.00	\$34,357.00	\$34,357.00
		<b>Subtotal</b>		<b>\$0.00</b>	<b>\$68,714.00</b>	<b>\$68,714.00</b>

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

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500589	Grants for Pub Asst and Relief	90083206	\$0.00	\$16,361.00	\$16,361.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90083206	\$0.00	\$16,361.00	\$16,361.00
		<b>Subtotal</b>		<b>\$0.00</b>	<b>\$32,722.00</b>	<b>\$32,722.00</b>

## TLC Family Resource Center - Vendor #170625-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500589	Grants for Pub Asst and Relief	90083206	\$0.00	\$9,816.00	\$9,816.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90083206	\$0.00	\$9,816.00	\$9,816.00
		<b>Subtotal</b>		<b>\$0.00</b>	<b>\$19,632.00</b>	<b>\$19,632.00</b>


## Community Action Belknap Merrimack Counties

## Vendor #177203-B003

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500589	Grants for Pub Asst and Relief	90083206	\$0.00	\$10,634.00	\$10,634.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90083206	\$0.00	\$10,634.00	\$10,634.00
		<b>Subtotal</b>		<b>\$0.00</b>	<b>\$21,268.00</b>	<b>\$21,268.00</b>
		<b>Total AU 2451</b>		<b>\$0.00</b>	<b>\$402,472.00</b>	<b>\$402,472.00</b>
		<b>TOTALS</b>		<b>\$10,157,002.00</b>	<b>\$813,936.00</b>	<b>\$10,970,938.00</b>

10,970,938  
\$10,970,938.00

**State of New Hampshire  
Department of Health and Human Services  
Amendment #3 to the Home Visiting Services Contract**

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

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 20, 2018 (Item #27E), as amended on September 18, 2019 (Item #27), and September 23, 2020, (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 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 1.8, Price Limitation, to read:

\$746,745

2. Modify Exhibit A, Scope of Services Section 1 Provisions Applicable to All Services, Subsection 1.5, to read:

- 1.5 The Contractor shall provide home visiting services as detailed in this Exhibit A, Scope of Services as follows:

Reference	Area of Service	Proposed Caseload SFY 2022 (Date of G&C approval – 6/30/2022)	Proposed Caseload SFY 2023 (7/1/22-9/30/22)
1.5.1	Belknap/Merrimack County	13 families	13 families

3. Modify Exhibit A, Scope of Services Section 2 Scope of Work, Subsection 2.4 Paragraph 2.2.4, to read:

- 2.2.4 Ensure the twelve (12) critical elements that make up the essential components of the HFA Model are addressed in agency policies.

4. Modify Exhibit A, Scope of Services Section 2 Scope of Work, by adding Subsection 2.10, to read:

- 2.10 The Contractor shall support program staff and participants by providing the following allowable expenses under MIECHV American Rescue Plan funding:

2.10.1 Service delivery.

2.10.2 Hazard pay or other staff costs.

2.10.3 Home visitor training.

2.10.4 Technology.

2.10.5 Emergency Supplies.

2.10.6 Diaper bank coordination (if not possible, barriers to coordination must be

DS  
M

provided in writing).

2.10.7 Prepaid grocery cards.

5. Modify Exhibit A, Scope of Services Section 4 Reporting and Deliverable Requirements, Subsection 4.7, to read:

4.7 The Contractor shall submit annual reports by July 31<sup>st</sup> of each contract year, with the first report due on July 31, 2022.

6. Modify Exhibit A, Scope of Services Section 6 Performance Measures, Subsection 6.1, to read:

6.1 All measures, consider services provided within the scope of this MCH contract during State Fiscal year 2022, July 1, 2021 – June 30, 2022. Measures may be modified to reflect updates after October 1, 2021 to reflect new Federal updates.

7. Modify Exhibit A, Scope of Services Section 6 Performance Measures, Subsection 6.1 Paragraph 6.1.2, to read:

6.1.2 Performance Measure #2

HVNH-HFA Performance Measure #2 (Retention Report)

**HFA Standard 3-4.A**

**Measure:** Increase the percent of families who remain enrolled in HFA for at least 6 months from the baseline<sup>1</sup>.

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

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

**Denominator-** The number of families who received a first home visit during the period for:

*Quarter 4 - 7/1/2021 - 9/30/2021*

*Quarter 1 - 10/1/2021 - 12/31/2021*

*Quarter 2 - 1/1/2022 – 3/31/2022*

**Data Source:** HVNH-HFA Data Records, HFA methodology for measuring retention rates.

8. Modify Exhibit B, Amendment #1, Methods and Conditions Precedent to Payment, Section 2 to read:

2. This Agreement is funded with:

2.1 86% Federal Funds from Maternal, Infant and Early Childhood Home Visiting Grant Program as awarded on 5/18/2017, 9/15/2017, 8/26/2019, 2/4/2021, and 4/30/2021 by the Department of Health and Human Services, Health Resources and Services Administration; CDFA #93.870; FAIN #'s X1029490, X1031156, X1033595, X1039701, and X1141935.

2.2 10% General Funds from Parental Assistance Funds.

2.3 4% Other Funds (Governor Commission Funds).

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

3. Payment for expenses shall be on a cost reimbursement basis for allowable costs only in accordance with Exhibit B-1 Budget through Exhibit B-11 Budget – Amendment #3.

10. Add Exhibit B-10 Budget – Amendment #3 and Exhibit B11 Budget – Amendment #3 which are attached hereto and incorporated by reference herein.

All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective upon Governor and 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

3/22/2022

Date

DocuSigned by:

Patricia M. Tilley

046F8B5E5D5E1D6

Name: Patricia M. Tilley

Title: Director

Community Action Program of Belknap-Merrimack  
Counties, Inc.

3/17/2022

Date

Jeanne Agri

64818220DABDA15A

Name: Jeanne Agri

Title: Chief Executive Officer

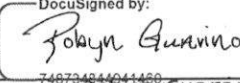


The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

3/22/2022

Date

DocuSigned by:  
  
746734844044456  
Name: Robyn Guarino  
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-10, Amendment 3, SFY 2022 Budget

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

Contractor Name: Community Action Program Belknap and Merrimack Counties, Inc.

Project Title: Home Visiting New Hampshire - Healthy Families America

Budget Period: Date of G&amp;C Approval to June 30, 2022 (SFY 2022)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 900.00	\$ -	\$ 900.00	\$ -	\$ -	\$ -	\$ 900.00	\$ -	\$ 900.00
2. Employee Benefits	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 7,534.00	\$ -	\$ 7,534.00	\$ -	\$ -	\$ -	\$ 7,534.00	\$ -	\$ 7,534.00
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	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 10,634.00</b>	<b>\$ -</b>	<b>\$ 10,634.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,634.00</b>	<b>\$ -</b>	<b>\$ 10,634.00</b>

Indirect As A Percent of Direct

0.0%

## Exhibit B-11, Amendment 3, SFY 2023 Budget

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

Contractor Name: Community Action Program Belknap and Merrimack Counties, Inc.

Project Title: Home Visiting New Hampshire - Healthy Families America

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

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 900.00	\$ -	\$ 900.00	\$ -	\$ -	\$ -	\$ 900.00	\$ -	\$ 900.00
2. Employee Benefits	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 7,534.00	\$ -	\$ 7,534.00	\$ -	\$ -	\$ -	\$ 7,534.00	\$ -	\$ 7,534.00
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	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 10,634.00</b>	<b>\$ -</b>	<b>\$ 10,634.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,634.00</b>	<b>\$ -</b>	<b>\$ 10,634.00</b>

Indirect As A Percent of Direct

0.0%

# 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



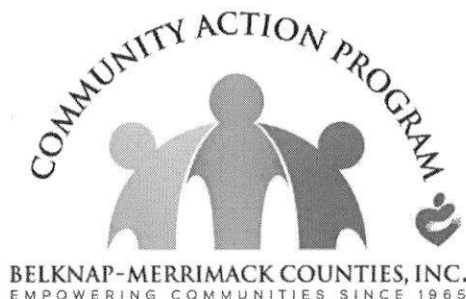
IN TESTIMONY WHEREOF,

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 cursive script, reading "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](http://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 13, 2022, 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, Jill Lesmerises, 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. 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: 3/21/2022

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

Rev. 11/12/2020  
 klh:COA 2022 - dennis martino

ALTON	CONCORD	EPSOM	LACONIA	NEWBURY	SUNCOOK
Senior Center ..... 875-7102	Area Center ..... 225-6880	Meadow Brook Housing ..... 736-8250	Area Center ..... 524-5512	Newbury Commons	Area Center ..... 485-7824
Prospect View Housing ..... 875-3111	Head Start ..... 224-6492		Head Start ..... 528-5334	Housing ..... 763-0360	Senior Center ..... 485-4254
BELMONT	FRANKLIN			PEMBROKE	TILTON
Heritage Terr. Housing ..... 267-8801	Concord Area	Head Start ..... 934-2161	Early Head Start ..... 528-5334	Village at Pembroke Farms	Senior Center ..... 527-8291
	Meals on Wheels ..... 225-9092	Early Head Start ..... 934-2161	Senior Center ..... 524-7689	Housing ..... 485-1842	
	Concord Area Transil ..... 225-1989	Senior Center ..... 934-4151	Family Planning ..... 524-5453		
	Horseshoe Pond Place ..... 228-6956	Riverside Housing ..... 934-5340	Workplace Success ..... 524-4367		
	WIC/CSFP ..... 225-2050				
	Workplace Success ..... 223-2305				
BRADFORD			MEREDITH	PITTSFIELD	WARNER
Senior Center ..... 938-2104			Area Center ..... 279-4096	Senior Center ..... 435-8482	Area Center ..... 456-2207
				Head Start ..... 435-6618	Head Start ..... 456-2208
				Early Head Start ..... 435-6611	North Ridge Housing ..... 456-3398





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/19/2022

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).

<b>PRODUCER</b> FIAI/Cross Insurance 1100 Elm Street  Manchester NH 03101	<b>CONTACT NAME:</b> Andrea Nicklin <b>PHONE (A/C, No, Ext):</b> (603) 669-3218 <b>FAX (A/C, No):</b> (603) 645-4331 <b>E-MAIL ADDRESS:</b> manch.certs@crossagency.com																					
<b>INSURED</b> 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 colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Selective Insurance Co. of SC</td> <td>19259</td> </tr> <tr> <td>INSURER B:</td> <td>Granite State Health Care and Human Services Self-</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td>Federal Ins Co</td> <td>20281</td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Selective Insurance Co. of SC	19259	INSURER B:	Granite State Health Care and Human Services Self-		INSURER C:	Federal Ins Co	20281	INSURER D:			INSURER E:			INSURER F:		
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INSURER C:	Federal Ins Co	20281																				
INSURER D:																						
INSURER E:																						
INSURER F:																						

## COVERAGES

CERTIFICATE NUMBER: 21-22 All w/D&amp;O 22-23 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			S2509940	10/01/2021	10/01/2022	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						MED EXP (Any one person) \$ 20,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC		PERSONAL & ADV INJURY \$ 1,000,000				
	OTHER:						GENERAL AGGREGATE \$ 3,000,000
							PRODUCTS - COMP/OP AGG \$ 3,000,000
							\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			S2509940	10/01/2021	10/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			S2509940	10/01/2021	10/01/2022	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$ 5,000,000
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						\$
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0						
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			HCHS20220000029 (3a.) NH	01/01/2022	01/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						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	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

## CANCELLATION

State of New Hampshire; Department of Health & Human Services 129 Pleasant Street Concord NH 03301	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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### The **Vision** of

#### Community Action Program Belknap-Merrimack Counties Inc.

An agency that creates opportunities for all people to thrive, a partner in building strong, resilient communities, to ensure a more equitable society.

### The **Mission** of

#### Community Action Program Belknap-Merrimack Counties, Inc.

To assist in reducing poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals to reach economic stability.

### The **Values** of

#### Community Action Program Belknap-Merrimack Counties, Inc.

We believe all people should be treated with dignity and respect and recognize that structural race, gender, and other inequities remain barriers that must be addressed.

We believe that our communities have the capacity and moral obligation to ensure that no one is forced to endure the hardships of poverty.

We believe that everyone can reach their fullest potential with hope, adequate resources, and opportunities, and we are committed to achieving that vision.

We pledge ourselves to create an environment that pursues innovation and excellence through multi-sector partnership and collaboration.

***Equity · Respect · Commitment · Excellence · Hope  
Community · Caring · Innovation · Opportunity***

### The **Promise** of Community Action

Community Action changes people's lives, embodies the spirit of hope, improves communities and makes America a better place to live.

We care about the entire community, and we are dedicated to helping people help themselves and each other.



*Financial Statements*

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

**FOR THE YEARS ENDED FEBRUARY 28, 2021 AND  
FEBRUARY 29, 2020 AND  
INDEPENDENT AUDITORS' REPORT AND  
REPORTS ON COMPLIANCE AND INTERNAL CONTROL**

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

**CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020**

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**Leone,  
McDonnell  
& Roberts**

PROFESSIONAL ASSOCIATION

CERTIFIED PUBLIC ACCOUNTANTS

WOLFEBORO • NORTH CONWAY

DOVER • CONCORD

STRATHAM

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 consolidated financial statements of Community Action Program Belknap-Merrimack Counties, Inc. (a nonprofit organization), which comprise the consolidated statements of financial position as of February 28, 2021 and February 29, 2020, and the related consolidated statements of activities, functional expenses and cash flows, and notes to the consolidated 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 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 Community Action Program Belknap-Merrimack Counties, Inc. as of February 28, 2021, and the changes in net assets and cash flows for the year 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 consolidated 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 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 February 14, 2022, 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 McDermott & Roberts*  
*Professional Association*

Concord, New Hampshire  
February 14, 2022

**COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.****CONSOLIDATED STATEMENTS OF FINANCIAL POSITION  
FEBRUARY 28, 2021 AND FEBRUARY 29, 2020**

	<b><u>ASSETS</u></b>	
	<b><u>2021</u></b>	<b><u>2020</u></b>
<b>CURRENT ASSETS</b>		
Cash	\$ 899,766	\$ 549,026
Accounts receivable	3,762,809	2,556,855
Inventory	55,895	22,916
Prepaid expenses	73,709	44,159
Investments	127,996	110,078
Total current assets	4,920,175	3,283,034
<b>PROPERTY</b>		
Land, buildings and improvements	7,146,516	5,544,770
Equipment, furniture and vehicles	6,117,020	5,652,539
Construction in process	18,126	-
Total property	13,281,662	11,197,309
Less accumulated depreciation	7,639,290	6,695,428
Property, net	5,642,372	4,501,881
<b>OTHER ASSETS</b>		
Cash escrow and reserve funds	65,437	-
Tenant security deposits	6,881	-
Due from related party	-	139,441
Total other assets	72,318	139,441
<b>TOTAL ASSETS</b>	<b>\$ 10,634,865</b>	<b>\$ 7,924,356</b>
	<b><u>LIABILITIES AND NET ASSETS</u></b>	
<b>CURRENT LIABILITIES</b>		
Current portion of notes payable	\$ 213,444	\$ 201,245
Line of credit	380,028	550,000
Accounts payable	1,525,832	1,160,635
Accrued expenses	788,951	757,999
Refundable advances	1,036,941	1,084,516
Total current liabilities	3,945,196	3,754,395
<b>LONG TERM LIABILITIES</b>		
Paycheck Protection Program loan	1,935,300	-
Notes payable, less current portion shown above	939,697	814,253
Tenant security deposits	6,881	-
Total liabilities	6,827,074	4,568,648
<b>NET ASSETS</b>		
Without donor restrictions	2,758,959	2,992,894
With donor restrictions	1,048,832	362,814
Total net assets	3,807,791	3,355,708
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 10,634,865</b>	<b>\$ 7,924,356</b>

See Notes to Consolidated Financial Statements

**COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.****CONSOLIDATED STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED FEBRUARY 28, 2021**

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
<b>REVENUES AND OTHER SUPPORT</b>			
Grant awards	\$ 20,625,325	\$ -	\$ 20,625,325
Rental income	123,657	-	123,657
Other funds	2,375,403	3,733,525	6,108,928
In-kind	490,035	-	490,035
United Way	5,297	-	5,297
Interest income	383	-	383
Realized gain on sale of equipment	3,500	-	3,500
Total revenues and other support	23,623,600	3,733,525	27,357,125
<b>NET ASSETS RELEASED FROM RESTRICTIONS</b>	<u>3,047,507</u>	<u>(3,047,507)</u>	<u>-</u>
Total	<u>26,671,107</u>	<u>686,018</u>	<u>27,357,125</u>
<b>EXPENSES</b>			
Salaries and wages	9,010,668	-	9,010,668
Payroll taxes and benefits	2,538,067	-	2,538,067
Travel	145,913	-	145,913
Occupancy	1,429,443	-	1,429,443
Program services	11,796,741	-	11,796,741
Other costs	1,599,972	-	1,599,972
Depreciation	458,009	-	458,009
In-kind	490,034	-	490,034
Total expenses	<u>27,468,847</u>	<u>-</u>	<u>27,468,847</u>
<b>CHANGE IN NET ASSETS BEFORE GAIN ON INVESTMENT IN LIMITED PARTNERSHIP</b>	(797,740)	686,018	(111,722)
<b>GAIN ON INVESTMENT IN LIMITED PARTNERSHIP</b>	<u>64,397</u>	<u>-</u>	<u>64,397</u>
<b>CHANGE IN NET ASSETS</b>	(733,343)	686,018	(47,325)
<b>NET ASSETS, BEGINNING OF YEAR</b>	2,992,894	362,814	3,355,708
<b>NET ASSETS TRANSFERRED FROM LIMITED PARTNERSHIP</b>	<u>499,408</u>	<u>-</u>	<u>499,408</u>
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 2,758,959</u>	<u>\$ 1,048,832</u>	<u>\$ 3,807,791</u>

See Notes to Consolidated 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>Total</u>
<b>REVENUES AND OTHER SUPPORT</b>			
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
United Way	11,938	-	11,938
Total revenues and other support	21,646,310	2,986,021	24,632,331
<b>NET ASSETS RELEASED FROM RESTRICTIONS</b>	3,130,622	(3,130,622)	-
Total	24,776,932	(144,601)	24,632,331
<b>EXPENSES</b>			
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
Total expenses	25,626,335	-	25,626,335
<b>CHANGE IN NET ASSETS</b>	(849,403)	(144,601)	(994,004)
<b>NET ASSETS, BEGINNING OF YEAR</b>	3,842,297	507,415	4,349,712
<b>NET ASSETS, END OF YEAR</b>	\$ 2,992,894	\$ 362,814	\$ 3,355,708

See Notes to Consolidated Financial Statements

COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED FEBRUARY 28, 2021

	<u>Program</u>	<u>Management</u>	<u>Total</u>
Salaries and wages	\$ 8,423,286	\$ 587,382	\$ 9,010,668
Payroll taxes and benefits	2,308,290	229,777	2,538,067
Travel	145,104	809	145,913
Occupancy	1,293,121	136,322	1,429,443
Program Services	11,796,741	-	11,796,741
Other costs:			
Accounting fees	-	80,013	80,013
Legal fees	19,604	-	19,604
Supplies	165,804	30,710	196,514
Postage and shipping	56,087	8,986	65,073
Equipment rental and maintenance	6,736	-	6,736
Printing and publications	34,562	3,551	38,113
Conferences, conventions and meetings	632	-	632
Interest	39,595	22,938	62,533
Insurance	123,704	27,528	151,232
Membership fees	10,040	7,019	17,059
Utility and maintenance	190,837	62,549	253,386
Computer services	47,178	8,660	55,838
Other	584,982	68,257	653,239
Depreciation	458,009	-	458,009
In-kind	490,034	-	490,034
Total functional expenses	<u>\$ 26,194,346</u>	<u>\$ 1,274,501</u>	<u>\$ 27,468,847</u>

See Notes to Consolidated 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
Total functional expenses	<u>\$ 24,750,200</u>	<u>\$ 876,135</u>	<u>\$ 25,626,335</u>

See Notes to Consolidated Financial Statements



**COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.****CONSOLIDATED STATEMENTS OF CASH FLOWS**  
**FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020**

	<u>2021</u>	<u>2020</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ (47,325)	\$ (994,004)
Adjustments to reconcile change in net assets to net cash used in operating activities:		
Depreciation	458,009	401,166
Interest on deferred financing costs	484	-
Realized gain on sale of equipment	(3,500)	-
Gain on investment in limited partnership	(64,397)	-
Decrease (increase) in current assets:		
Accounts receivable	(1,203,458)	(235,814)
Inventory	(32,979)	(116)
Prepaid expenses	(18,723)	8,473
Decrease (increase) in current liabilities:		
Accounts payable	356,371	91,470
Accrued expenses	23,890	(308,749)
Refundable advances	(47,575)	86,184
<b>NET CASH USED IN OPERATING ACTIVITIES</b>	<u>(579,203)</u>	<u>(951,390)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Proceeds from sale of property	3,500	-
Additions to property	(618,410)	(268,634)
Investments	(17,918)	(7,556)
<b>NET CASH USED IN INVESTING ACTIVITIES</b>	<u>(632,828)</u>	<u>(276,190)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Paycheck Protection loan proceeds	1,935,300	-
Net repayments on line of credit	(169,972)	550,000
Repayment of long term debt	(199,152)	(185,156)
<b>NET CASH PROVIDED BY FINANCING ACTIVITIES</b>	<u>1,566,176</u>	<u>364,844</u>
<b>NET INCREASE (DECREASE) IN CASH AND RESTRICTED CASH</b>	354,145	(862,736)
<b>CASH AND RESTRICTED CASH BALANCE, BEGINNING OF YEAR</b>	549,026	1,411,762
<b>CASH AND RESTRICTED CASH TRANSFERRED FROM LIMITED PARTNERSHIP</b>	<u>62,032</u>	<u>-</u>
<b>CASH AND RESTRICTED CASH BALANCE, END OF YEAR</b>	<u>\$ 965,203</u>	<u>\$ 549,026</u>

See Notes to Consolidated Financial Statements

COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.CONSOLIDATED STATEMENTS OF CASH FLOWS (CONTINUED)  
FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020

	<u>2021</u>	<u>2020</u>
<b>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:</b>		
Cash paid during the year for interest	\$ 62,533	\$ 73,255
<b>SUPPLEMENTAL DISCLOSURES OF NONCASH INVESTING AND FINANCING ACTIVITIES</b>		
Transfer of assets from newly consolidated LP:		
Accounts receivable	\$ 2,496	\$ -
Prepaid expenses	10,827	-
Property, net	980,089	-
Security deposits	8,132	-
Total transfer of assets from newly consolidated LP	\$ 1,001,544	\$ -
Transfer of liabilities from newly consolidated LP:		
Accounts payable	\$ 8,825	\$ -
Accrued expenses	7,062	-
Security deposits	8,132	-
Note payable	336,311	-
Total transfer of liabilities from newly consolidated LP	\$ 360,330	\$ -
Total transfer of partners' capital from newly consolidated LP	\$ 499,408	\$ -
Partnership capital previously recorded as investment in related parties	203,838	-
Total transfer of partners' capital from newly consolidated LP	\$ 703,246	\$ -

See Notes to Consolidated Financial Statements

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

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020**

**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.

**Principles of Consolidation**

The consolidated financial statements include the accounts of Community Action Program of Belknap-Merrimack Counties, Inc., and the following entities as Community Action Program of Belknap-Merrimack Counties, 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 basic consolidated financial statements.

- Sandy Ledge Limited Partnership
- CAP BMC Development Corporation

**Basis of Accounting**

The accompanying consolidated 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.

**Basis of Presentation**

The consolidated 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.

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

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020**

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 consolidated statements of activities.

The Organization had net assets with donor restrictions of \$1,048,832 and \$362,814 at February 28, 2021 and February 29, 2020, respectively. See **Note 13**.

**Income Taxes**

Community Action Program of Belknap-Merrimack Counties, Inc. 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 subject to examinations by tax authorities for three years.

CAP BMC Development Corporation is taxed as a "C" Corporation under the Internal Revenue Code. The Corporation accounts for deferred income taxes under the asset and liability method in accordance with Accounting Standards Codification No. 740 (ASC 740), *"Accounting for Income Taxes"*. The objective of this method is to establish deferred tax assets and liabilities for temporary differences between the financial reporting basis and the tax basis of the Company's assets and liabilities at the enacted tax rate expected to be in effect when such amounts are realized or settled. ASC 740 also required deferred tax assets and liabilities to be shown separately. There are no deferred tax assets or liabilities. The Corporation has no federal net operating loss carryforwards available at February 28, 2021 and 2020.

Sandy Ledge Limited is taxed as a partnership. Federal income taxes are not payable, or provided by the partnership. 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 (ASC 740), *Accounting for Income Taxes*, established the minimum threshold for recognizing, and a system for measuring, the benefits of tax return positions in consolidated financial statements. The Organization has analyzed its tax position taken on its income tax returns for the past three years, and has concluded that no additional provision for income taxes is necessary in the Organization's consolidated financial statements.

**COMMUNITY ACTION PROGRAM BELKNAP – MERRIMACK COUNTIES, INC.****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020****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 consolidated 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 consolidated 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 consolidated statements 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.

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 yearend:

	<u>2021</u>	<u>2020</u>
Cash, operations	\$ 899,766	\$ 549,026
Cash escrow and reserve funds	<u>65,437</u>	<u>-</u>
Total cash and restricted cash	<u>\$ 965,203</u>	<u>\$ 549,026</u>

**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 consolidated financial statements since the recognition criteria under FASB ASC No. 958 were not met.



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

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020**

**In-Kind Donations / Noncash Transactions**

Donated facilities, services and supplies are reflected as revenue and expense in the accompanying consolidated 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 \$490,035 and \$920,759 in donated facilities, services and supplies for the years ended February 28, 2021 and February 29, 2020, 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 \$18,937 and \$52,181 for the years ended February 28, 2021 and February 29, 2020, 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 \$471,098 and \$868,578 for the years ended February 28, 2021 and February 29, 2020, respectively.

**Advertising**

The Organization expenses advertising costs as they are incurred. Total advertising costs for the years ended February 28, 2021 and February 29, 2020 totaled \$14,287 and \$46,899, 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.

**New Accounting Pronouncement**

In May 2014, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) No. 2014-09, *Revenue from Contracts with Customers* (Topic 606). The ASU and all subsequently issued clarifying ASUs replaced most existing revenue recognition guidance in U.S. GAAP. The ASU also requires expanded disclosures relating to the nature, amount, timing, and uncertainty of revenue and cash flows arising from contracts with customers. The Organization adopted the new standard effective March 1, 2020, the first day of the Organization's fiscal year using the modified retrospective approach. The adoption did not result in a change to the accounting for the applicable revenue streams; as such, no cumulative effect adjustment was recorded.

**Revenue Recognition**

Amounts received from conditional grants and contracts 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.



**COMMUNITY ACTION PROGRAM BELKNAP – MERRIMACK COUNTIES, INC.****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020****Program Service Revenue**

Program service revenue is recognized as revenue when the services are performed.

**Rental Revenue**

The Organization derives revenues from the rental of apartment units. Revenues are recognized as income, monthly, when rents become due, and control of the apartment units is transferred to the lessees. The individual leases are for a term of one year and are cancelable by the tenants. Control of the leased units is transferred to the lessee in an amount that reflects the consideration the Partnership expects to be entitled to in exchange for the leased units. The cost incurred to obtain the lease will be expensed as incurred.

**Performance Obligations and Contract Assets and Liabilities**

The performance obligations related to the lease contracts and program services are satisfied at a point in time. Revenue from performance obligations satisfied at a point in time consist of monthly rental payments and fees for program services. Contract assets for the year ended February 28, 2021 were \$2,378. Contract liabilities for the year ended February 28, 2021 were \$911. There were no contract assets or liabilities for the year ended February 29, 2020.

**Functional Allocation of Expenses**

The costs of providing the various programs and other activities have been presented in the Consolidated 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.

<b><u>Expense</u></b>	<b><u>Method of allocation</u></b>
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 28, 2021 and February 29, 2020:

	<b><u>2021</u></b>	<b><u>2020</u></b>
Financial assets at year end:		
Cash and cash equivalents, undesignated	\$ 889,766	\$ 549,026
Accounts receivable	3,762,809	2,556,855
Investments	127,996	110,078
Cash escrow and reserves	65,437	-
Total financial assets	<u>4,846,008</u>	<u>3,215,959</u>

**COMMUNITY ACTION PROGRAM BELKNAP – MERRIMACK COUNTIES, INC.****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020**

Less amounts not available to be used within one year:

Net assets with donor restrictions	1,048,832	362,814
Reserve funds	<u>60,212</u>	<u>-</u>

Amounts not available within one year	<u>1,109,044</u>	<u>362,814</u>
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Financial assets available to meet general expenditures over the next twelve months	<u>\$ 3,736,964</u>	<u>\$ 2,853,145</u>
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It is the Organization's goal to maintain financial assets to meet 60 days of operating expenses which approximates \$4,360,000 and \$3,995,000 respectively, at February 28, 2021 and February 29, 2020. The Organization has a line of credit with \$219,972 and \$50,000, available to borrow on, at February 28, 2021 and February 29, 2020, respectively.

**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 28, 2021 and February 29, 2020. 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 \$1,036,941 and \$1,084,516 as of February 28, 2021 and February 29, 2020, 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 28, 2021 and February 29, 2020 totaled \$193,103 and \$181,057, 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 28, 2021 and February 29, 2020, the annual lease expense for the leased facilities was \$542,317 and \$546,861, respectively.

**COMMUNITY ACTION PROGRAM BELKNAP – MERRIMACK COUNTIES, INC.****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020**

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

<b><u>Year Ended</u></b> <b><u>February 28</u></b>	<b><u>Amount</u></b>
2022	\$ 472,703
2023	445,235
2024	411,834
2025	245,038
2026	88,762
Thereafter	<u>776,979</u>
Total	<u>\$ 2,440,551</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 \$415,580 and \$341,532 at February 28, 2021 and February 29, 2020, 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 (4.75% at February 28, 2021 and February 29, 2020) plus 1%, but not less than 6% per annum. The line is secured by all the Organization's assets. There was no balance outstanding at February 28, 2021. There was a balance of \$200,000 outstanding at February 29, 2020.

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 (2.62% and 4.02% at February 28, 2021 and February 29, 2020, respectively). The line is secured by all the Organization's assets. There was a balance of \$380,028 and \$350,000 outstanding at February 28, 2021 and February 29, 2020, respectively.

**9. CONCENTRATION OF RISK**

For the years ended February 28, 2021 and February 29, 2020, approximately \$11,400,000 (42%) and \$12,100,000 (49%), 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.

**COMMUNITY ACTION PROGRAM BELKNAP – MERRIMACK COUNTIES, INC.****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020****10. LONG TERM DEBT**

Long term debt consisted of the following as of February 28, 2021 and February 29, 2020:

	<u>2021</u>	<u>2020</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.	\$ 225,459	\$ 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.	375,827	520,492
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.	50,507	57,848
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.	164,553	204,899
Non-interest bearing note payable by Sandy Ledge to New Hampshire Housing deferred until June 1, 2034 or until the project is sold or refinanced or surplus cash is available. The note is collateralized by a mortgage on real estate.	<u>343,081</u>	<u>-</u>
Total long-term debt before unamortized deferred financing cost	1,159,427	1,015,498
Unamortized deferred financing costs	<u>(6,286)</u>	<u>-</u>
	1,153,141	1,015,498
Less amounts due within one year	<u>213,444</u>	<u>201,245</u>
Long term portion	<u>\$ 939,697</u>	<u>\$ 814,253</u>



**COMMUNITY ACTION PROGRAM BELKNAP – MERRIMACK COUNTIES, INC.****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020**

The scheduled maturities of long-term debt as of February 28, 2021 were as follows:

<u>Year Ending</u> <u>February 28</u>	<u>Amount</u>
2022	\$ 213,444
2023	226,567
2024	146,511
2025	16,749
2026	17,517
Thereafter	<u>532,353</u>
	<u>\$ 1,153,141</u>

**11. PROPERTY AND EQUIPMENT**

Property and equipment consisted of the following as of February 28, 2021 and February 29, 2020:

	<u>2021</u>	<u>2020</u>
Land	\$ 279,340	\$ 168,676
Building and improvements	6,867,176	5,376,094
Equipment and vehicles	6,117,020	5,652,539
Construction in process	<u>18,126</u>	<u>-</u>
	13,281,662	11,197,309
Less accumulated depreciation	<u>7,639,290</u>	<u>6,695,428</u>
Property and equipment, net	<u>\$ 5,642,372</u>	<u>\$ 4,501,881</u>

Depreciation expense for the years ended February 28, 2021 and February 29, 2020 totaled \$458,009 and \$401,166, respectively.

**12. 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 28, 2021.

**COMMUNITY ACTION PROGRAM BELKNAP – MERRIMACK COUNTIES, INC.****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020****13. NET ASSETS WITH DONOR RESTRICTIONS**

Net assets with donor restrictions are available for the following specific program services as of February 28, 2021 and February 29, 2020:

	<u>2021</u>	<u>2020</u>
NH Food Pantry Coalition	\$ 663	\$ 663
Senior Center	142,817	141,114
Elder Services	499,201	2,867
Mary Gale	-	24,082
NH Rotary Food Challenge	5,058	5,068
Summer Feeding	60,433	18,840
Common Pantry	5,512	4,764
Caring Fund	8,791	9,064
Agency – FAP	2,604	4,751
Agency Head Start	224,847	145,747
Agency – FP/PN	87,387	-
Community Crisis	350	2,550
Other Programs	<u>11,169</u>	<u>3,304</u>
Total net assets with donor restrictions	<u>\$ 1,048,832</u>	<u>\$ 362,814</u>

**14. RELATED PARTY TRANSACTIONS**

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
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.



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

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020**

The total amount due from the related parties (collectively) at February 28, 2021 and February 29, 2020 was \$181,384 and \$198,763, 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 \$126,996 and \$109,078 at February 28, 2021 and February 29, 2020, 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 28, 2021 and February 29, 2020, the Organization's investments were classified as Level 1 and were based on fair value.

**COMMUNITY ACTION PROGRAM BELKNAP – MERRIMACK COUNTIES, INC.****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020****Fair Value Measurements using Significant Observable Inputs (Level 1)**

	<u>2021</u>	<u>2020</u>
Beginning balance – mutual funds	\$ 109,078	\$ 101,522
Total gains – mutual funds	<u>17,918</u>	<u>7,556</u>
Ending balance – mutual funds	<u>\$ 126,996</u>	<u>\$ 109,078</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 28, 2021 and February 29, 2020.

**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. PAYCHECK PROTECTION PROGRAM**

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 ten months.

**19. OTHER MATTERS**

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.

**COMMUNITY ACTION PROGRAM BELKNAP – MERRIMACK COUNTIES, INC.****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020****20. TRANSFER OF PARTNERSHIP INTEREST**

During the year ended February 28, 2021, Community Action Program of Belknap-Merrimack Counties, Inc. acquired a partnership interest in a low-income housing limited partnership, Sandy Ledge.

The following is a summary of the assets and liabilities of the partnership at the date of acquisition.

Date of Transfer	<u>03/01/2020</u>
Cash	\$ 3,793
Cash reserves	58,239
Accounts receivable	2,496
Prepaid expenses	10,827
Property, net	980,089
Other assets	<u>8,132</u>
Total assets	<u>\$ 1,063,576</u>
Note payable	\$ 336,311
Other liabilities	<u>24,019</u>
Total liabilities	360,330
Partners' capital	<u>703,246</u>
Total liabilities and Partners' Capital consolidated	<u>\$ 1,063,576</u>

**21. SUBSEQUENT EVENTS**

Subsequent events are events or transactions that occur after the consolidated statement of financial position date, but before the consolidated financial statements are available to be issued. Recognized subsequent events are events or transactions that provide additional evidence about conditions that existed at the consolidated statement of financial position date, including the estimates inherent in the process of preparing consolidated financial statements. Non-recognized subsequent events are events that provide evidence about conditions that did not exist at the consolidated statement of financial position date, but arose after that date. Management has evaluated subsequent events through February 14, 2022, the date the consolidated financial statements were available to be issued.

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

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020**

On September 14, 2021, the Organization received partial forgiveness in the amount of \$1,615,427. The remaining \$312,873 has been converted to a loan, due in 44 monthly payments of principal and interest at a rate of 1%. The loan will mature in April 2025.

COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED FEBRUARY 28, 2021

<u>FEDERAL GRANTOR/ PROGRAM TITLE</u>	<u>Assistance Listing NUMBER</u>	<u>PASS THROUGH GRANTOR'S NAME</u>	<u>IDENTIFYING NUMBER</u>	<u>FEDERAL EXPENDITURES</u>	<u>PASSED THROUGH TO SUB-RECIPIENTS</u>
<u>US DEPARTMENT OF HEALTH AND HUMAN SERVICES</u>					
HEAD START CLUSTER					
Head Start	93.600		01CH2052-05-01 & 01CH011357	\$ 4,317,920	
Head Start	93.600	State of New Hampshire	NONE PROVIDED	228,000	
			TOTAL	4,545,920	
Low Income Home Energy Assistance Program	93.568	State of New Hampshire	01-02-02-0247010-77050000	3,767,213	
CV-Low Income Home Energy Assistance Program	93.568	State of New Hampshire	01-02-02-0247010-77050000	62,699	
Low Income Home Energy Assistance Program-WX	93.568	State of New Hampshire	01-02-02-0247010-77050000	182,700	
			TOTAL	4,012,612	
Community Services Block Grant	93.569	State of New Hampshire	05-095-045-450010-7148	474,958	
CV-Community Services Block Grant	93.569	State of New Hampshire	05-095-045-450010-7148	32,898	
			TOTAL	507,856	
Social Services Block Grant-Home Delivered & Congregate Meals	93.667	State of New Hampshire	05-95-48-481010-9255	261,929	
Social Services Block Grant-Service Link	93.667	State of New Hampshire	545-500387	8,963	
			TOTAL	270,892	
Temporary Assistance for Needy Families-Family Planning	93.558	State of New Hampshire	05-95-45-450010-6146	1,048	
Temporary Assistance for Needy Families-Workplace Success	93.558	Southern New Hampshire Services	05-95-45-450010-61270000	148,712	
			CLUSTER TOTAL	149,760	
<u>AGING CLUSTER</u>					
Title III, Part B-Senior Transportation	93.044	State of New Hampshire	05-95-48-481010-7872	86,770	
Title III, Part C-Congregate Meals	93.045	State of New Hampshire	05-95-48-481010-7872	82,887	
Title III, Part C-Home Delivered Meals	93.045	State of New Hampshire	05-95-48-481010-7872	693,717	
NSIP	93.053	State of New Hampshire	1056477	184,447	
			CLUSTER TOTAL	1,047,821	
<u>CHILD CARE AND DEVELOPMENT FUND CLUSTER</u>					
Child Care & Development Block Grant	93.575	State of New Hampshire	NONE PROVIDED	414,145	
Child Care Mandatory & Matching Funds of the CCDF	93.596	State of New Hampshire	NONE PROVIDED	68,127	
			CLUSTER TOTAL	482,272	
<u>MEDICAID CLUSTER</u>					
Medical Assistance Program	93.778	State of New Hampshire	102-500731	82,099	
Medical Assistance Program - Veterans	93.778	Gateways Community Services		52,977	
			CLUSTER TOTAL	135,076	
Family Planning - Services	93.217	State of New Hampshire	05-95-90-902010-5530	63,101	
Public Health Emergency Response:					
Cooperative Agreement for Emergency Response: Public Health	93.354	State of New Hampshire	U62PS003655	2,481	
Maternal, Infant, & Early Childhood Home Visiting Program	93.870	State of New Hampshire	05-95-042-421010-29580000	102,217	
National Family Caregiver Support, Title III, Part E-Service Link	93.052	State of New Hampshire	102-500731	51,110	
Special Programs for Aging, Title IV-Service Link	93.048	State of New Hampshire	102-500731	13,705	
State Health Insurance Assistance Program	93.324	State of New Hampshire	102-500731	14,788	
Medicare Enrollment Assistance Program	93.071	State of New Hampshire	102-500731	5,367	
			<b>HHS TOTAL</b>	<b>\$ 11,404,978</b>	
<u>US DEPARTMENT OF AGRICULTURE</u>					
Special Suppl. Nutrition Program for Women, Infants & Children	10.557	State of New Hampshire	184NH703W1003	\$ 641,527	
Senior Farmers Market	10.578	State of New Hampshire	05-95-90-902010-52600000	81,091	
Child & Adult Care Food Program	10.558	State of New Hampshire	NONE PROVIDED	96,798	
<u>CHILD NUTRITION CLUSTER</u>					
Summer Food Service Program For Children	10.559	State of New Hampshire	NONE PROVIDED	143,617	

See Notes to Schedule of Expenditures of Federal Awards

FEDERAL GRANTOR/ PROGRAM TITLE	Assistance Listing NUMBER	PASS THROUGH GRANTOR'S NAME	IDENTIFYING NUMBER	FEDERAL EXPENDITURES	Continued PASSED THROUGH TO SUB-RECIPIENTS
FOOD DISTRIBUTION CLUSTER					
Commodity Supplemental Food Program	10.565	State of New Hampshire	05-95-90-902010-52600000	\$ 1,112,711	\$ 893,224
Emergency Food Assistance Program-Administration	10.568	State of New Hampshire	81750000	406,707	83,363
CV-Emergency Food Assistance Program-Administration	10.568	State of New Hampshire	81750000	385,238	
Emergency Food Assistance Program	10.569	State of New Hampshire	81750000	1,286,383	1,286,383
CV-Emergency Food Assistance Program	10.569	State of New Hampshire	81750000	1,090,215	1,090,215
			CLUSTER TOTAL	4,282,254	
Trade Mitigation	10.178	State of New Hampshire	NONE PROVIDED	2,025,033	1,923,324
			USDA TOTAL	\$ 7,270,320	\$ 5,276,509
CORPORATION FOR NATIONAL & COMMUNITY SERVICES					
FOSTER GRANDPARENTS/SENIOR COMPANION CLUSTER					
Senior Companion Program	94.016		16SCANH001	\$ 389,298	
			CNCS TOTAL	\$ 389,298	
US DEPARTMENT OF TRANSPORTATION					
Formula Grants for Rural Areas-Concord Transit	20.509	State of New Hampshire-Department of Transportation	NH-18-X046	\$ 689,104	
TRANSIT SERVICES PROGRAMS CLUSTER					
Enhanced Mobility of Seniors & Ind. W/Disabilities-CAT	20.513	State of New Hampshire-Department of Transportation	NH-18-X043	6,199	
Enhanced Mobility of Seniors & Ind. W/Disabilities-Rural Transportation	20.513	State of New Hampshire-Department of Transportation	NH-18-X043	57,501	
Enhanced Mobility of Seniors & Ind. W/Disabilities-Rural Transportation	20.513	Easter Seals	IL-2019-27-00	9,661	
Enhanced Mobility of Seniors & Ind. W/Disabilities-Volunteer Drivers	20.513	Merrimack County	NH-65-X001	119,567	
			CLUSTER TOTAL	192,928	
			DOT TOTAL	\$ 882,032	
US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT					
Emergency Solutions Grant	14.231	State of New Hampshire	05-95-42-423010-7927	\$ 175,488	
CV-Emergency Solutions Grant	14.231	State of New Hampshire	05-95-42-423010-7927	23,075	
			TOTAL	198,563	
Continuum of Care Program	12.267	State of New Hampshire	05-95-42-423010-7927-102-500731	197,935	
Continuum of Care Program	14.267	State of New Hampshire	05-95-42-423010-7927-102-500731	84,421	
			TOTAL	282,356	
			HUD TOTAL	\$ 480,919	
US DEPARTMENT OF ENERGY					
Weatherization Assistance for Low Income Persons	81.042	State of New Hampshire	01-02-02-024010-77060000	\$ 219,818	
			DOE TOTAL	\$ 219,818	
US DEPARTMENT OF LABOR					
Senior Community Service Employment Program	17.235	State of New Hampshire	03-22-22-330510-1453000	\$ 438,470	
WIA/WIOA CLUSTER					
WIA/WIOA - Adult Program	17.258	Southern New Hampshire Services	0510-53360000-102-500731	55,817	
WIA/WIOA - Dislocated Worker Formula Grants	17.278	Southern New Hampshire Services	0510-53360000-102-500731	17,192	
			CLUSTER TOTAL	73,009	
			DOL TOTAL	\$ 511,479	
U.S. DEPARTMENT OF THE TREASURY					
Coronavirus Relief Fund	21.019	State of New Hampshire	SS-2021-BHS-03-HOUSI-02	\$ 2,212,383	
Coronavirus Relief Fund	21.019	State of New Hampshire	Veterans	18,006	
			US TREASURY TOTAL	\$ 2,230,389	
			TOTAL	\$ 23,389,233	\$ 5,276,509

See Notes to the Schedule of Expenditures of Federal Awards.



**SUPPLEMENTAL INFORMATION**

**(See Independent Auditors' Report)**

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

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED FEBRUARY 28, 2021**

**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 28, 2021. 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.

**Leone,  
McDonnell  
& Roberts**

PROFESSIONAL ASSOCIATION

CERTIFIED PUBLIC ACCOUNTANTS

WOLFEBORO • NORTH CONWAY  
DOVER • CONCORD  
STRATHAM

**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 28, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated February 14, 2022.

**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 2021-001 that we consider to be a material weakness.

**Compliance and Other Matters**

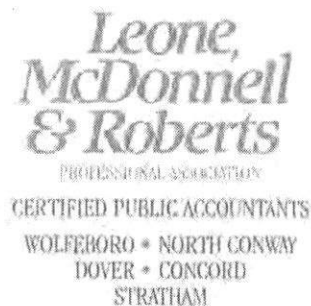
As part of obtaining reasonable assurance about whether Community Action Program Belknap-Merrimack Counties, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance 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  
February 14, 2022



**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 Belknap-Merrimack Counties, Inc.  
Concord, New Hampshire

**Report on Compliance for Each Major Federal Program**

We have audited Community Action Program Belknap-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 Belknap-Merrimack Counties, Inc.'s major federal programs for the year ended February 28, 2021. Community Action Program Belknap-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 Belknap-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 Belknap-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 Belknap-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 28, 2021.

**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.

*Leanne McDonnell & Roberts*  
*Professional Association*

Concord, New Hampshire  
February 14, 2022

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

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED FEBRUARY 28, 2021**

**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, Medical Assistance Program 93.778, National Family Caregiver Support, Title III, Part E 93.052, U.S. Department of Agriculture, Food Distribution Cluster, 10.565, 10.568, 10.569, U.S. Department of the Treasury, Coronavirus Relief Fund, 21.019.
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**

2021-001

*Condition:* The financial statements presented to the auditor at the beginning of fieldwork included accounts that had not been reconciled accurately or in a timely manner.

*Criteria:* The Organization's internal control procedures should be structured so that accounts are reconciled and reviewed on a timely basis.

*Cause:* Significant turnover in the fiscal department of the organization.

*Effect:* Significant audit and late client entries were recorded to ensure accurate account balances.

*Recommendation:* The auditors recommend that the financial close process includes a review and reconciliation of all significant accounts.

## **FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL PROGRAMS AUDIT**

None

**BELKNAP-MERRIMACK COUNTIES, INC.**  
EMPOWERING COMMUNITIES SINCE 1965

**Contact: Jill Lesmerises, CFO**

ALTON		CONCORD		EPSOM		LACONIA		NEWBURY		SUNCOOK	
Senior Center.....	875-7102	Area Center.....	225-6880	Meadow Brook Housing.....	736-8280	Area Center.....	524-5512	Newbury Commons.....		Area Center.....	485-7824
Prospect View Housing.....	875-3111	Head Start.....	224-6492			Head Start.....	528-5534	Housing.....	763-0360	Senior Center.....	485-4254
		Early Head Start.....	224-6492			Early Head Start.....	528-5334				
		Concord Area.....				Senior Center.....	524-7689				
BELMONT				FRANKLIN				PEMBROKE		TILTON	
Senior Center.....	267-9867	Meads on Wheels.....	225-9092	Area Center.....	934-3444						
Heritage Ten. Housing.....	267-8801	Concord Area Transit.....	225-1789	Head Start.....	934-2181	Family Planning.....	524-5453	Village of Pembroke Farms.....		Senior Center.....	527-8291
		Horseshoe Pond Place.....	228-6956	Early Head Start.....	934-2161	Workplace Success.....	524-4367	Housing.....	485-1842		
		WIC/CSPF.....	225-2050	Senior Center.....	934-4151						
		Workplace Success.....	223-2305	Riverside Housing.....	934-5340						
BRADFORD						MEREDITH		PITTSFIELD		WARNER	
Senior Center.....	938-2104					Area Center.....	279-4096	Senior Center.....	435-8482	Area Center.....	456-2207
								Head Start.....	435-6618	Head Start.....	456-2208
								Early Head Start.....	435-6611	North Ridge Housing.....	456-3398

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

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
FOR THE YEAR ENDED FEBRUARY 28, 2021**

**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.

*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:* Open – See 2021-001.





Effective March 1, 2022

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

**BOARD OF DIRECTORS**

Dennis Martino, <i>President</i>	Theresa M. Cromwell
Chris Pyles, <i>Vice President</i>	Kathy Goode
Safiya Wazir, <i>Treasurer</i>	Sara A. Lewko
A. Bruce Carri, <i>Secretary/Clerk</i>	David Siff, Esq.
Heather Brown	David Croft, Sheriff

Current fiscal year (3/1/22 – 2/28/23) board meetings – 3/10/22, 5/12/21, 9/8/21, 11/10/21, 1/12/23

# Lauren Hoyt

## Work Experience

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### **Family Support Specialist**

*Greater Tilton Area Family Resource Center - Tilton, NH*

*May 2021 - February 2022*

The Family Support services that are provided are customized and comprehensive for the individual or families who walk through my door. I use a strength-based approach to services as I like to notice the strengths of someone and then work to strengthen growth. I provide individuals and families support either in the office or in the individual(s) environment. We work to set goals and create a plan to start removing the barriers. I support families by reaching their family or individual goals (participant led) through weekly meetings or on an as needed basis that. I help facilitate multiple programs that support healthy social connection, such as Parent Cafes, Drop in Playgroup, and Parent Education Classes.

### **Certified Recovery Support Worker (CRSW)**

*Greater Tilton Area Family Resource Center - Tilton, NH*

Obtained certificates for the following training to become a CRSW. CCAR training, Ethics, Suicide Prevention, HIV/AIDS, Harm Reduction training, 500 hours of supervision, and passing the state exam.

License # 0389

### **Early Childhood Coordinator**

*Greater Tilton Area Family Resource Center- Tilton, NH*

*May 2021 - February 2022*

Facilitate meetings on a quarterly basis to implement strategic processes designed by the leadership team and community partners. This job entails organization skills, communication skills, networking skills, public speaking, facilitating skills, joining state level meetings, etc. to promote the overall mission of the Greater Tilton/Franklin Area Regional Early Childhood Coalition.

## **Family Support Specialist/Home Visitor**

*Health Families America, Community Action Program Belknap-Merrimack Counties, Inc.*

*March 2022 – present*

The Home Visitor is responsible for providing a quality program for prenatal women and families with emphasis on the social, emotional, and cognitive development of infants and toddlers. The Home Visitor provides quality home visiting experience for each participating family that provides opportunities designed to enhance the parent-child relationship, promote the development of parenting skills, and foster an environment in which the child can develop to his or her full potential. Works in collaboration with nurses from Central NH VNA & Hospice, Inc. (CNHCNA), the partnering agency. The Home Visitor is responsible for providing biweekly home visits for prenatal women and weekly home visits for children from birth to 6 months of age. After 6 months of age, frequency of visits is determined based on family needs.

## **Education**

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### **Bachelor's degree in Social Work**

*Plymouth State University- Plymouth, NH*

*September 2017 to May 2021*

## **Skills**

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- Organizational Skills
- Case Management
- Communication Skills
- Leadership
- Project Management
- Open Minded
- Person Centered
- Collaboration Skills

# **RYAN A. MARCHAND**

## **MISSION**

I'd like to empower staff and new parents in the area through skill-building, resource connection, reflection, and evidence-based practices.

## **EXPERIENCE**

### **Program Manager/Supervisor/FAW, Healthy Families America, CAPBM - 2022-present**

Oversees HFA program, ensuring our site follows and upholds up to date Best Practice Standards. I also supervise and provide guidance for home visiting staff with weekly reflective supervision. Additionally, I screen/enroll referrals using the FROG tool.

### **Family Support Specialist, Healthy Families America, CAPBM – 2018-2022**

As a Home visitor/FSS, I was responsible for building relationships with new and expecting parents in the area, as well as connecting them with community resources to promote a sense of confidence and build protective factors for participating families.

## **EDUCATION**

Lakes Region Community College, Laconia, NH — Computer Technologies, 2013 - 2015

Plymouth State University, Plymouth, NH — BA, Communications, 2007

## **SKILLS SUMMARY**

- Familiarity with up to date HFA Best Practice Standards
- Records available for HFA FSS/FAW/Supervisory trainings
- Dependability, collaboration and friendliness as a baseline in home and work life
- Excellent time and resource management skills, flexible and pragmatic problem solving
- Administrative organization with special attention to confidentiality
- Course-backed Microsoft Office Suite expertise (Word, Excel, PowerPoint, Outlook, Access)

**References available upon request**

**Community Action Program Belknap-Merrimack Counties, Inc.**

**Department of Health and Human Services**

**Home Visiting New Hampshire – Health Families America (HVNH-HFA) ARPA  
7/01/2022 – 9/30/2022**

**KEY PERSONNEL SALARIES AND ALLOCATION**

<b>Name</b>	<b>Job Title</b>	<b>Salary</b>	<b>% Paid from this Contract</b>	<b>Amount Paid from this Contract</b>
Ryan Marchand	HFA Supervisor	\$42, 317.60	1.39%	\$600.00
Lauren Hoyt	Home Visitor	\$35,490.00	.83%	\$300.00



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Lori A. Shilbinette  
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

September 1, 2020

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Public Health Services, to amend an existing **Retroactive, Sole Source** agreement with the vendor listed in below in bold to provide home visiting services to expectant women and newly parenting individuals, by increasing the total price limitation by \$411,421 from \$9,745,581 to \$10,157,002 and by extending the completion dates from September 30, 2020 to September 30, 2022 effective upon Governor and Council approval. 81% Federal Funds. 19% General Funds.

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

Vendor Name	Vendor Code	Location	Current Amount	Increase (Decrease)	Revised Amount	G&C Date (Item #)
Community Action of Belknap-Merrimack Counties Inc.	177203-B003	2 Industrial Park Drive Concord, NH	\$314,056	\$411,421	\$725,477	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27)
Community Action Partnership of Strafford County	177200-B004	642 Central Avenue Dover, NH	\$1,143,145	\$0	\$1,143,145	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27) A2: 09/11/20 (Item #TBD)
Waypoint	177166-B002	City of Manchester, Hillsborough, Merrimack, and Rockingham Counties	\$4,891,017	\$0	\$4,891,017	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27) A2: 09/11/20 (Item #TBD)
The Family Resource Center at Gorham	162412-B001	Grafton and Coos County	\$1,771,141	\$0	\$1,771,141	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27) A2: 09/11/20 (Item #TBD)

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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TLC Family Resource Center	170625-B001	109 Pleasant Street Claremont, NH	\$599,500	\$0	\$599,500	O: 06/20/18 (Item #27E) A1: 09/11/20 (Item #TBD)
Central New Hampshire VNA & Hospice	1777244-B002	780 North Main Street Laconia, NH	\$419,394	\$0	\$419,394	O: 06/20/18 (Item #27E) A1: 09/11/20 (Item #TBD)
VNA at HCS, Inc.	177274-B002	312 Marlboro Street Keene, NH	\$607,328	\$0	\$607,328	O: 06/20/18 (Item #27E) A1: 09/11/20 (Item #TBD)
<b>Totals</b>			<b>\$9,746,681</b>	<b>\$411,421</b>	<b>\$10,157,002</b>	

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

See attached fiscal details.

#### EXPLANATION

This request is **Retroactive** because the vendor took longer than anticipated to execute the contract, therefore it is being submitted separately from the items that passed on September 11, 2020 (Item # TBD). This request is **Sole Source** because the contract was originally approved as sole source and MOP 150 requires any subsequent amendments to be labelled as sole source. Additionally, the vendor is one of the only vendors certified to provide the evidence based home visiting model, 'Healthy Families America.' The vendor has been providing home visiting services in Belknap and Merrimack counties and has developed collaborative referral networks that provide new mothers and their families with additional assistance programs in their community.

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

Continuing home visiting services allows the vendor to provide services to approximately thirty (30) households through September 30, 2022.

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

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

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

Area served: Statewide

Source of Funds: CFDA #93.870, FAIN #X10MC33595

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

Respectfully submitted,

A handwritten signature in cursive script, reading "Lori Shabinette".

Lori A. Shabinette  
Commissioner

**FINANCIAL DETAIL ATTACHMENT SHEET**  
Home Visiting-HFA

05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, ACA HOME VISITING  
FAIN # X10MC29490 and X10MC31156 & X10MC33595  
CFDA #93.870 -100% Federal

**Community Action Belknap Merrimack Counties - Vendor #177203-B003**

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$127,085.00	\$0.00	\$127,085.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$127,085.00	\$0.00	\$127,085.00
SFY 2021	102-500731	Contracts for Program Svcs	90083203	\$31,771.00	\$116,400.00	\$148,171.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$155,200.00	\$155,200.00
SFY 2023	102-500731	Contracts for Program Svcs	tdb	\$0.00	\$38,800.00	\$38,800.00
		<b>Subtotal</b>		<b>\$285,941.00</b>	<b>\$310,400.00</b>	<b>\$596,341.00</b>

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

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

**Waypoint - City of Manchester - Vendor #177166-B002**

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$271,404.00	\$0.00	\$271,404.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$271,404.00	\$0.00	\$271,404.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$271,404.00	\$0.00	\$271,404.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$271,404.00	\$0.00	\$271,404.00
SFY 2023	102-500731	Contracts for Program Svcs	tdb	\$67,851.00	\$0.00	\$67,851.00
		<b>Subtotal</b>		<b>\$1,153,467.00</b>	<b>\$0.00</b>	<b>\$1,153,467.00</b>

**Waypoint - Hillsboro - Vendor #177166-B002**

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

**Waypoint - Merrimack Vendor #177166-B002**

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

**Waypoint - Rockingham Vendor #177166-B002**

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

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

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$85,768.00	\$0.00	\$85,768.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$85,768.00	\$0.00	\$85,768.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$85,768.00	\$0.00	\$85,768.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$85,768.00	\$0.00	\$85,768.00

## FINANCIAL DETAIL ATTACHMENT SHEET

## Home Visiting-HFA

SFY 2023	102-500731	Contracts for Program Svcs	td	\$21,442.00	\$0.00	\$21,442.00
		<b>Subtotal</b>		<b>\$364,514.00</b>	<b>\$0.00</b>	<b>\$364,514.00</b>

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

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$146,927.00	\$0.00	\$146,927.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$146,927.00	\$0.00	\$146,927.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$179,102.00	\$0.00	\$179,102.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$179,102.00	\$0.00	\$179,102.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$44,776.00	\$0.00	\$44,776.00
		<b>Subtotal</b>		<b>\$696,834.00</b>	<b>\$0.00</b>	<b>\$696,834.00</b>

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

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$180,901.00	\$0.00	\$180,901.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$180,901.00	\$0.00	\$180,901.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$213,071.00	\$0.00	\$213,071.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$213,071.00	\$0.00	\$213,071.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$53,268.00	\$0.00	\$53,268.00
		<b>Subtotal</b>		<b>\$841,212.00</b>	<b>\$0.00</b>	<b>\$841,212.00</b>



**FINANCIAL DETAIL ATTACHMENT SHEET**  
Home Visiting-HFA

**TLC Family Resource Center - Vendor #170625-B001**

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

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

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$138,769.00	\$0.00	\$138,769.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$138,769.00	\$0.00	\$138,769.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$138,769.00	\$0.00	\$138,769.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$138,769.00	\$0.00	\$138,769.00
SFY 2023	102-500731	Contracts for Program Svcs	tdb	\$34,670.00	\$0.00	\$34,670.00
		<b>Subtotal</b>		<b>\$589,746.00</b>	<b>\$0.00</b>	<b>\$589,746.00</b>
		<b>Total of AU 5896</b>		<b>\$8,552,972.00</b>	<b>\$310,400.00</b>	<b>\$8,863,372.00</b>

05-95-92-920510-3382 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: BEHAVIORAL HEALTH DIVISION  
100% OTHER FUNDS (GOVERNOR COMMISSION FUNDS)

**Community Action Belknap Merrimack Counties Vendor #177203-B003**

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

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

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

**Waypoint- Rockingham County Vendor #177166-B002**

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

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

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

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

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

## FINANCIAL DETAIL ATTACHMENT SHEET

Home Visiting-HFA

05-95-042-421010-29580000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN  
SVS, HHS: HUMAN SERVICES DIV, CHILD PROTECTION, CHILD-FAMILY SERVICES  
100% General Funds

## Waypoint- Merrimack County

Vendor #177166-B002

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

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

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

## Community Action Partnership of Strafford County

Vendor #177200-B004

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$60,553.00	\$0.00	\$60,553.00
SFY 2022	645-504004	General Funds for Other	42105746	\$60,553.00	\$0.00	\$60,553.00
SFY 2023	645-504004	General Funds for Other	42105746	\$15,138.00	\$0.00	\$15,138.00
			<b>Subtotal</b>	<b>\$136,244.00</b>	<b>\$0.00</b>	<b>\$136,244.00</b>

## Community Action Belknap Merrimack Counties

Vendor #177203-B003

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$0.00	\$44,898.00	\$44,898.00
SFY 2022	645-504004	General Funds for Other	42105746	\$0.00	\$44,898.00	\$44,898.00
SFY 2023	645-504004	General Funds for Other	42105746	\$0.00	\$11,225.00	\$11,225.00
			<b>Subtotal</b>	<b>\$0.00</b>	<b>\$101,021.00</b>	<b>\$101,021.00</b>

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

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

## The Family Resource Center at Gorham - Coos County

Vendor #162412-B001

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

## The Family Resource Center at Gorham - Grafton County

Vendor #162412-B001

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

## TLC Family Resource Center - Vendor #170625-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$70,000.00	\$0.00	\$70,000.00
SFY 2022	645-504004	General Funds for Other	42105746	\$70,000.00	\$0.00	\$70,000.00
SFY 2023	645-504004	General Funds for Other	42105746	\$17,500.00	\$0.00	\$17,500.00
			<b>Subtotal</b>	<b>\$157,500.00</b>	<b>\$0.00</b>	<b>\$157,500.00</b>
			<b>Total of AU 2958</b>	<b>\$942,609.00</b>	<b>\$101,021.00</b>	<b>\$1,043,630.00</b>
			<b>TOTALS:</b>	<b>\$9,745,581.00</b>	<b>\$411,421.00</b>	<b>\$10,157,002.00</b>

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



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

This 2<sup>nd</sup> Amendment to the Home Visiting Services contract (hereinafter referred to as "Amendment #2") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Community Action Program of Belknap-Merrimack Counties, Inc., (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 2 Industrial Park Drive, Concord, NH 03302-1016.

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

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

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

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

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
September 30, 2022.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$725,477.
3. Modify Exhibit A, Scope of Services, Section 1 Provisions Applicable to All Services, Subsection 1.5., to read:
  - 1.5. The Contractor shall provide home visiting services in the Belknap/Merrimack County Areas to a minimum of 13 families per contract year.
4. Modify Exhibit A, Scope of Services, Section 2 Scope of Work, Subsection 2.2, Paragraph 2.2.4., to read:
  - 2.2.4. Ensure the twelve (12) critical elements that make up the essential components of the HFA Model are addressed in agency policies.
5. Modify Exhibit A, Scope of Services, Section 2 Scope of Work, Subsection 2.2, by adding Paragraph 2.2.6., to read:
  - 2.2.6 Participate in Continuous Quality Improvement Projects and collaborative efforts to serve families within designated catchment areas. The Contractor shall:
    - 2.2.6.1. Ensure staff are available to provide relevant data as well as key data and metrics, as requested by the Department.
    - 2.2.6.2. Ensure staff are available to review data, discuss performance, learn from their

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



peers, and identify action-steps that may improve client outcomes.

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

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



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

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

State of New Hampshire  
Department of Health and Human Services

9/1/2020  
Date

Lori ShubINETTE  
Name:  
Title:

Community Action Program of Belknap-Merrimack  
Counties, Inc.

8/10/20  
Date

Michael T. Brown  
Name: MICHAEL T. BROWN  
Title: DEPUTY DIRECTOR



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



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

OFFICE OF THE ATTORNEY GENERAL

09/04/20  
Date

Catherine Pinos  
Name:  
Title: Catherine Pinos, Attorney

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

OFFICE OF THE SECRETARY OF STATE

\_\_\_\_\_  
Date

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

New Hampshire Department of Health and Human Services  
Home Visiting Services



Exhibit A-2 Performance Measures

1. Performance Measures

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

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

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

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

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

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

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

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

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

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

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

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

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

Quarter 2 1/1/2020– 3/31/2020

Quarter 3 4/1/2020 – 6/30/2020

Quarter 4 7/1/2020 – 9/30/2020.

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

Community Action Program of  
Belknap-Merrimack Counties, Inc.

Exhibit A-2 Performance Measures

Vendor Initials

SS-2019-DPHS-05-HOMEV-01-A02

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Date 8/10/20

New Hampshire Department of Health and Human Services  
Home Visiting Services

Exhibit A-2 Performance Measures



Performance Measure #3

HFA Best Practice Standard 6-6.B

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

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

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

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

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

Performance Measure #4

HFA Standard 12-1.B

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

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

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

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

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

Community Action Program of  
Belknap-Merrimack Counties, Inc.

Exhibit A-2 Performance Measures

Vendor Initials

*TD*

SS-2019-DPHS-05-HOMEV-01-A02

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Date *8/10/20*

## Exhibit B-3 - Amendment #2

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

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

Budget Request for: SS-2019-OPHS-05-HOMEV-01-A02

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

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct	Indirect Fixed	Total
1. Total Salary/Wages	\$ 78,031.00	\$ 5,205.00	\$ 83,236.00	\$ -	\$ -	\$ -	\$ 78,031.00	\$ 5,205.00	\$ 83,236.00
2. Employee Benefits	\$ 39,365.00	\$ 1,410.00	\$ 40,775.00	\$ -	\$ -	\$ -	\$ 39,365.00	\$ 1,410.00	\$ 40,775.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ 400.00	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ 400.00	\$ 400.00
Purchase/Depreciation	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ 400.00	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ 400.00	\$ 400.00
6. Travel	\$ 1,700.00	\$ -	\$ 1,700.00	\$ -	\$ -	\$ -	\$ 1,700.00	\$ -	\$ 1,700.00
7. Occupancy	\$ 4,800.00	\$ 75.00	\$ 4,875.00	\$ -	\$ -	\$ -	\$ 4,800.00	\$ 75.00	\$ 4,875.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 1,200.00	\$ -	\$ 1,200.00	\$ -	\$ -	\$ -	\$ 1,200.00	\$ -	\$ 1,200.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ 175.00	\$ 175.00	\$ -	\$ -	\$ -	\$ -	\$ 175.00	\$ 175.00
Insurance	\$ -	\$ 150.00	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ 150.00	\$ 150.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 750.00	\$ -	\$ 750.00	\$ -	\$ -	\$ -	\$ 750.00	\$ -	\$ 750.00
11. Staff Education and Training	\$ 2,260.00	\$ -	\$ 2,260.00	\$ -	\$ -	\$ -	\$ 2,260.00	\$ -	\$ 2,260.00
12. Subcontracts/Agreements	\$ 5,500.00	\$ -	\$ 5,500.00	\$ -	\$ -	\$ -	\$ 5,500.00	\$ -	\$ 5,500.00
13. Other (specify details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HFA Affiliation / Accreditation	\$ 4,250.00	\$ -	\$ 4,250.00	\$ -	\$ -	\$ -	\$ 4,250.00	\$ -	\$ 4,250.00
TOTAL	\$ 140,346.00	\$ 7,815.00	\$ 148,161.00	\$ -	\$ -	\$ -	\$ 140,346.00	\$ 7,815.00	\$ 148,161.00
Indirect As A Percent of Direct 5.6%									

  
 8/14/20

## Exhibit B-5 Budget - Amendment #2

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

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

Budget Request for: SS-2019-DPHS-05-HOMEV-01-A02

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

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct	Indirect Fixed	Total
1. Total Salary/Wages	\$ 29,844.00	\$ -	\$ 29,844.00	\$ -	\$ -	\$ -	\$ 29,844.00	\$ -	\$ 29,844.00
2. Employee Benefits	\$ 15,054.00	\$ -	\$ 15,054.00	\$ -	\$ -	\$ -	\$ 15,054.00	\$ -	\$ 15,054.00
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):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HFA Affiliation / Accreditation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 44,898.00	\$ -	\$ 44,898.00	\$ -	\$ -	\$ -	\$ 44,898.00	\$ -	\$ 44,898.00

Indirect As A Percent of Direct

0.0%

Contractor Initials

Date 8/10/20



## Exhibit B-6 Budget - Amendment #2

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

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

Budget Request for: SS-2019-DPHS-05-HOMEV-01-A02

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

Line Item	Total Program Cost			Contractor Share / Match			Funded by DPHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct	Indirect Fixed	Total
1. Total Salary/Wages	\$ 80,301.00	\$ 5,205.00	\$ 85,506.00	\$ -	\$ -	\$ -	\$ 80,301.00	\$ 5,205.00	\$ 85,506.00
2. Employee Benefits	\$ 43,623.00	\$ 1,410.00	\$ 45,033.00	\$ -	\$ -	\$ -	\$ 43,623.00	\$ 1,410.00	\$ 45,033.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ 400.00	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ 400.00	\$ 400.00
Purchase/Depreciation	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00
5. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ 400.00	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ 400.00	\$ 400.00
6. Travel	\$ 1,700.00	\$ -	\$ 1,700.00	\$ -	\$ -	\$ -	\$ 1,700.00	\$ -	\$ 1,700.00
7. Occupancy	\$ 4,800.00	\$ 75.00	\$ 4,875.00	\$ -	\$ -	\$ -	\$ 4,800.00	\$ 75.00	\$ 4,875.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 1,200.00	\$ -	\$ 1,200.00	\$ -	\$ -	\$ -	\$ 1,200.00	\$ -	\$ 1,200.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ 175.00	\$ 175.00	\$ -	\$ -	\$ -	\$ -	\$ 175.00	\$ 175.00
Insurance	\$ -	\$ 150.00	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ 150.00	\$ 150.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 750.00	\$ -	\$ 750.00	\$ -	\$ -	\$ -	\$ 750.00	\$ -	\$ 750.00
11. Staff Education and Training	\$ 2,261.00	\$ -	\$ 2,261.00	\$ -	\$ -	\$ -	\$ 2,261.00	\$ -	\$ 2,261.00
12. Subcontracts/Agreements	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ -	\$ -	\$ 6,000.00	\$ -	\$ 6,000.00
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HFA Affiliation / Accreditation	\$ 4,250.00	\$ -	\$ 4,250.00	\$ -	\$ -	\$ -	\$ 4,250.00	\$ -	\$ 4,250.00
TOTAL	\$ 147,385.00	\$ 7,816.00	\$ 155,200.00	\$ -	\$ -	\$ -	\$ 147,385.00	\$ 7,816.00	\$ 155,200.00
Indirect As A Percent of Direct 5.3%									

## Exhibit B-7 Budget - Amendment #2

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

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

Budget Request for: SS-2019-OPHS-05-HOMEV-01-A02

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

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct	Indirect Fixed	Total
1. Total Salary/Wages	\$ 29,092.00	\$ -	\$ 29,092.00	\$ -	\$ -	\$ -	\$ 29,092.00	\$ -	\$ 29,092.00
2. Employee Benefits	\$ 15,808.00	\$ -	\$ 15,808.00	\$ -	\$ -	\$ -	\$ 15,808.00	\$ -	\$ 15,808.00
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):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HIFA Affiliation / Accreditation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 44,898.00	\$ -	\$ 44,898.00	\$ -	\$ -	\$ -	\$ 44,898.00	\$ -	\$ 44,898.00
Indirect As A Percent of Direct 0.0%									

## Exhibit B-8 Budget - Amendment #2

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

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

Budget Request for: SS-2019-OPHS-05-HOMEV-01-A02

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

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct	Indirect Fixed	Total
1. Total Salary/Wages	\$ 20,074.00	\$ 1,300.00	\$ 21,374.00	\$ -	\$ -	\$ -	\$ 20,074.00	\$ 1,300.00	\$ 21,374.00
2. Employee Benefits	\$ 10,908.00	\$ 352.00	\$ 11,258.00	\$ -	\$ -	\$ -	\$ 10,908.00	\$ 352.00	\$ 11,258.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ 100.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00
Purchase/Depreciation	\$ 375.00	\$ -	\$ 375.00	\$ -	\$ -	\$ -	\$ 375.00	\$ -	\$ 375.00
5. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ 250.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ 100.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00
6. Travel	\$ 425.00	\$ -	\$ 425.00	\$ -	\$ -	\$ -	\$ 425.00	\$ -	\$ 425.00
7. Occupancy	\$ 1,200.00	\$ 19.00	\$ 1,219.00	\$ -	\$ -	\$ -	\$ 1,200.00	\$ 19.00	\$ 1,219.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ 300.00	\$ -	\$ 300.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ 44.00	\$ 44.00	\$ -	\$ -	\$ -	\$ -	\$ 44.00	\$ 44.00
Insurance	\$ -	\$ 38.00	\$ 38.00	\$ -	\$ -	\$ -	\$ -	\$ 38.00	\$ 38.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 188.00	\$ -	\$ 188.00	\$ -	\$ -	\$ -	\$ 188.00	\$ -	\$ 188.00
11. Staff Education and Training	\$ 508.00	\$ -	\$ 508.00	\$ -	\$ -	\$ -	\$ 508.00	\$ -	\$ 508.00
12. Subcontract/Agreements	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00
13. Other (specify details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HFA Affiliation / Accreditation	\$ 1,063.00	\$ -	\$ 1,063.00	\$ -	\$ -	\$ -	\$ 1,063.00	\$ -	\$ 1,063.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 38,847.00</b>	<b>\$ 1,863.00</b>	<b>\$ 39,809.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 38,847.00</b>	<b>\$ 1,863.00</b>	<b>\$ 39,809.00</b>

Indirect As A Percent of Direct

5.3%

  
 8/10/20

## Exhibit B-9 Budget - Amendment #2

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

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

Budget Request for: SS-2019-DPHS-05-HOMEV-01-A02

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

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct	Indirect Fixed	Total
1. Total Salary/Wages	\$ 7,274.00	\$ -	\$ 7,274.00	\$ -	\$ -	\$ -	\$ 7,274.00	\$ -	\$ 7,274.00
2. Employee Benefits	\$ 3,951.00	\$ -	\$ 3,951.00	\$ -	\$ -	\$ -	\$ 3,951.00	\$ -	\$ 3,951.00
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):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HFA Affiliation / Accreditation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 11,225.00	\$ -	\$ 11,225.00	\$ -	\$ -	\$ -	\$ 11,225.00	\$ -	\$ 11,225.00

Indirect As A Percent of Direct

0.0%

AUG29'19 PM 1:57 DAS

27 mac



Jeffrey A. Meyers  
Commissioner

Lisa M. Morris  
Director

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

29 HAZEN DRIVE, CONCORD, NH 03301  
603-271-4501 1-800-852-3345 Ext. 4501  
Fax: 603-271-4827 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

August 27, 2019

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Public Health Services, to amend existing **sole source** agreements with four (4) of the seven (7) vendors listed (in bold) below, to provide home visiting services to expectant women and newly parenting individuals by increasing the total price limitation by \$250,000 from \$4,407,387 to \$4,657,387 with no change to the contract completion dates of September 30, 2020, effective upon Governor and Executive Council approval. 100% Other Funds.

The agreements were originally approved by the Governor and Executive Council on June 20, 2018 (Item #27E).

Vendor Name	Vendor Number	Location	Current Budget Amount	Increase/ (Decrease) Amount	Modified Budget Amount
<b>Community Action of Belknap-Merrimack Counties Inc.</b>	<b>177203-B003</b>	<b>2 Industrial Park Drive Concord, NH 03302-1016</b>	<b>\$285,941</b>	<b>\$28,115</b>	<b>\$314,056</b>
<b>Community Action Partnership of Strafford County</b>	<b>177200-B004</b>	<b>642 Central Avenue Dover, NH 03820</b>	<b>\$424,152</b>	<b>\$68,575</b>	<b>\$492,727</b>
<b>Waypoint</b>	<b>177166-B002</b>	<b>City of Manchester, Hillsborough, Merrimack and Rockingham Counties</b>	<b>\$2,220,473</b>	<b>\$88,965</b>	<b>\$2,309,438</b>
<b>The Family Resource Center at Gorham</b>	<b>162412-B001</b>	<b>Grafton and Coos County</b>	<b>\$737,613</b>	<b>\$64,345</b>	<b>\$801,958</b>
TLC Family Resource Center	170625-B001	109 Pleasant Street Claremont, NH 03743	\$234,000	\$0	\$234,000
Central New Hampshire VNA & Hospice	177244-B002	780 North Main Street, Laconia, NH 03246	\$192,978	\$0	\$192,978
VNA at HCS, Inc.	177274-B002	312 Marlboro Street Keene, NH 03431	\$312,230	\$0	\$312,230
		<b>Totals</b>	<b>\$4,407,387</b>	<b>\$250,000</b>	<b>\$4,657,387</b>



His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 2 of 3

Funds to support this request are anticipated to be available in the following accounts for State Fiscal Years 2020 and 2021 upon the availability and continued appropriation of funds in the future operating budget, with authority to adjust amounts within the price limitation and adjust encumbrances between state fiscal years through the Budget Office, if needed and justified.

**05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, ACA HOME VISITING**

Fiscal Year	Class	Title	Activity Code	Current (Modified) Budget	Increased/ (Decreased) Amount	Revised Modified Budget
2019	102-500731	Contracts for Program Svcs	90083200	\$1,958,839	\$0	\$1,958,839
2020	102-500731	Contracts for Program Svcs	90083201	\$1,958,839	\$0	\$1,958,839
2021	102-500731	Contracts for Program Svcs	90083201	\$489,709	\$0	\$489,709
			<i>Subtotals:</i>	<b>\$4,407,387</b>	<b>\$0</b>	<b>\$4,407,387</b>

**05-95-92-920510-3382 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: BEHAVIORAL HEALTH DIVISION, BUREAU OF DRUG & ALCHOL SVCS, GOVERNOR COMMISSION FUNDS**

Fiscal Year	Class	Title	Activity Code	Current (Modified) Budget	Increased/ (Decreased) Amount	Revised Modified Budget
2019	102-500734	Contracts for Social Svcs	92058502	\$0	\$0	\$0
2020	102-500734	Contracts for Social Svcs	92058502	\$0	\$250,000	\$250,000
2021	102-500734	Contracts for Social Svcs	92058502	\$0	\$0	\$0
			<i>Subtotals:</i>	<b>\$0</b>	<b>\$250,000</b>	<b>\$250,000</b>
			<b>Totals:</b>	<b>\$4,407,387</b>	<b>\$250,000</b>	<b>\$4,657,387</b>

#### EXPLANATION

This request is **sole source** because these Contractors are the only vendors certified to provide the evidence based home visiting model "Healthy Families America" as approved by the Division of Public Health Services and federal funders. Additionally, these vendors have been providing home visiting services in their respective counties and have developed collaborative referral networks, which can provide new mothers and their families with additional assistance programs in their community. Home Visiting utilizes an approved Maternal Infant Early Childhood Home Visiting model and along with permanent partners within each community, provides an array of services to assist in family support and strengthening services to New Hampshire citizens, statewide.

The purpose of this request is to increase capacity for community outreach in identified areas of need. The additional funding for the four (4) Contractors supports the requirement set forth by the Healthy Families America model to have staff trained in Parent Survey and Community Outreach (PSCO). Contractor staff will provide increased, dedicated allocation of time on community outreach.



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

The additional funding will allow the Department to provide services to a total of 255 households in need through September 30, 2020. The Contractors have demonstrated their ability to provide these services.

The services provided in these agreements improve maternal and child health, prevent child abuse and neglect, encourage positive parenting and promote child growth and development. Home visitation programs are an effective early-intervention strategy to improve the health and well-being of children, particularly if they are embedded in comprehensive community services to families at risk, referrals and linkages to necessary services is an integral part of the Healthy Families America model.

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

These original agreements contain language in Exhibit C-1, Revisions to General Provisions that allow the Department to renew the contracts for up to two (2) additional years, subject to the continued availability of funds, satisfactory performance of services and approval from the Governor and Executive Council. The Department is not exercising renewal options at this time.

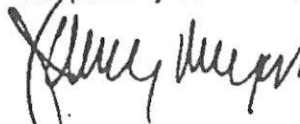
Should the Governor and Executive Council not approve this request, many of the most at risk New Hampshire families may not receive access to resources and family support and strengthening services necessary to raise children who are physically, socially and emotionally healthy, which can reduce juvenile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

Area Served: Statewide

Source of Funds: 100% Other Funds from the Governor's Commission on Alcohol and Other Drugs Fund.

In the event that other funds become no longer available, general funds will not be requested to support these agreements.

Respectfully Submitted,



Jeffrey A. Meyers  
Commissioner



Jeffrey A. Meyers  
Commissioner

Lisa M. Morris  
Director

JUN11'18 PM12:51 DAS

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

29 HAZEN DRIVE, CONCORD, NH 03301  
603-271-4501 1-800-852-3345 Ext. 4501  
Fax: 603-271-4827 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

May 2, 2018

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Public Health Services, to enter into **sole source** agreements with the vendors listed below, in an amount not to exceed \$4,407,387, to provide the provision of home visiting services to expectant women and newly parenting individuals, July 1, 2018 upon Governor and Executive Council approval through September 30, 2020. 100% Federal Funds.

Vendor	Vendor Code	Address	Amount
Community Action of Belknap-Merrimack Counties Inc.	177203-B003	2 Industrial Park Drive Concord, NH 03302-1016	\$285,941
Community Action Partnership of Strafford County	177200-B004	642 Central Avenue Dover, NH 03820	\$424,152
Child and Family Services of New Hampshire	177166-B002	City of Manchester, Hillsborough, Merrimack and Rockingham Counties	\$2,220,473
The Family Resource Center at Gorham	162412-B001	Grafton and Coos County	\$737,613
TLC Family Resource Center	170625-B001	109 Pleasant Street Claremont, NH 03743	\$234,000
Central New Hampshire VNA & Hospice	177244-B002	780 North Main Street, Laconia, NH 03246	\$192,978
VNA at HCS, Inc.	177274-B002	312 Marlboro Street Keene, NH 03431	\$312,230
Total:			\$4,407,387

Her Excellency, Governor Christopher T. Sununu  
and the Honorable Executive Council  
Page 2 of 3

Funds are available in the following account in State Fiscal Years 2019 and are anticipated to be available in State Fiscal Years 2020 and 2021, upon availability and continued appropriation of funds in the future operating budget, with the ability to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified, without approval from Governor and Executive Council.

**05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY  
SERVICES, ACA HOME VISITING**

Fiscal Year	Class	Title	Activity Code	Amount
2019	102-500731	Contracts for Program Svcs	90083200	\$1,958,839
2020	102-500731	Contracts for Program Svcs	90083201	\$1,958,839
2021	102-500731	Contracts for Program Svcs	90083201	\$489,709
			<b>Total:</b>	<b>\$4,407,387</b>

#### EXPLANATION

This request is **sole source** because these vendors are the only vendors certified to provide the evidence based home visiting model "Healthy Families America" as approved by the Division of Public Health Services and federal funders. Additionally, these vendors have been providing home visiting services in their respective counties and have developed collaborative referral networks, which can provide new mothers and their families with additional assistance programs available in their community. Home Visiting utilizes an approved Maternal Infant Early Childhood Home Visiting model along with permanent partners within each community providing an array of services to assist in family support and strengthening services to more New Hampshire citizens, statewide. Funds will allow the vendors to provide services to 255 households in need through September 30, 2020. The vendors have demonstrated their ability to provide these services.

The purpose of these agreements is to improve maternal and child health, prevent child abuse and neglect, encourage positive parenting and promote child growth and development. Home visitation programs can be an effective early-intervention strategy to improve the health and well-being of children, particularly if they are embedded in comprehensive community services to families at risk.

These agreements contain language in Exhibit C-1, Revisions to General Provisions that allow the Department to renew the contracts for up to two (2) additional years, subject to the continued availability of funds, satisfactory performance of services and approval from the Governor and Executive Council.

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

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

Area Served: Statewide

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

Source of Funds: 100% Federal Funds, CFDA # 93.870, US Department of Health and Human Services, Health Resources and Services Administration, FAIN #'s are: X10MC29490 (4/1/16 – 9/30/18) X10MC31156) (9/30/17 – 9/29/19).

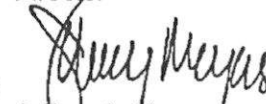
In the event that federal funds become no longer available, general funds will not be requested to support these agreements.

Respectfully Submitted,



Lisa Morris  
Director

Approved by:



Jeffrey A. Meyers  
Commissioner

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

**State of New Hampshire  
Department of Health and Human Services  
Amendment #3**

This Amendment to the Home Visiting Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Community Action Partnership of Strafford County ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 20, 2018 (Item #27E), as amended on September 18, 2019 (Item #27) and September 11, 2020, (Item #11), 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 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 1.8, Price Limitation, to read:  
\$1,195,499
2. Modify Exhibit A, Scope of Services Section 1 Provisions Applicable to All Services, Subsection 1.5, to read:

- 1.5 The Contractor shall provide home visiting services as detailed in this Exhibit A, Scope of Services as follows:

Reference	Area of Service	Proposed Caseload SFY 2022 (Date of G&C Approval – 6/30/22)	Proposed Caseload SFY 2022 (7/1/2022 – 9/30/2022)
1.5.1	Strafford County	32 families	34 families

3. Modify Exhibit A, Scope of Services Section 2 Scope of Work, by adding Subsection 2.10, to read:

2.10 The Contractor shall support program staff and participants by providing the following allowable expenses under MIECHV American Rescue Plan funding:

2.10.1 Service delivery.

2.10.2 Hazard pay or other staff costs.

2.10.3 Home visitor training.

2.10.4 Technology.

2.10.5 Emergency Supplies.

2.10.6 Diaper bank coordination (if not possible, barriers to coordination must be provided in writing).

2.10.7 Prepaid grocery cards.

4. Modify Exhibit A, Scope of Services Section 4 Reporting and Deliverable Requirements, Subsection 4.7, to read:

4.7 The Contractor shall submit annual reports by July 31 of each contract year, with

the first report due on July 31, 2022.

5. Modify Exhibit A, Scope of Services Section 6 Performance Measures, Subsection 6.1, to read:
  - 6.1 All measures, consider services provided within the scope of this MCH contract during State Fiscal Year 2022, July 1, 2021 – June 30, 2022. Measures may be modified to reflect updates after October 1, 2021, to reflect new Federal updates.
6. Modify Exhibit A, Scope of Services Section 6 Performance Measures, Subsection 6.1 Paragraph 6.1.2, to read:

6.1.2 Performance Measure #2

HVNH-HFA Performance Measure #2 (Retention Report)

**HFA Standard 3-4.A**

**Measure:** Increase the percent of families who remain enrolled in HFA for at least six (6) months from the baseline<sup>1</sup>.

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

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

**Denominator-** The number of families who received a first home visit during the period for:

*Quarter 4 - 7/1/2021 – 9/30/2021*

*Quarter 1 - 10/1/2021 – 12/31/2021*

*Quarter 2 - 1/1/2022 – 3/31/2022*

**Data Source:** HVNH-HFA Data Records, HFA methodology for measuring retention rates.

7. Modify Exhibit B - Amendment #1, Methods and Conditions Precedent to Payment, Section 2 to read:
  2. This Agreement is funded with:
    - 2.1 86% Federal Funds from Maternal, Infant and Early Childhood Home Visiting Grant Program as awarded on 5/18/2017, 9/15/2017, 8/26/2019, 2/4/2021, and 4/30/2021 by the Department of Health and Human Services, Health Resources and Services Administration; CDFA #93.870; FAIN #'s X1029490, X1031156, X1033595, X1039701, and X1141935.
    - 2.2 10% General Funds from Parental Assistance Funds.
    - 2.3 4% Other Funds (Governor Commission Funds).
8. Modify Exhibit B - Amendment #1, Methods and Conditions Precedent to Payment, Section 3, to read:
  3. Payment for expenses shall be on a cost reimbursement basis for allowable costs only in accordance with Exhibit B-1 Budget through Exhibit B-11 Budget – Amendment #3.
9. Add Exhibit B-10 Budget – Amendment #3 and Exhibit B-11 Budget – Amendment #3, which are attached hereto and incorporated by reference herein.



All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective upon Governor and 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

3/23/2022

Date

DocuSigned by:

Patricia M. Tilley

840FB38F58FDC8

Name: Patricia M. Tilley

Title: Director

3/17/2022

Date

Community Action Partnership of Strafford County

Betsy Andrews Parker

05195A000000000000

Name: Betsy Andrews Parker

Title: CEO

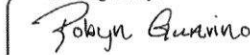
The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

3/23/2022

Date

DocuSigned by:



748734844941480

Name: Robyn Guarino

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-10, Amendment 3, SFY 2022 Budget

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

Contractor Name: Community Action Partnership of Strafford County

Project Title: Home Visiting New Hampshire - Healthy Families America

Budget Period: Date of G&amp;C to June 30, 2022 (SFY 2022)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 7,500.00	\$ -	\$ 7,500.00	\$ -	\$ -	\$ -	\$ 7,500.00	\$ -	\$ 7,500.00
2. Employee Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3. Consultants	\$ 2,640.00	\$ -	\$ 2,640.00	\$ -	\$ -	\$ -	\$ 2,640.00	\$ -	\$ 2,640.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 5,875.00	\$ -	\$ 5,875.00	\$ -	\$ -	\$ -	\$ 5,875.00	\$ -	\$ 5,875.00
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	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	\$ -	\$ 4,000.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory): indirect	\$ -	\$ 4,162.00	\$ 4,162.00	\$ -	\$ -	\$ -	\$ -	\$ 4,162.00	\$ 4,162.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 22,015.00</b>	<b>\$ 4,162.00</b>	<b>\$ 26,177.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,015.00</b>	<b>\$ 4,162.00</b>	<b>\$ 26,177.00</b>

Indirect As A Percent of Direct

18.9%

## Exhibit B-11, Amendment 3, SFY 2023 Budget

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

Contractor Name: Community Action Partnership of Strafford County

Project Title: Home Visiting New Hampshire - Healthy Families America

Budget Period: July 1, 2022 to June 30, 2023 (SFY 2023)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 17,600.00	\$ -	\$ 17,600.00	\$ -	\$ -	\$ -	\$ 17,600.00	\$ -	\$ 17,600.00
2. Employee Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 2,415.00	\$ -	\$ 2,415.00	\$ -	\$ -	\$ -	\$ 2,415.00	\$ -	\$ 2,415.00
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	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory): indirect	\$ -	\$ 4,162.00	\$ 4,162.00	\$ -	\$ -	\$ -	\$ -	\$ 4,162.00	\$ 4,162.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 22,015.00</b>	<b>\$ 4,162.00</b>	<b>\$ 26,177.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,015.00</b>	<b>\$ 4,162.00</b>	<b>\$ 26,177.00</b>

Indirect As A Percent of Direct

18.9%

# State of New Hampshire

## Department of State

### CERTIFICATE

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

Business ID: 65583

Certificate Number: 0005337935



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 cursive script, appearing to read "William M. Gardner".

William M. Gardner  
Secretary of State

### CERTIFICATE OF AUTHORITY

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

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

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on October 20, 2021, at which a quorum of the Directors/shareholders were present and voting.  
(Date)

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

is duly authorized on behalf of Community Action Partnership of Strafford County to enter into contracts or agreements with the State

(Name of Corporation/ LLC)

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

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

Dated: 3/10/22



Signature of Elected Officer

Name: Alison Dorow

Title: Board Secretary





# CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)  
03/07/2022

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).

<b>PRODUCER</b> CGI Insurance, Inc. 5 Dartmouth Drive Auburn NH 03032		<b>CONTACT NAME:</b> Teri Davis <b>PHONE (A/C, No, Ext):</b> (866) 841-4600 <b>FAX (A/C, No):</b> (866) 574-2443 <b>E-MAIL ADDRESS:</b> TDavis@CGIBusinessInsurance.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Hanover Insurance Company	
		<b>INSURER B:</b> Eastern Alliance	
		<b>INSURER C:</b> Philadelphia Indemnity	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** 21-22 Master **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL 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 <input checked="" type="checkbox"/> Abuse & Molestation Liab \$1M GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			ZHVA192135	07/01/2021	07/01/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ Included Professional Liability \$ 1,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			AWVA156930	07/01/2021	07/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical Payments \$ 5,000
A	<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 \$ 0			UHVA192136	07/01/2021	07/01/2022	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	03-0000113794-04	07/01/2021	07/01/2022	<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
C	Directors & Officers EPLI and Crime Included			PSD1638786	07/01/2021	07/01/2022	Per Occurrence \$3,000,000 Aggregate Limit \$6,000,000 Employee Dishonesty 1,000,000

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

Workers Comp 3A State: NH

<b>CERTIFICATE HOLDER</b> State of NH, DHHS 129 Pleasant St Concord NH 03301-3857		<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--	--

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## MISSION

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



## VISION

Working to eliminate poverty in  
Strafford County

## Financial Statements

### **RETIREMENT PLAN OF COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY**

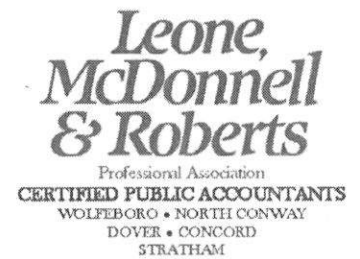
### **FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019 AND INDEPENDENT AUDITORS' REPORT**

**RETIREMENT PLAN OF COMMUNITY ACTION  
PARTNERSHIP OF STRAFFORD COUNTY**

**FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019**

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Statements of Changes in Net Assets Available for Benefits	4
Notes to Financial Statements	5 -13
Supplemental Schedule of Assets (Held at End of Year)	14



To the Trustee of  
Retirement Plan of Community Action Partnership of Strafford County  
Dover, New Hampshire

## **INDEPENDENT AUDITORS' REPORT**

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

We were engaged to audit the accompanying financial statements of Retirement Plan of Community Action Partnership of Strafford County (the Plan), which comprise the statements of net assets available for benefits as of December 31, 2020 and 2019, and the related statements of changes in net assets available for benefits for the years then ended, and the related notes to the financial statements.

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

Plan 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 conducting the audit in accordance with auditing standards generally accepted in the United States of America. Because of the matters described in the Basis for Disclaimer of Opinion paragraphs, however, we were not able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion.

### **Basis for Disclaimer of Opinion**

As permitted by 29 CFR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974, the Plan Administrator instructed us not to perform, and we did not perform, any auditing procedures with respect to the information summarized in **Note 5**, which was certified by American United Life Insurance Company, the custodian of the Plan, except for comparing the information with the related information included in the financial statements. We have been informed by the Plan Administrator that the custodian holds the Plan's investment assets and executes investment transactions. The Plan Administrator has obtained a certification from the custodian as of and for the years ended December 31, 2020 and 2019, that the information provided to the Plan Administrator by the custodian is complete and accurate.

As described in **Note 2**, the Plan has not maintained sufficient accounting records and supporting documents relating to certain custodial accounts issued to current and former employees prior to January 1, 2009. Accordingly, we were unable to apply auditing procedures sufficient to determine the extent to which the financial statements may have been affected by these conditions.

### **Disclaimer of Opinion**

Because of the significance of the matters described in the Basis for Disclaimer of Opinion paragraphs, we have not been able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion. Accordingly, we do not express an opinion on these financial statements.

### **Other Matter**

The supplemental schedules of assets (held at end of year) as of December 31, 2020, is required by the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974 and are presented for the purpose of additional analysis and are not a required part of the financial statements. Because of the significance of the matters described in the Basis for Disclaimer of Opinion paragraphs, we do not express an opinion on the supplemental schedule referred to above.

### **Report on Form and Content in Compliance with DOL Rules and Regulations**

The form and content of the information included in the financial statements and supplemental schedule, other than that derived from the information certified by the custodian, have been audited by us in accordance with auditing standards generally accepted in the United States of America and, in our opinion, are presented in compliance with the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974.

*Leone McDonnell & Roberts*  
*Professional Association*

October 15, 2021  
Dover, New Hampshire



**RETIREMENT PLAN OF COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY**

**STATEMENTS OF NET ASSETS AVAILABLE FOR BENEFITS  
DECEMBER 31, 2020 AND 2019**

	<b><u>2020</u></b>	<b><u>2019</u></b>
<b>ASSETS</b>		
Investments at fair value	\$ 1,169,599	\$ 1,031,012
Investments at contract value	218,062	208,029
Notes receivable from participants	<u>8,072</u>	<u>13,061</u>
Total assets	<u>1,395,733</u>	<u>1,252,102</u>
<b>NET ASSETS AVAILABLE FOR BENEFITS</b>	<b><u>\$ 1,395,733</u></b>	<b><u>\$ 1,252,102</u></b>

See Notes to Financial Statements

**RETIREMENT PLAN OF COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY****STATEMENTS OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS**  
**FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019**

	<u>2020</u>	<u>2019</u>
<b>ADDITIONS TO NET ASSETS ATTRIBUTED TO:</b>		
Investment income:		
Net appreciation in fair value of investments	\$ 167,042	\$ 188,434
Interest income	<u>2,629</u>	<u>3,981</u>
Total investment income	<u>169,671</u>	<u>192,415</u>
Contributions:		
Participants	97,039	100,959
Employer	23,016	22,882
Rollovers	<u>-</u>	<u>2,902</u>
Total contributions	<u>120,055</u>	<u>126,743</u>
Total additions to net assets	<u>289,726</u>	<u>319,158</u>
<b>DEDUCTIONS FROM NET ASSETS ATTRIBUTED TO:</b>		
Distributions	139,236	121,481
Deemed distributions	3,055	1,804
Administrative expenses	<u>3,804</u>	<u>4,228</u>
Total deductions from net assets	<u>146,095</u>	<u>127,513</u>
<b>NET INCREASE</b>	143,631	191,645
<b>NET ASSETS AVAILABLE FOR BENEFITS, BEGINNING OF YEAR</b>	<u>1,252,102</u>	<u>1,060,457</u>
<b>NET ASSETS AVAILABLE FOR BENEFITS, END OF YEAR</b>	<u>\$ 1,395,733</u>	<u>\$ 1,252,102</u>

See Notes to Financial Statements

**RETIREMENT PLAN OF COMMUNITY ACTION  
PARTNERSHIP OF STRAFFORD COUNTY**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019**

**NOTE 1. DESCRIPTION OF PLAN**

The following description of the Retirement Plan of Community Action Partnership of Strafford County ("the Plan") provides only general information. Participants should refer to the Plan adoption agreement for a more complete description of the Plan's provisions.

General

The Plan, which became effective January 1, 1995, is a defined contribution plan covering all eligible employees of Community Action Partnership of Strafford County ("the Company"). The Plan is subject to the provisions of the Employee Retirement Income Security Act of 1974 (ERISA). The Trustee oversees the governance of the Plan, the appropriateness of the Plan's investment offerings and monitors the Plan's investment performance.

Contributions

Each year, participants may contribute 100% of pretax or after-tax annual compensation up to the maximum annual limit provided by the Internal Revenue Service, as defined in the Plan. Participants who have attained the age of 50 before the end of the Plan year are eligible to make catch-up contributions. Participants may also contribute amounts representing distributions from other qualified plans. The Plan features an auto enrollment feature mandating a minimum of 1% employee contribution; however, employees reserve the right to decline the auto enrollment. The Plan also provides an employer discretionary contribution equal to 25% of each dollar a participant defers up to 5% of a participant's compensation. For 2020 and 2019 the Company made discretionary contributions of \$23,016 and \$22,882, respectively to the Plan. Contributions are subject to certain additional limitations.

Participant Accounts

Each participant's account is credited with the participant's contribution and, when applicable, allocations of (a) the Company's contributions and, (b) Plan earnings (losses) and is charged with an allocation of administrative expenses, depending on the participant's choice of investments. Allocations are based on participant earnings or account balances, as defined. The benefit to which a participant is entitled is the benefit that can be provided from the participant's vested account.

**RETIREMENT PLAN OF COMMUNITY ACTION  
PARTNERSHIP OF STRAFFORD COUNTY**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019**

**NOTE 1. DESCRIPTION OF PLAN (CONTINUED)**

Vesting

Participants are immediately vested in their contributions, plus actual earnings thereon. Prior to October 1, 2012, participants were immediately vested in employer contributions, plus actual earnings thereon. Subsequent to that date, all new hires vest in the employer contributions, plus earnings after three years of credited service, as defined in the Plan, or upon death, or disability.

Forfeited Accounts

Forfeited balances of terminated participants' non-vested accounts may be used to offset plan expenses or employer contributions. For the year ended December 31, 2020 and 2019 there was \$21 and \$0, respectively, in the forfeiture account. For the year ended December 31, 2020 and 2019, \$1,242 and \$942 in forfeitures were used to reduce employer matching contributions.

Investment Options

Upon enrollment in the Plan, a participant may direct contributions in whole unit increments in a variety of mutual funds and interest-bearing accounts. Participants may change their investment options and make transfers between investments at any time via an automated request. All investments of the Plan are self-directed.

Notes Receivable from Participants

A participant may borrow from his or her 403(b) account for any purpose. The maximum loan is 50% of a participant's vested account balance up to \$50,000. The loans are secured by the remaining balance in the participant's account. Principal and interest are paid ratably through payroll deductions over the allowed terms as provided by the Plan.

Payment of Benefits

On termination of service due to death, disability, termination, or retirement, a participant may elect to receive either a lump sum amount, a direct transfer to another qualified retirement account, or a combination of the two, equal to the participant's vested interest in his or her account; or periodic installments over a designated period. For termination of service due to other reasons, a participant may receive the value of the vested interest in their account as a lump sum distribution or through installments.

**RETIREMENT PLAN OF COMMUNITY ACTION  
PARTNERSHIP OF STRAFFORD COUNTY**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019**

**NOTE 1. DESCRIPTION OF PLAN (CONTINUED)**

Participants with a balance of \$5,000 or greater have the right to keep their retirement account in the Plan or elect to have the benefits paid in a lump sum, through installment payments or by purchase of an annuity. Participants with a balance of less than \$5,000 but greater than \$1,000 have the option to transfer their funds to an IRA without penalty or receive a lump sum payment. All others with a balance of less than \$1,000 receive a lump sum payment.

In-Service Withdrawal

A participant is permitted to take a distribution while being an active participant in the Plan at the age of 59 and a half. Such a distribution will not be subject to a 10% excise tax but may be subject to income taxes.

Hardship Withdrawal

A participant may take a distribution from the Plan if a heavy financial burden can be demonstrated to the Plan Trustee. The Trustee shall grant a hardship withdrawal only if it is determined the withdrawal is necessary to meet an immediate and heavy financial need of the participant, as defined by the Plan. Hardship withdrawals may only be taken from fully vested pre-tax accounts and maybe subject to a 10% excise tax and income taxes.

**NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Basis of Accounting

The financial statements of the Plan are prepared under the accrual method of accounting in accordance with accounting principles generally accepted in the United States of America.

Plan Records

The Plan may have excluded from the accompanying statements of net assets available for benefits certain annuity and custodial accounts issued to former and current employees prior to 2009. As permitted by the Department of Labor's Field Assistance Bulletin No. 2009-02, Annual Reporting Requirements 403(b) Plans, the investment income and distributions related to such accounts may also be excluded from the accompanying statements of changes in net assets available for benefits. Under accounting principles generally accepted in the United States of America, these accounts and related income and distributions should be included in the accompanying financial statements. The amount of these excluded annuity and custodial accounts and the related income and distributions are not determinable.

**RETIREMENT PLAN OF COMMUNITY ACTION  
PARTNERSHIP OF STRAFFORD COUNTY**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019**

**NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America 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 additions and deductions to net assets during the reporting period. Actual results could differ from those estimates. See **Note 3** for discussion of fair value measurements.

Notes Receivable from Participants

Notes receivable from participants are measured at their unpaid principal balance plus any accrued but unpaid interest. Related fees are recorded as administrative expenses and are expensed when incurred. No allowance for credit losses has been recorded as of December 31, 2020 and 2019. If a participant ceases to make loan repayments and the Plan Administrator deems the participant loan to be in default, the participant loan balance is reduced and a benefit payment is recorded.

Payment of Benefits

Benefits are recorded when paid.

Investment Valuation and Income Recognition

Investments are reported at fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The Plan's investment committee determines the Plan's valuation policies utilizing information provided by the custodian. See **Note 3** for discussion of fair value of investments.

Purchases and sales of securities are recorded on a trade-date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend date. Net appreciation (depreciation) includes the Plan's gains and losses on the investments bought and sold, as well as, held during the year.

Risks and Uncertainties

The Plan invests in a variety of investment funds. Investments in general are exposed to various risks, such as interest rate, credit, and overall volatility risk. Due to the level of risk associated with certain investments, 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 participants' account balances and amounts reported in the statements of net assets available for benefits.



**RETIREMENT PLAN OF COMMUNITY ACTION  
PARTNERSHIP OF STRAFFORD COUNTY**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019**

**NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Other Events

The impact of the novel coronavirus ("COVID-19") and measures to prevent its spread had significant impacts on the markets in which the Plan invests. Through the date of this report the significance of the impact of these disruptions, including the extent of their adverse impact on the Plan's financial results, will be dictated by the length of time that such disruptions continue. The Plan Trustee is unable to estimate the total impact COVID-19 will have on the Plan, nor can the Trustee determine the length of impact. Accordingly, the statements of net assets, and changes in net assets have not been adjusted for this impact.

**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).

The three levels of the fair value hierarchy under FASB ASC 820 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 Plan has the ability to access.  |
| Level 2 | Inputs to the valuation methodology include: <ul style="list-style-type: none"><li>• quoted prices for similar assets or liabilities in active markets;</li><li>• quoted prices for identical or similar assets or liabilities in inactive markets;</li><li>• inputs other than quoted prices that are observable for the asset or liability; and,</li><li>• inputs that are derived principally from or corroborated by observable market data by correlation or other means.</li></ul> |

**RETIREMENT PLAN OF COMMUNITY ACTION  
PARTNERSHIP OF STRAFFORD COUNTY**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019**

**NOTE 3. FAIR VALUE MEASUREMENTS (CONTINUED)**

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 to the valuation methodology are unobservable and significant to the fair value measurement.

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 December 31, 2020 and 2019.

*Mutual Funds:* Valued at the daily closing price as reported by the fund. Mutual funds held by the Plan are open-end mutual funds that are registered with the Securities and Exchange Commission. These funds are required to publish their daily net asset value (NAV) and to transact at that price. The mutual funds held by the Plan are deemed to be actively traded.

The following tables set forth by level, within the fair value hierarchy, the Plan's investments at fair value as of December 31:

**2020**

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Mutual funds	<u>\$ 1,169,599</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,169,599</u>
Total investments at fair value	<u>\$ 1,169,599</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,169,599</u>

**2019**

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Mutual funds	<u>\$ 1,031,012</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,031,012</u>
Total investments at fair value	<u>\$ 1,031,012</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,031,012</u>

**RETIREMENT PLAN OF COMMUNITY ACTION  
PARTNERSHIP OF STRAFFORD COUNTY**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019**

**NOTE 4. INVESTMENTS MEASURED AT CONTRACT VALUE**

The Plan invests in a fixed account held by American United Life Insurance Company which is valued at contract value. The fund invests in investment contracts or similar investments offered by insurance companies, banks or similar financial institutions. Certain events limit the ability of the Plan to transact at contract value with the issuer. Such events include (1) amendments to the Plan document (including complete or partial Plan termination or merger with another plan), (2) changes to the Plan's prohibition on competing investment options or deletion of equity wash provisions, (3) bankruptcy of the Plan sponsor or other Plan sponsor events that cause a significant withdrawal from the Plan, or (4) failure of the Trust to qualify for exemption from federal income taxes or any required prohibited transaction exemption under ERISA. The Plan Administrator believes that the events that would limit the Plan's ability to transact at contract value with participants are not probable of occurring as of the report date. Interest on the fixed accounts for the years ended December 31, 2020 and 2019, was approximately 1.04% and 1.75%, respectively.

**NOTE 5. INFORMATION CERTIFIED BY THE PLAN'S ASSET CUSTODIAN**

The Plan Administrator has elected the method of annual reporting compliance permitted by 29 CFR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA. Accordingly, the asset custodian, American United Life Insurance Company, has certified that the following data included in the accompanying financial statements and supplemental schedule of assets (held at end of year), is complete and accurate:

- Investments, as shown in the statements of net assets available for benefits as of December 31, 2020 and 2019.
- Investment activity, as shown in the statements of changes in net assets available for benefits for the years ended December 31, 2020 and 2019.
- The schedule of assets (held at end of year) as of December 31, 2020.

The Plan's independent auditors did not perform auditing procedures with respect to this information, except for comparing such information to the related information included in the financial statements and the schedule of assets (held at end of year).

**RETIREMENT PLAN OF COMMUNITY ACTION  
PARTNERSHIP OF STRAFFORD COUNTY**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019**

**NOTE 6. ADMINISTRATIVE EXPENSES**

The Company provides certain administrative and accounting services to the Plan at no cost. The audit expense is paid directly by the Sponsor. Administrative expenses in the statements of changes in net assets available for benefits consist of loan processing fees, withdrawal fees and other investment expenses charged by the asset custodian. All other investment fees are included in the net appreciation (depreciation) in fair value of investments.

**NOTE 7. RELATED PARTY AND PARTY IN INTEREST TRANSACTIONS**

Certain Plan investments are managed by American United Life Insurance Company. American United Life Insurance Company is also the asset custodian, as defined by the Plan, and, therefore, these transactions qualify as party in interest transactions. The Third-Party administrator OneAmerica Financial Partners, Inc. performs certain administrative services for the Plan and receives compensation in exchange for these services directly from the Plan. Additionally, the Plan sponsor utilizes additional outside consulting in the assistance and operation of the Plan. In exchange for these services a fee is paid by the Plan to the consultant. The Trustee of the Plan is also a participant in the Plan.

**NOTE 8. TAX STATUS**

The Plan Administrator believes the Plan, which has adopted the OneAmerica 403(b) Prototype Plan Document, is designed and is currently being operated in compliance with the applicable requirements of the Internal Revenue Code. Therefore, the Plan Administrator believes that the Plan was qualified and the related trust was tax exempt as of the financial statement date.

Accounting principles generally accepted in the United States of America require Plan management to evaluate tax positions taken by the Plan and recognize a tax liability (or asset) if the Plan has taken an uncertain position that more likely than not would not be sustained upon examination by the Internal Revenue Service. The Plan Administrator has analyzed the tax positions taken by the Plan, and has concluded that as of December 31, 2020, there are no uncertain positions taken or expected to be taken that would require recognition of a liability (or asset) or disclosure in the financial statements. The Plan is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress.

**RETIREMENT PLAN OF COMMUNITY ACTION  
PARTNERSHIP OF STRAFFORD COUNTY**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019**

**NOTE 9. PLAN TERMINATION**

Although it has not expressed any intent to do so, the Company has the right under the Plan to discontinue its contributions at any time and to terminate the Plan subject to the provisions of ERISA, the Internal Revenue Code governing termination of employee benefit plans, and with a 60-day written notification to the Plan Trustee. In the event of plan termination, participants will become 100% vested in their accounts.

**NOTE 10. SUBSEQUENT EVENTS**

The Plan has evaluated subsequent events through October 15, 2021 the date the financial statements were available for be issued.

**RETIREMENT PLAN OF COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY****SCHEDULE OF ASSETS (HELD AT END OF YEAR)  
DECEMBER 31, 2020**

Form 5500: Schedule H, Part IV, Line 4i - Schedule of Assets (Held At End of Year)  
 Employer Identification Number: 02-0268636  
 Plan Number: 001

(a)	(b)	(c)	(d)	(e)
	Identity of issue, borrower, lessor or similar party	Description of investment including maturity date, rate of interest, collateral, par or maturity value	Cost	Current Value
*	American United Life Insurance Company	American United Life Insurance Company Fixed Account	n/a	\$ 218,062
*	American United Life Insurance Company	American Funds Balanced	n/a	216,046
*	American United Life Insurance Company	T. Rowe Price Retirement 2035	n/a	206,035
*	American United Life Insurance Company	T. Rowe Price Retirement 2030	n/a	179,411
*	American United Life Insurance Company	T. Rowe Price Growth Stock	n/a	129,805
*	American United Life Insurance Company	T. Rowe Price Retirement 2040	n/a	90,064
*	American United Life Insurance Company	AB Small Cap Growth	n/a	62,622
*	American United Life Insurance Company	Thornburg LTD Term Income	n/a	53,857
*	American United Life Insurance Company	T. Rowe Price Retirement 2055	n/a	33,465
*	American United Life Insurance Company	T. Rowe Price Retire 2025	n/a	29,795
*	American United Life Insurance Company	T. Rowe Price Retirement 2045	n/a	28,758
*	American United Life Insurance Company	Columbia Select Large Cap Value	n/a	28,154
*	American United Life Insurance Company	T. Rowe Price Retirement 2050	n/a	25,546
*	American United Life Insurance Company	American Century Small Cap Value A	n/a	21,247
*	American United Life Insurance Company	Goldman Sachs US Equity Insight	n/a	14,589
*	American United Life Insurance Company	American Century Mid Cap Value	n/a	10,063
*	American United Life Insurance Company	Pioneer Select Mid Cap Growth	n/a	9,143
*	American United Life Insurance Company	T. Rowe Price Retire 2060	n/a	7,877
*	American United Life Insurance Company	Prudential Total Return Bond	n/a	5,399
*	American United Life Insurance Company	American Funds Europacific	n/a	4,021
*	American United Life Insurance Company	T. Rowe Price Retire Balance R	n/a	4,003
*	American United Life Insurance Company	Prudential High Yield	n/a	2,937
*	American United Life Insurance Company	Pax Global Environmental Markets	n/a	2,731
*	American United Life Insurance Company	T. Rowe Price Retire 2020	n/a	1,595
*	American United Life Insurance Company	Oppenheimer Developing Markets	n/a	1,566
*	American United Life Insurance Company	Oppenheimer Main Street Mid Cap	n/a	870
	Participant loans	Interest rates of 4.25%, with the loans maturing from October 2021 to August 2023. The loans are secured by individual accounts.	-0-	\$ 8,072

\* Represents a party in interest

See Independent Auditors' Report





## 2022 Board of Directors

Alan Brown, Chair  
Terry Jarvis, Vice Chair  
Jean Miccolo, Treasurer  
Alison Dorow, Secretary  
Hope Morrow Flynn  
Petros Lazos  
Thomas Levasseur  
Don Chick  
Petros Lazos  
Alli Morris  
Cindy Brown  
Jason Thomas  
Maureen Staples  
Tori Bird  
Kathleen Sarles  
Mark Brave  
Leah Crouser  
Nicki Gearwar  
Andrew Swanberry

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Community Action Partnership of Strafford County  
Administrative & Weatherization Office, 642 Central Avenue, Dover, NH 603-435-2500  
Mailing address: P.O. Box 160, Dover, NH 03821-0160

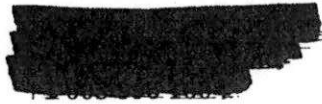
**Outreach Offices:**

61 Locust Street, Dover 603-460-4237  
527 Main Street, Farmington 603-460-4313

**Head Start Centers:**

62A Whittier Street, Dover 603-285-9460  
120 Main Street, Farmington 603-755-2883  
55 Industrial Drive, Milton 603-652-0990  
150 Wakefield Street, Rochester 603-285-9461  
184 Maple St. Ext., Somersworth 603-817-5458

Jessica Fisher



Authorized to work in the US for any employer

## Work Experience

### **Healthy Families America Home Visitor**

Community Action Partnership of Strafford County - Rochester, NH

October 2021 to Present

I help children ages 0-3 and parents by:

- Providing information regarding child development and milestones.
- Working on activities to enhance and grow parent-child relationships.
- Helping to advocate for the family and refer family to needed resources
- Planning with colleagues, supervisor, and other members of the team to find out what the best course would be for the family.
- Adapting goals to changes in situations and needs
- Working through resistance with clients through building engagement and alignment
- Assessing homes for safety and helping family implement plans to improve safety in the homes
- Entering case recordings into ETOS as well as other assessments (ASQs) done with clients
- Working with other key players to help benefit the youth and family.
- Helping parents identify ways to build attachment
- Providing resources to help the family physically and psychologically
- Assessing the child for possible developmental delays and refer for early intervention services as needed.
- Self-managing my schedule and doing office work as needed
- Helping others on the team as directed and as I saw that others needed

### **Personal Banker II**

Profile Bank - Sanbornville, NH

October 2020 to October 2021

I provide customer service to our members by:

- Opening new accounts both consumer and business.
- Instant Issue Debit/ATM cards
- Personal and Commercial transactions on accounts
- Solving debit issues and helping to file error resolutions.
- Balancing the ATM
- Issuing Cashier's Checks and Money orders
- And many more transactions.

### **Foster Care Worker**

Omni Community Health - Knoxville, TN

August 2015 to November 2015

Kingston, TN

Foster Care Family Services Worker Working under Catherine Overdub

Engaged Families to identify strengths and needs.

- Teamed with Children and their Families during CFTMs, Court Hearings, and other important events in a family's life.
- Planned with colleagues, supervisor, and other members of the team to find out what the best course would be for the family
- Worked on Permanency plans and helped children and families get to permanency.
- Helped get clients to their appointments and manage their medications effectively.
- Worked with the family to have them direct the course of case management
- Adapted case management to changes in situations and needs
- Worked through resistance with clients through building engagement and alignment
- Assessed homes for safety and helped family implement plans to improve safety in the homes
- Entered case recordings into TFACTS as well as other assessments done with clients
- Worked with other key players to help benefit the youth and family
- Provided support both on the phone and in person 24/7.
- Self-managed my schedule and did office work as needed
- Helped others on the team as directed and as I saw that others needed help.
- Appeared in court and prepared documentation for court appearances.

### **Child and Youth IST Case Manager Worked in the Case Management Services Area**

Helen Ross McNabb - Maryville, TN

September 2014 to March 2015

1704 E Broadway Ave Maryville, TN 37804

09/14- 03/15 Maryville, TN

Child and Youth IST Case Manager Worked in the Case Management Services Area

Engaged Families to identify strengths and needs.

- Teamed with Children and their Families during CFTMs, FSTMs, Court Hearings, and other important events in a family's life.
- Planned with colleagues, supervisor, and other members of the team to find out what the best course would be for the family
- Implemented interventions in the form of coping skills with the family during weekly appointments.
- Helped get clients to their appointments and manage their medications effectively.
- Worked with the family to have them direct the course of case management

- Adapted case management to changes in situations and needs
- Worked through resistance with clients through building engagement and alignment
- Assessed homes for safety and helped family implement plans to improve safety in the homes
- Entered case recordings into Centricity as well as other assessments done with clients
- Worked with other key players to help benefit the youth and family
- Provided support both on the phone and in person during working hours.
- Self-managed my schedule and did office work as needed
- Helped others on the team as directed and as I saw that others needed help.

### **Family Intervention Specialist, Intercept In-Home Counseling Working in Knoxville Office**

Youth Villages - Knoxville, TN  
May 2013 to September 2014

9111 Cross Park Dr E475 Knoxville, TN 37923

05/13-09/14 Knoxville, TN

Family Intervention Specialist, Intercept In-Home Counseling Working in Knoxville Office

Engaged Families to identify strengths and needs.

- Teamed with Families during CFTMs, FSTMs, Court Hearings, and other important events in a family's life.
- Planned with colleagues, supervisor, and other members of the team to find out what the best course would be for the family
- Implemented interventions with the family during the three in home sessions done weekly.
- Worked with the family to have them direct the course of treatment
- Adapted treatment to changes in situations and needs
- Worked through resistance with clients through building engagement and alignment
- Assessed homes for safety and helped family implement plans to improve safety in the homes
- Entered case recordings into Evolv as well as other assessments done with the family
- Worked with other key players to help benefit the youth and family
- Provided support both on the phone and in person 24 hours a day during the week and on call weekends.
- Self-managed my schedule and did office work as needed

### **Cottage Lead Houseparent Girls' Intake Cottage Worked under Peggy Grover (865)**

Smoky Mountain Children's Home - Sevierville, TN  
April 2011 to August 2012

429 McCarn Circle Sevierville, TN 37862

04/11- 08/12 Sevierville, TN

Cottage Lead Houseparent Girls' Intake Cottage Worked under Peggy Grover (865) 438-7715

- Worked my way up from being a Relief Houseparent (4/11-7/11) to a Shift Lead (7/11-12/11) and then to a Cottage Lead (12/11-08/12) within a year's time span.
- Provided care for children ages 6-18 by: teaching life skills, helping the children maintain a household, counseling children through personal crisis and life events, supporting the children when they have problems with family or school, providing transportation to and from appointments, involving the children in therapeutic crafts, and other forms of care.
- Managed the milieu and helped counsel staff and residents through crisis
- Trained new staff on how to relate to the children and how to do their work to the best of their ability

- Dispensed medications for the children and helped them learn what medications they are taking and why
- Maintained Behavior Logs and other paper work that are critical to the running of the milieu
- Managed a staff of 7 workers.
- Managed resident allowances and cottage petty cash.
- Budgeted, shopped for, and made sure to follow nutrition guidelines for groceries for residents on the cottage.
- Helped residents transition from the intake cottage to "step-down" cottages, foster homes, or back to their biological family.

## Education

### **Masters of Art in Human Services**

Liberty University

August 2010 to January 2013

### **Bachelors of Art in Philosophy and Religion**

Berea College - Berea, KY

August 2005 to May 2009

## Skills

- Behavioral Health
- Social Work
- Case Management
- Banking
- Financial Services
- Budgeting
- Management
- Experience with Children
- Early Intervention
- Microsoft Office
- Microsoft Word

## Certifications and Licenses

### **Behavioral Health Professional**

Present

### **CPR Child and Infant**

December 2021 to December 2023

### **Post-Partum Doula**

December 2021 to Present

I am certified as a Post-Partum Doula through Cornerstone Birthwork Trainings.

### Additional Information

Gaps in listed employment are due to non-relevant job experience. This work mostly included customer service and retail related work. I worked in these industries due to wishing to take a short break from the Human Services field. I do miss working with Children and Families in the Human Services field and wish to return to work of that nature. I wish to find an organization to stay in for a long time.



# SARA WHITE

## PROFESSIONAL SUMMARY

Fervent, compassionate HFA Home Visitor with 11 years of success in collaborating with families to utilize program resources to become stronger and more effective units. Proficient in supporting parents in making key decisions and adopting a proactive approach to their children's developmental and educational needs. Equipped with a Bachelors in Psychology and a Minor in Sociology and extensive knowledge of family services, to positively impact the HFA program and offer participants with expert support and meaningful relationships. Seeking position of Healthy Families America Supervisor to demonstrate leadership and identify ways to improve service implementation, outcomes and compliance of HFA standards to provide families with safe, professional and comprehensive personalized assistance.

## SKILLS

- Interdisciplinary Collaboration
- Progress Evaluations
- Written and Verbal Communication
- Skilled Community-Based Case Manager
- Special Needs Education
- Organization and Time Management
- Manage Family Dynamics
- Flexible and Adaptable
- Procedure Compliance
- Identify Community Resources
- Collaboration and Teamwork

## WORK HISTORY

**HFA Home Visitor** / Community Action Partnership Of Strafford County - Dover, NH / 01.2021 - Current

Ensure children receive nurturing care and support from their families by partnering with parents to strengthen their child development and safety knowledge.

- Provided information on developmental milestones to coach families on incorporating modeled interventions into children's

daily routines.

- Created and managed weekly personal schedule to accommodate visits with families, initial evaluations and documentation.
- Completed home required number of home visits to align with HFA standards and program guidelines.
- Built solid and trusting rapport with children and families, fostering trust and communication to meet family's needs.
- Documented data and completed accurate updates to case records.
- Provided community resources and education to families to increase knowledge and advocacy skills.
- Carried and managed a complete caseload of 12-13 families, per HFA standards.

**Transition Resource Coordinator** / Lakes Region Community Services - Laconia, NH / 05.2016 - 03.2020

- Managed support services and fostered communication among social workers, DHHS, insurance companies, family service agencies, hospital staff and family members to advocate for developmentally disabled teenagers.
- Collaborated with DHHS and Medicaid resource providers to ensure individuals and families had access to community services, financial assistance, applicable supports and completed referrals.
- Research and analyze individual and community needs to determine program direction, treatment plans and goals.
- Visit individuals in homes, schools and attend group meetings to provide information on agency services, community services and supports.
- Built solid and trusting rapport with caseload of 50 children and their families, fostering trust, empathetic relationships and communication to meet case needs.
- Attend students IEP and school meetings to advocate for individuals and families to assist with special education planning.

**Community Integration Case Manager** / Maine Behavioral Healthcare - Springvale, ME / 11.2010 - 11.2015

Provided comprehensive community based case management services to caseload of 35 adults with mental illness.

- Developed and implemented treatment plans based on clinical experience and knowledge of disorder and treatment needs and modified when needed with numerous versions of computer software.
- Trained in substance abuse and co-occurring disorders.
- Completed and maintained confidential paperwork, including client diagnostic records, treatment plans and progress notes.
- Identified variety of innovative referrals including educational, medical and other treatment strategies to promote client self-sufficiency.

## EDUCATION

University of Maine At Farmington - Farmington, ME / 05.2007

**Bachelor of Arts:** Psychology

- Minored in Sociology

## TRAININGS

- MHRT-C; Mental Health Rehabilitation Technician, Level C
- Trauma Informed Care Certificate
- Psychopharmacology professional training
- Tobacco Treatment in the Clinical Setting training
- Healthy Families America training
- Parents as Teachers

## DANIELLE E. BAH

## EDUCATION

B.S | May 2015 | Coastal Carolina University

Degree: Public Health

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## SKILLS

- Interpersonal Communication
- Networking
- Program Analysis
- Relationship Building
- French Language
- Cross-Cultural Sensitivity
- Task Management
- Public Relations
- Advocacy
- Mentoring & Coaching

## CERTIFICATIONS

- Licensed Nursing Assistant (LNA)
- Logic Model Certification
- Certified Yoga Instructor
- Peace Corps Stomp Out Malaria Training

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## WORK EXPERIENCE

### Intake Specialist & Family Support Specialist | Waypoint | October 2019- Present

- Conducted initial needs assessments with clients identifying service eligibility and family needs
- Collected family & individual demographic information for families enrolling in services
- Initiated outreach to referral sources facilitating care coordination and networking
- Fostered strength-based, positive, trusting relationships with families ensuring a safe space for client intervention
- Entered client data using: Apricot, Quickbase, NH MMIS Healthcare Portal
- Utilized motivational interviewing during home visits; assessing needs, identifying existing strengths & supports, and encouraging self-efficacy
- Facilitated client led goal, treatment planning, intervention, resource and referral based on need and desired family function
- Maintained a case load of 10-22 clients working with families with children 0-18 years of age

### Health Extension Volunteer | Peace Corps Guinea | February 2017- January 2019

- Implemented series of door-to-door mosquito net distributions and conducted malaria education outreach within a village setting to over 100 families
- Initiated maternal health education and counseling programs with 40 women, two groups of 20 women each
- Counseled community members on the symptoms, dangers, prevention and treatment of malaria
- Facilitated pre-natal consultations and assisted with maternal health counseling
- Worked with Community Health Agents and Doctors to distribute Polio vaccines and Malaria prevention medication and education during annual country-wide distribution campaigns
- Initiated door-to-door community wide malaria prevention, symptoms, and treatment education outreach to a community consisting of over 1,200 residents on the village level
- Increased the capacity of trained community members on the topics of malaria and women's rights
- Completed: Stomp Out Malaria two week training (Senegal), Malaria Boot-camp (Guinea), and Let Girls Learn Conference (Guinea)

### Behavioral Interventionist & Intake Coordinator | Community Bridges | May 2015- October 2015

- Implemented child behavioral intervention using a variety of behavioral tools, toys, and practices based upon IFSP
- Met monthly with specialists and family members to review child progression
- Responsible for seeking out and educating families about the non-profit organization, Community Bridges, and how program works
- Conducted intake reports and collected qualitative data about family/child medical history and status
- Communicated all family and child intake information collected to behavior team members

Contacts:

Nicole Walker  
Business Office Administrative Assistant: Waypoint  
Email: [walkern@waypointnh.org](mailto:walkern@waypointnh.org)  
Phone: 603-716-5853

Martha Bradley  
Public Health Consultant: JSI Research and Training Institute, Inc.  
Email: [Martha\\_Bradley@jsi.com](mailto:Martha_Bradley@jsi.com)  
Phone: 603-848-3264

Dr. Abdoulaye Barry  
Program Manager: Peace Corps Guinea  
Email: [abarry@peacecorps.gov](mailto:abarry@peacecorps.gov)

**Public Health & Pharmacy Intern | Dominica Rotation, West Indies| January 2015- April 2015**

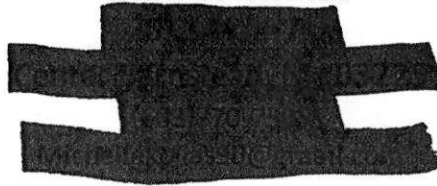
- Conducted needs assessment in rural health clinics and communities
- Created Nutritional Health Survey for future data collection tool in local rural communities
- SWOT analysis completion for program administration
- Assisted with grant funding research and writing
- Researching for Non-Profit start up logistics
- Participated in annual Community Health Fair; serving 3 Villages
- Attended discussions regarding pharmaceutical & medicinal uses of natural herbs and resources
- Networked with health representatives & officials of Barbados; including Prime Minister and MOH

**Project Officer Intern | Society for Women and Aids in Africa (S.W.A.A.S.L.)| May 2013- July 201**

- Counseled patients in clinical setting
- Advised and reviewed existed grant proposals with director
- Distributed patient medication cards
- Implemented medical supply donation services
- Educated patients about appropriate medication and product usage
- Networked and attended meetings with partner organizations



**Michelle J. Kolas**



**Objective:**

To provide outstanding leadership to an organization that aspires to contribute with excellence to the well-being of individuals, families, and the community at large.

**Education:**

- Master's Degree – Counseling Psychology- Gordon Conwell- Hamilton, MA
- Bachelor's Degree – B.S. Human Services – Lesley University Cambridge, MA
- Associate degree- A.A. Early Childhood Education- Northern Essex, Haverhill, MA

**Qualifications Summary:**

- Oversee execution of organizational or program policies
- Use agency mission as a guideline for social services delivery
- Provide strong leadership as demonstrated in work history
- Analyze financial data
- Develop budgets
- Provide staff management
- Strong communication and public speaking skills
- Conduct fund raising activities
- Maintain ongoing quality improvement of an organization
- Maintain records, reports and files
- Conduct assessments and determine organizational status
- Grant Writing ability
- Create and maintain positive community relationships
- Able to work collaboratively with other agencies
- Organized and self-motivated
- Ability to plan and execute events
- Ability to promote and maintain a positive respectful environment for staff to thrive and work to their fullest potential

**Employment History:**

**Family Services Manager – Community Action Partnership of Strafford County**

- Responsible for implementation and management of high-quality programming in all contracted state funded family support programs including Family Resource Centers, Healthy Families America, Comprehensive Family Support and Kinship Navigation
- Maintain accurate and up to date information about program policies and procedures and ensures adherence to such policies and procedures
- Manage all aspects of program budgets including reviewing monthly invoices, overseeing spending and allocation of funds. Completes budget projections as required for future programming.
- Ensure that all written and electronic records are complete and up to date with contract requirements
- Regularly observe and document the work of program staff
- Participates in grant funding proposals for all programming
- Develop and monitor work plans to achieve targeted performance measures as outlined in contracts.
- Oversee and maintain Advisory Boards for each program
- Identify training needs for staff and secure appropriate training opportunities
- Complete quarterly audit of all client files to ensure contract compliance
- Provide direct client services in crisis as needed

**Executive Director - Woodside School**

- Assessed organizational structure and functioning and made recommendations to help organization comply with non-profit standards of operation
- Worked with Child Care Director to improve childcare programs to get into compliance with their NAEYC accreditation
- Worked with School Age/ Summer Camp Director to design and implement a successful School Age/Summer Camp Program
- Prepared and presented the organization with a balanced budget that supported the mission of the organization
- Planned and implemented a major fundraising event with community collaborators
- Developed and implemented a plan for improved staff relations with board members and management
- Provided leadership to develop a strategic plan which included development goals
- Participated in NH Center for Non-Profits Executive Director Leadership Coaching Program

- Participated in training at NH Center for Non-Profits for more effective fund-raising strategies
- Participated in NH Center for Non-Profits Roundtable Discussion groups for Executive Directors
- Worked with Board of Directors to develop a positive team centered working relationship that would contribute to the success of the organization through the intentional planning and implementing of organizational goals and objectives

**Parent Child Center Director – Riverbend Community Mental Health Center, Inc.**

- *Managed a Family Resource Center*
- *Conducted Developmental Screenings*
- *Responsible for analyzing and reporting data for community wide screening program, "Watch Me Grow"*
- *Responsible Data Collection and Management for all grants and other funding sources*
- *Evaluated Outcomes for all programming under my supervision*
- *Collaborated with other family serving agencies to plan and implement programming to meet the needs of families in Greater Concord Area*
- *Responsible for meeting program goals and managing resources within budget*
- *Represented the agency in the community by serving on team meetings and committees.*
- *Trained, supervised, and evaluated staff*
- *Provided consultations for childcare centers*
- *Served as Coordinator for Concord Connections (a community collaboration)*

**NEW HAMPSHIRE COMMUNITY TECHNICAL INSTITUTE, Manchester, NH - Adjunct Faculty (Part-Time)**

- *Supervised student teachers in practicum placements*
- *Taught Sociology and Child Development courses*
- *Taught Early Childhood Education Classes*

**HAMPSTEAD VILLAGE PRESCHOOL, Hampstead, NH - Entrepreneur, Owner and Director of Two Large Facilities**

- Managed and operated preschool, kindergarten, childcare facilities, and Summer Camp consisting of two campuses licensed for 120 children
- Trained and managed staff
- Responsible for fiscal management of business
- Developed and implemented programming that addressed the needs of children
- Responsible for compliance of all State regulations
- Maintained positive relationships *with families and community members*
- Responsible for facilities management on two properties

# Tanisha Johnson

## Director / Operations / Diversity and Inclusion

### EXECUTIVE SUMMARY

A rising operational leader and nonprofit innovator who is maximizing excellence and diversity, empowering independence, and inspiring the next generation of enterprise growth. A visionary who is rethinking what's possible and envisions changing the world not only through innovation and mentorship, but by advancing diversity, inclusion, and belonging. A driver of continuous improvement who is transforming complex obstacles into tangible solutions. Applies extraordinary acumen in pushing the boundaries of what's humanly possible.

Inclusive Excellence Operational Innovator

Team Mentor / Collaborator

Strategic and Project Management Alchemist

Trusted Nonprofit Business Partner

Transformational Diversity & Inclusion Leader

### 'AN EXCEPTIONAL DIRECTOR, WITH THE DRIVE FOR PERFECTION...'

"Tanisha is a leader who is set on making a difference within her community and building community within her organization. She understands the difference between leadership and management and knows which is appropriate at the right time – this speaks to her ability to manage the business side of the organization as effectively as the 'people' side. Tanisha will create a community in which youth are not only challenged but supported – a community in which there are high expectations, but one in which the necessary tools are provided for success – and through her personality and skill, there is no doubt that numbers of volunteers, innovative programs, and participation will increase."

- Kyle D. Warren, MA Ed., Adjunct Associate Professor Vice Dean, School of Nursing, Rutgers

### PROFESSIONAL HISTORY

2020 -  
Present

#### Child and Family Services Director

Community Action Partnership of Strafford County

- Orchestrates overall operational and fiscal budgeting, grant writing and administration, contractual management, financial analysis, strategic planning, predictive analytics, and cross-functional collaboration and leadership for 2 childcare centers, the Headstart program for Strafford County, 2 Family Resource Centers, and the Home Visiting program.
- Secured and oversees leadership for over \$4 million dollars in federal funding and grants; actively prepares and writes grant applications.
- Coaches, trains, and mentors 10 Managers, 2 Program Assistants, and staff members.
- Charters RFPs; authors and optimizes website and media; researches community needs; cross-functionally collaborates with other child and family service organizations.
- SME and spokesperson for Child and Family Services and legislative action; ensure program adherence to Head Start/Early Head Start Program Performance Standards, Child Care Licensing Regulations, and the State of NH Home Visiting program compliance.

### EDUCATION

Diversity & Inclusion in the Workplace

Cornell University

Master of Business Administration

Walden University

Bachelor of Science in Psychology

Walden University

### SKILLS

Inclusive Leadership

Program Management

Strategic Planning

Building Trust

Emotional Intelligence

Humility

Adaptability / Persuasion

Critical Thinking / Problem Solving

Conflict Resolution / Management

Strategic Capacity & Systems Innovation

Business Planning

Financial Modeling, Budgeting & Analysis

Collaborative Vision & Goal Setting

#### Exeter Area YMCA

- Spearheaded all daily operations of The Exeter Area YMCA including 114 team/department members and 7200 membership clients, including strategic planning, program management and development, fiscal short and long term planning/budgeting (\$2.5 million dollars annually), risk assessment/management, volunteer committee development, member retention and growth, and community relations and collaborations.
- Conceptualized, authored, and secured a \$10,000 dollar Tufts Healthcare grant for a new Senior Initiative.
- Pioneered the creation of a virtual community during the COVID closure; generated a membership retention rate of 70%, developed 35+ virtual programs and classes, and donated to 50+ families in need.
- Post-COVID SME for reopening; authored operational safety plan, staff training, mental health awareness, and adhered to all CDC and state guidelines.

#### 2017 - 2020 Associate Branch Director

##### Exeter Area YMCA

- Championed all daily operations of The Exeter Area YMCA including 78 team/department members and 6800 membership clients, including strategic planning, program management and development, fiscal short and long term planning/budgeting (\$2 million dollars annually), risk assessment/management, volunteer committee development, member retention and growth, community relations and collaborations, and facility maintenance.
- Ignited multiple grant funding through various community sources for programming totaling over \$60,000 dollars from 2018-2019.
- Conceptualized, developed, and implemented a full membership category and rate change along with additional wellness space renovations increasing revenue.
- Architected a 'branch-first' Annual Campaign Week for fundraising - driving \$25,000 in revenue for the Exeter Branch from 2018-2019.

#### 2015 - 2017 Early Intervention Supervisor

##### Service Access & Management

- Pioneered the daily operation of the Early Intervention Service Coordination Unit; provided case management services for children with developmental disabilities.
- Mentored staff members through leading and influencing, improving employee satisfaction and dramatically reducing turnover.
- Orchestrated all training and development for multiple staff members as well as administering all annual performance reviews; mentored high-potential employees, enabling promotions of team members
- Drove team productivity rate by 15% above the monthly standard.
- Revitalized the development of a new therapist and case manager training module on Early Learning Standards.

#### 2012 - 2015 Early Intervention Program Manager

##### Service Access & Management, Inc.

- Shaped and supported program management, strategic and fiscal planning, analysis, budgeting, and administration, for the Early Intervention Department.
- Authored and analyzed all monthly, quarterly, and annual reporting, which included maintaining compliance with state regulations for case management.
- Cut costs by 20% increasing departmental revenue; implemented a Fiscal Payment System to ensure appropriate billing through various agencies.
- Collaborated with state representatives on implementing the system within department processes and regulatory requirements.
- Coached, trained, and developed 6 management staff and 18 case managers on the utilization of a statewide database system.
- Created and implemented an Electronic Referral System for the department and providers; initiated reporting systems for federal regulatory compliance.

## SKILLS

Communication / Collaboration

Influence / Resilience / Integrity

Continual Process Improvement

Operational Assessment / Excellence

Execution & Results

Cross-Functional Team Mentorship

Data Analytics

Multitasking

Transformational Leadership/ Coaching

Social Media/Marketing

Creativity

Time Management / Multitasking

Collaborative Thought Leadership

## TECHNICAL EXPERTISE

- MS Office
- Constant Contact
- Adobe Systems
- Social Media Marketing
- Database systems
- Thin Soft

## CERTIFICATIONS

- Talk Saves Lives, Certified Teacher, AFSP
- More Than Sad: Suicide Prevention, Certified Teacher, AFSP
- Certified Spinning Instructor, Mad Dogg Athletics
- Cycle Instructor Certification, Athletics and Fitness Association (AFAA)
- Pedals for Parkinson Cycle Certification

## **VOLUNTEER EXPERIENCE**

### **Robinwood Center - Stratham, NH**

Board Member (November 2020 - present)

### **Black Lives Matter – Seacoast Chapter of NH (@blm.seacoast)**

Chairman of the Board & Co-Founder (2020 - present)

- Pioneers all events, social media, fiscal administration, and volunteer management.

### **Racial Unity Team – Exeter, NH (www.racialunityteam.com)**

Board Member (2019 - 2020)

- Expands, guides, and advances relationships among people of different racial identities; orchestrates understanding and alleviates community bias.

Racial Unity Team Program Committee Chair (January 2020 - Present)

- Conceptualize, develop, and implement monthly events.
- Shapes and supports virtual programs: 'Minneapolis and Beyond', 'Racial Equity and COVID 19', and 'Equity, Justice, and Inclusion within SAU 16'.

Racial Unity Team Project Manager for NH Humanities Grant - Topic: 'Colorism is more than Skin Deep' (March 2020 - November 2020)

- Champions and manages grant funding (\$3000+ dollars), orchestrates 4-week virtual series and optimizes all social media.

Vice-Chair (January 2021-Present)

### **Exeter AreUIn Program – Exeter, NH**

Board Member (2018 - present)

Interim Board President (April 2019 - November 2020)

- Serves as Board Member & Interim President for organization and responsible for obtaining sponsors, administrative assistance, and other duties.

### **SAU 16 Diversity Task Force – Exeter, NH**

Board Member (2019 - 2021)

## **SPEAKING ENGAGEMENTS**

- Diversity, Equity, and Inclusion within Marriage and Family Therapy, September 2021:  
<https://networks.aamft.org/newhampshire/events/event-description?CalendarEventKey=4e28f4cd-8929-439b-bdd4-a70c58335f3c&CommunityKey=67182c1e-f311-48d2-a0c3-bf3fed6aa61f&Home=%2fnewhampshire%2fevents%2fevent-description>
- Standing Up to Racism Presenter, Portsmouth, N.H., September & January 2021:  
<https://www.cityofportsmouth.com/library/news/standinguptoracism>
- Project Empathy, Fall 2021
- Creating a Racially Just Community, June 2021:  
<https://www.cityofportsmouth.com/library/racial-justice>
- Feminist in Action Series, Rights and Advocacy with UNH, April 2021
- Shared Legacies: The African-American Jewish Civil Rights Alliance, January 2021:  
[https://www.nhjewishfilmfestival.com/2021-virtual-winter-festival/Perspectives on Community Colloquium - Training on DEI, November 2020](https://www.nhjewishfilmfestival.com/2021-virtual-winter-festival/Perspectives%20on%20Community%20Colloquium-Training%20on%20DEIJ) <https://www.youtube.com/watch?v=ftlSLYAMYoM>
- Portsmouth Women's March Speaker, March 2020
- Black Heritage Trail, Black New England Conference 2020



# **CONTRACTOR NAME**

## Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Jessica Fisher	HFA Home Visitor	\$21.95	100	45,656
Sara White	HFA Home Visitor	\$21.95	100	45,656
Danielle Bah	HFA Home Visitor	\$21.95	100	45,656
Michelle Kolias	Family Services Manager	\$31.07	50	32,312.80
Tanisha Johnson	Child and Family Services Director	43.01	10	8946.08
Vacant	HFA supervisor	24.37	100	50,689.60



Lori A. Shibinette  
Commissioner

Lisa M. Morris  
Director

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

29 HAZEN DRIVE, CONCORD, NH 03301  
603-271-4501 1-800-852-3345 Ext. 4501  
Fax: 603-271-4827 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

August 25, 2020

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

**REQUESTED ACTION**

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

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

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

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

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

See attached fiscal details.

#### **EXPLANATION**

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

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

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

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

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

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

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

Source of Funds: CFDA #93.870, FAIN #X10MC33595

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

Respectfully submitted,

  
Lori A. Shibinette  
Commissioner

**FINANCIAL DETAIL ATTACHMENT SHEET**  
Home Visiting-HFA

05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, ACA HOME VISITING  
FAIN # X10MC29490 and X10MC31156 & X10MC33595  
CFDA #93.870 -100% Federal

**Community Action Belknap Merrimack Counties - Vendor #177203-B003**

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

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

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$188,512.00	\$0.00	\$188,512.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$188,512.00	\$0.00	\$188,512.00
SFY 2021	102-500731	Contracts for Program Svcs	90083203	\$47,128.00	\$192,815.00	\$239,943.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$257,087.00	\$257,087.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$0.00	\$64,272.00	\$64,272.00
		<b>Subtotal</b>		<b>\$424,162.00</b>	<b>\$614,174.00</b>	<b>\$938,326.00</b>

**Waypoint - City of Manchester - Vendor #177166-B002**

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$271,404.00	\$0.00	\$271,404.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$271,404.00	\$0.00	\$271,404.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$67,851.00	\$203,553.00	\$271,404.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$271,404.00	\$271,404.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$0.00	\$67,851.00	\$67,851.00
		<b>Subtotal</b>		<b>\$610,659.00</b>	<b>\$642,808.00</b>	<b>\$1,163,467.00</b>

**Waypoint - Hillsboro - Vendor #177166-B002**

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$278,493.00	\$0.00	\$278,493.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$278,493.00	\$0.00	\$278,493.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$69,823.00	\$198,523.00	\$268,146.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$268,146.00	\$268,146.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$0.00	\$67,036.00	\$67,036.00
		<b>Subtotal</b>		<b>\$626,809.00</b>	<b>\$633,705.00</b>	<b>\$1,160,314.00</b>

**Waypoint - Merrimack Vendor #177166-B002**

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

**Waypoint - Rockingham Vendor #177166-B002**

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$184,816.00	\$0.00	\$184,816.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$184,816.00	\$0.00	\$184,816.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$46,204.00	\$221,942.00	\$268,146.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$268,146.00	\$268,146.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$0.00	\$67,036.00	\$67,036.00
		<b>Subtotal</b>		<b>\$415,836.00</b>	<b>\$667,124.00</b>	<b>\$972,960.00</b>

## FINANCIAL DETAIL ATTACHMENT SHEET

Home Visiting-HFA

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

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

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

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

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

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

## TLC Family Resource Center - Vendor #170625-B001

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

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

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



## FINANCIAL DETAIL ATTACHMENT SHEET

Home Visiting-HFA

05-95-92-920510-3382 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: BEHAVIORAL HEALTH DIVISION  
 100% OTHER FUNDS (GOVERNOR COMMISSION FUNDS)

Community Action Belknap Merrimack Counties Vendor #177203-B003

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

Community Action Partnership of Strafford County Vendor #177200-B004

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

Waypoint-Rockingham County Vendor #177166-B002

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

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

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

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

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

## FINANCIAL DETAIL ATTACHMENT SHEET

Home Visiting-HFA

05-95-042-421010-29580000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN  
SVS, HHS: HUMAN SERVICES DIV, CHILD PROTECTION, CHILD-FAMILY SERVICES  
100% General Funds

## Waypoint- Merrimack County

Vendor #177166-B002

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

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

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

## Community Action Partnership of Strafford County

Vendor #177200-B004

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

## Community Action Belknap Merrimack Counties

Vendor #177203-B003

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

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

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

## The Family Resource Center at Gorham - Coos County

Vendor #162412-B001

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

## The Family Resource Center at Gorham - Grafton County

Vendor #162412-B001

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

## TLC Family Resource Center - Vendor #170625-B001

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

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



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

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

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

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

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

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

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



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

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

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



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

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

State of New Hampshire  
Department of Health and Human Services

Date

8/13/2020

*JS*  
Name: Lori Shibamoto  
Title: Commissioner

Community Action Partnership of Strafford County

Date

8/7/20

*PA G Pa*  
Name: Betsey Andrews Parker  
Title: CEO

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



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

**OFFICE OF THE ATTORNEY GENERAL**

08/24/20  
Date

Catherine Pinos  
Name:  
Title: Catherine Pinos, Attorney

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

**OFFICE OF THE SECRETARY OF STATE**

\_\_\_\_\_  
Date

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





New Hampshire Department of Health and Human Services  
Home Visiting Services

Exhibit A-2 Performance Measures

1. Performance Measures

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

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

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

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

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

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

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

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

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

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

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

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

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

Quarter 2 1/1/2020– 3/31/2020

Quarter 3 4/1/2020 – 6/30/2020

Quarter 4 7/1/2020 – 9/30/2020.

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

Community Action Partnership of Strafford County Exhibit A-2 Performance Measures Vendor Initials EAP



New Hampshire Department of Health and Human Services  
Home Visiting Services

Exhibit A-2 Performance Measures

Performance Measure #3

HFA Best Practice Standard 6-6.B

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

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

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

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

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

Performance Measure #4

HFA Standard 12-1.B

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

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

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

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

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

## Exhibit B-3 Budget - Amendment #2

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

Indirect As A Percent of Direct

16.9%

Contractor Initials

Date

8/7/20

## Exhibit B-5 Budget - Amendment #2

New Hampshire Department of Health and Human Services										
Contractor name: Community Action Partnership of Strafford County										
Budget Request for: Home Visiting (HFA): SS-2019-DPHS-05-HOMEV-07-A02										
Budget Period: SFY 2021 (July 1, 2020 - June 30, 2021)-General Funds										
Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share			
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total	Total
1. Total Salary/Wages	\$ 36,400.00	\$ -	\$ 36,400.00	\$ -	\$ -	\$ -	\$ 36,400.00	\$ -	\$ -	\$ 36,400.00
2. Employee Benefits	\$ 7,280.00	\$ -	\$ 7,280.00	\$ -	\$ -	\$ -	\$ 7,280.00	\$ -	\$ -	\$ 7,280.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ 100.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 1,714.00	\$ -	\$ 1,714.00	\$ -	\$ -	\$ -	\$ 1,714.00	\$ -	\$ -	\$ 1,714.00
6. Travel	\$ 1,100.00	\$ -	\$ 1,100.00	\$ -	\$ -	\$ -	\$ 1,100.00	\$ -	\$ -	\$ 1,100.00
7. Occupancy	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 1,080.00	\$ -	\$ 1,080.00	\$ -	\$ -	\$ -	\$ 1,080.00	\$ -	\$ -	\$ 1,080.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 75.00	\$ -	\$ 75.00	\$ -	\$ -	\$ -	\$ 75.00	\$ -	\$ -	\$ 75.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 50.00	\$ -	\$ 50.00	\$ -	\$ -	\$ -	\$ 50.00	\$ -	\$ -	\$ 50.00
11. Staff Education and Training	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	\$ -	\$ -	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect (16.9%)	\$ -	\$ 8,754.00	\$ 8,754.00	\$ -	\$ -	\$ -	\$ -	\$ 8,754.00	\$ 8,754.00	\$ 8,754.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 51,799.00	\$ 8,754.00	\$ 60,553.00	\$ -	\$ -	\$ -	\$ 51,799.00	\$ 8,754.00	\$ 60,553.00	\$ 60,553.00
Indirect As A Percent of Direct 16.9%										

## Exhibit B-6 Budget - Amendment #2

New Hampshire Department of Health and Human Services										
Contractor name: Community Action Partnership of Stratford County										
Budget Request for: Home Visiting (HFA): SS-2019-OPHS-05-HOMEV-07-A07										
Budget Period: 2022 (July 1, 2021 - June 30, 2022): Federal Funds										
Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share			
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total	Total
1. Total Salary/Wages	\$ 153,459.00	\$ -	\$ 153,459.00	\$ -	\$ -	\$ -	\$ 153,459.00	\$ -	\$ -	\$ 153,459.00
2. Employee Benefits	\$ 38,365.00	\$ -	\$ 38,365.00	\$ -	\$ -	\$ -	\$ 38,365.00	\$ -	\$ -	\$ 38,365.00
3. Consultants	\$ 1,170.00	\$ -	\$ 1,170.00	\$ -	\$ -	\$ -	\$ 1,170.00	\$ -	\$ -	\$ 1,170.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 510.00	\$ -	\$ 510.00	\$ -	\$ -	\$ -	\$ 510.00	\$ -	\$ -	\$ 510.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 2,087.00	\$ -	\$ 2,087.00	\$ -	\$ -	\$ -	\$ 2,087.00	\$ -	\$ -	\$ 2,087.00
6. Travel	\$ 8,080.00	\$ -	\$ 8,080.00	\$ -	\$ -	\$ -	\$ 8,080.00	\$ -	\$ -	\$ 8,080.00
7. Occupancy	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ -	\$ -	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00
Postage	\$ 150.00	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ 150.00
Subscriptions	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
Audit and Legal	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ -	\$ 250.00
Insurance	\$ 150.00	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ 150.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ 200.00
11. Staff Education and Training	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -	\$ -	\$ -	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect (16.9%)	\$ -	\$ 37,166.00	\$ 37,166.00	\$ -	\$ -	\$ -	\$ -	\$ 37,166.00	\$ -	\$ 37,166.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 219,921.00	\$ 37,166.00	\$ 257,087.00	\$ -	\$ -	\$ -	\$ 219,921.00	\$ 37,166.00	\$ -	\$ 257,087.00
Indirect As A Percent of Direct 16.9%										

## Exhibit B-7 Budget - Amendment #2

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

Indirect As A Percent of Direct

16.9%

ELP  
 8/7/20



## Exhibit B-8 Budget - Amendment #2

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

Indirect As A Percent of Direct

18.9%

Contractor Initials

Date

8/17/22

## Exhibit B-9 Budget - Amendment #2

New Hampshire Department of Health and Human Services										
Contractor name: Community Action Partnership of Stafford County										
Budget Request for: Home Visiting (HFA): SS-2019-DPHS-05-HOMEV-07-A02										
Budget Period: SFY 2023 (July 1, 2023-September 30, 2023-General Funds)										
Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share			
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total	Total
1. Total Salary/Wages	\$ 9,469.00	\$ -	\$ 9,469.00	\$ -	\$ -	\$ -	\$ 9,469.00	\$ -	\$ -	\$ 9,469.00
2. Employee Benefits	\$ 2,309.00	\$ -	\$ 2,309.00	\$ -	\$ -	\$ -	\$ 2,309.00	\$ -	\$ -	\$ 2,309.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 25.00	\$ -	\$ 25.00	\$ -	\$ -	\$ -	\$ 25.00	\$ -	\$ -	\$ 25.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 35.00	\$ -	\$ 35.00	\$ -	\$ -	\$ -	\$ 35.00	\$ -	\$ -	\$ 35.00
6. Travel	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ -	\$ 250.00
7. Occupancy	\$ 375.00	\$ -	\$ 375.00	\$ -	\$ -	\$ -	\$ 375.00	\$ -	\$ -	\$ 375.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 270.00	\$ -	\$ 270.00	\$ -	\$ -	\$ -	\$ 270.00	\$ -	\$ -	\$ 270.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 20.00	\$ -	\$ 20.00	\$ -	\$ -	\$ -	\$ 20.00	\$ -	\$ -	\$ 20.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ 200.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect (16.9%)	\$ -	\$ 2,185.00	\$ 2,185.00	\$ -	\$ -	\$ -	\$ -	\$ 2,185.00	\$ 2,185.00	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 12,953.00</b>	<b>\$ 2,185.00</b>	<b>\$ 15,138.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,953.00</b>	<b>\$ 2,185.00</b>	<b>\$ 15,138.00</b>	
Indirect As A Percent of Direct 16.9%										

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Jeffrey A. Meyers  
Commissioner

Lisa M. Morris  
Director

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

29 HAZEN DRIVE, CONCORD, NH 03301  
603-271-4501 1-800-852-3345 Ext. 4501  
Fax: 603-271-4827 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

August 27, 2019

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Public Health Services, to amend existing **sole source** agreements with four (4) of the seven (7) vendors listed (in bold) below, to provide home visiting services to expectant women and newly parenting individuals by increasing the total price limitation by \$250,000 from \$4,407,387 to \$4,657,387 with no change to the contract completion dates of September 30, 2020, effective upon Governor and Executive Council approval. 100% Other Funds.

The agreements were originally approved by the Governor and Executive Council on June 20, 2018 (Item #27E).

Vendor Name	Vendor Number	Location	Current Budget Amount	Increase/ (Decrease) Amount	Modified Budget Amount
<b>Community Action of Belknap-Merrimack Counties Inc.</b>	<b>177203-B003</b>	<b>2 Industrial Park Drive Concord, NH 03302-1016</b>	<b>\$285,941</b>	<b>\$28,115</b>	<b>\$314,056</b>
<b>Community Action Partnership of Strafford County</b>	<b>177200-B004</b>	<b>642 Central Avenue Dover, NH 03820</b>	<b>\$424,152</b>	<b>\$68,575</b>	<b>\$492,727</b>
<b>Waypoint</b>	<b>177166-B002</b>	<b>City of Manchester, Hillsborough, Merrimack and Rockingham Counties</b>	<b>\$2,220,473</b>	<b>\$88,965</b>	<b>\$2,309,438</b>
<b>The Family Resource Center at Gorham</b>	<b>162412-B001</b>	<b>Grafton and Coos County</b>	<b>\$737,613</b>	<b>\$64,345</b>	<b>\$801,958</b>
TLC Family Resource Center	170625-B001	109 Pleasant Street Claremont, NH 03743	\$234,000	\$0	\$234,000
Central New Hampshire VNA & Hospice	177244-B002	780 North Main Street, Laconia, NH 03246	\$192,978	\$0	\$192,978
VNA at HCS, Inc.	177274-B002	312 Marlboro Street Keene, NH 03431	\$312,230	\$0	\$312,230
		<b>Totals</b>	<b>\$4,407,387</b>	<b>\$250,000</b>	<b>\$4,657,387</b>

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 2 of 3

Funds to support this request are anticipated to be available in the following accounts for State Fiscal Years 2020 and 2021 upon the availability and continued appropriation of funds in the future operating budget, with authority to adjust amounts within the price limitation and adjust encumbrances between state fiscal years through the Budget Office, if needed and justified.

**05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY  
SERVICES, ACA HOME VISITING**

Fiscal Year	Class	Title	Activity Code	Current (Modified) Budget	Increased/ (Decreased) Amount	Revised Modified Budget
2019	102-500731	Contracts for Program Svcs	90083200	\$1,958,839	\$0	\$1,958,839
2020	102-500731	Contracts for Program Svcs	90083201	\$1,958,839	\$0	\$1,958,839
2021	102-500731	Contracts for Program Svcs	90083201	\$489,709	\$0	\$489,709
			<i>Subtotals:</i>	<b>\$4,407,387</b>	<b>\$0</b>	<b>\$4,407,387</b>

**05-95-92-920510-3382 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: BEHAVIORAL HEALTH DIVISION, BUREAU OF DRUG & ALCHOL SVCS, GOVERNOR  
COMMISSION FUNDS**

Fiscal Year	Class	Title	Activity Code	Current (Modified) Budget	Increased/ (Decreased) Amount	Revised Modified Budget
2019	102-500734	Contracts for Social Svcs	92058502	\$0	\$0	\$0
2020	102-500734	Contracts for Social Svcs	92058502	\$0	\$250,000	\$250,000
2021	102-500734	Contracts for Social Svcs	92058502	\$0	\$0	\$0
			<i>Subtotals:</i>	<b>\$0</b>	<b>\$250,000</b>	<b>\$250,000</b>
			<b>Totals:</b>	<b>\$4,407,387</b>	<b>\$250,000</b>	<b>\$4,657,387</b>

**EXPLANATION**

This request is **sole source** because these Contractors are the only vendors certified to provide the evidence based home visiting model "Healthy Families America" as approved by the Division of Public Health Services and federal funders. Additionally, these vendors have been providing home visiting services in their respective counties and have developed collaborative referral networks, which can provide new mothers and their families with additional assistance programs in their community. Home Visiting utilizes an approved Maternal Infant Early Childhood Home Visiting model and along with permanent partners within each community, provides an array of services to assist in family support and strengthening services to New Hampshire citizens, statewide.

The purpose of this request is to increase capacity for community outreach in identified areas of need. The additional funding for the four (4) Contractors supports the requirement set forth by the Healthy Families America model to have staff trained in Parent Survey and Community Outreach (PSCO). Contractor staff will provide increased, dedicated allocation of time on community outreach.

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

The additional funding will allow the Department to provide services to a total of 255 households in need through September 30, 2020. The Contractors have demonstrated their ability to provide these services.

The services provided in these agreements improve maternal and child health, prevent child abuse and neglect, encourage positive parenting and promote child growth and development. Home visitation programs are an effective early-intervention strategy to improve the health and well-being of children, particularly if they are embedded in comprehensive community services to families at risk, referrals and linkages to necessary services is an integral part of the Healthy Families America model.

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

These original agreements contain language in Exhibit C-1, Revisions to General Provisions that allow the Department to renew the contracts for up to two (2) additional years, subject to the continued availability of funds, satisfactory performance of services and approval from the Governor and Executive Council. The Department is not exercising renewal options at this time.

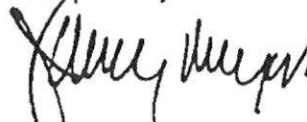
Should the Governor and Executive Council not approve this request, many of the most at risk New Hampshire families may not receive access to resources and family support and strengthening services necessary to raise children who are physically, socially and emotionally healthy, which can reduce juvenile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

Area Served: Statewide

Source of Funds: 100% Other Funds from the Governor's Commission on Alcohol and Other Drugs Fund.

In the event that other funds become no longer available, general funds will not be requested to support these agreements.

Respectfully Submitted,



Jeffrey A. Meyers  
Commissioner





Jeffrey A. Meyers  
Commissioner

Lisa M. Morris  
Director

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

29 HAZEN DRIVE, CONCORD, NH 03301  
603-271-4501 1-800-852-3345 Ext. 4501  
Fax: 603-271-4827 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

May 2, 2018

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Public Health Services, to enter into **sole source** agreements with the vendors listed below, in an amount not to exceed \$4,407,387, to provide the provision of home visiting services to expectant women and newly parenting individuals, July 1, 2018 upon Governor and Executive Council approval through September 30, 2020. 100% Federal Funds.

Vendor	Vendor Code	Address	Amount
Community Action of Belknap-Merrimack Counties Inc.	177203-B003	2 Industrial Park Drive Concord, NH 03302-1016	\$285,941
Community Action Partnership of Strafford County	177200-B004	642 Central Avenue Dover, NH 03820	\$424,152
Child and Family Services of New Hampshire	177166-B002	City of Manchester, Hillsborough, Merrimack and Rockingham Counties	\$2,220,473
The Family Resource Center at Gorham	162412-B001	Grafton and Coos County	\$737,613
TLC Family Resource Center	170625-B001	109 Pleasant Street Claremont, NH 03743	\$234,000
Central New Hampshire VNA & Hospice	177244-B002	780 North Main Street, Laconia, NH 03246	\$192,978
VNA at HCS, Inc.	177274-B002	312 Marlboro Street Keene, NH 03431	\$312,230
<b>Total:</b>			<b>\$4,407,387</b>



Her Excellency, Governor Christopher T. Sununu  
and the Honorable Executive Council  
Page 2 of 3

Funds are available in the following account in State Fiscal Years 2019 and are anticipated to be available in State Fiscal Years 2020 and 2021, upon availability and continued appropriation of funds in the future operating budget, with the ability to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified, without approval from Governor and Executive Council.

**05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY  
SERVICES, ACA HOME VISITING**

Fiscal Year	Class	Title	Activity Code	Amount
2019	102-500731	Contracts for Program Svcs	90083200	\$1,958,839
2020	102-500731	Contracts for Program Svcs	90083201	\$1,958,839
2021	102-500731	Contracts for Program Svcs	90083201	\$489,709
<b>Total:</b>				<b>\$4,407,387</b>

#### EXPLANATION

This request is **sole source** because these vendors are the only vendors certified to provide the evidence based home visiting model "Healthy Families America" as approved by the Division of Public Health Services and federal funders. Additionally, these vendors have been providing home visiting services in their respective counties and have developed collaborative referral networks, which can provide new mothers and their families with additional assistance programs available in their community. Home Visiting utilizes an approved Maternal Infant Early Childhood Home Visiting model along with permanent partners within each community providing an array of services to assist in family support and strengthening services to more New Hampshire citizens, statewide. Funds will allow the vendors to provide services to 255 households in need through September 30, 2020. The vendors have demonstrated their ability to provide these services.

The purpose of these agreements is to improve maternal and child health, prevent child abuse and neglect, encourage positive parenting and promote child growth and development. Home visitation programs can be an effective early-intervention strategy to improve the health and well-being of children, particularly if they are embedded in comprehensive community services to families at risk.

These agreements contain language in Exhibit C-1, Revisions to General Provisions that allow the Department to renew the contracts for up to two (2) additional years, subject to the continued availability of funds, satisfactory performance of services and approval from the Governor and Executive Council.

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

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

Area Served: Statewide

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

Source of Funds: 100% Federal Funds, CFDA # 93.870, US Department of Health and Human Services, Health Resources and Services Administration, FAIN #'s are: X10MC29490 (4/1/16 – 9/30/18) X10MC31156) (9/30/17 – 9/29/19).

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

Respectfully Submitted,



Lisa Morris  
Director

Approved by:



Jeffrey A. Meyers  
Commissioner

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

**State of New Hampshire  
Department of Health and Human Services  
Amendment #3**

This Amendment to the Home Visiting Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Waypoint, formerly known as Child and Family Services of New Hampshire ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 20, 2018 (Item #27E), as amended on September 18, 2019 (Item #27) and September 23, 2020, (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 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 1.8, Price Limitation, to read:

\$5,309,825

2. Modify Exhibit A, Scope of Services Section 1 Provisions Applicable to All Services, Subsection 1.5, to read:

1.5 The Contractor shall provide home visiting services as detailed in this Exhibit A, Scope of Services as follows:

Reference	Area of Service	Proposed Caseload SFY 2022 (Date of G&C approval – 6/30/2022)	Proposed Caseload SFY 2023 (7/1/22-9/30/22)
1.5.1	Hillsborough County	27 families	27 families
1.5.2	Merrimack County	19 families	19 families
1.5.3	Rockingham County	28 families	29 families
1.5.4	City of Manchester	39 families	39 families

3. Modify Exhibit A, Scope of Services Section 2 Scope of Work, Subsection 2.4 Paragraph 2.2.4, to read:

2.2.4 Ensure the twelve (12) critical elements that make up the essential components of the HFA Model are addressed in agency policies.

4. Modify Exhibit A, Scope of Services Section 2 Scope of Work, by adding Subsection 2.3, to read:

2.3 The Contractor shall review the Division of Public Health Equity Toolkit to support authentic caregiver engagement that address healthy disparities and inequities as part of their CQI work and/or service delivery.

5. Modify Exhibit A, Scope of Services Section 2 Scope of Work, by adding Subsection 2.10, to read:

2.10 The Contractor shall support program staff and participants by providing the

following allowable expenses under MIECHV American Rescue Plan funding:

- 2.10.1 Service delivery.
  - 2.10.2 Hazard pay or other staff costs.
  - 2.10.3 Home visitor training.
  - 2.10.4 Technology.
  - 2.10.5 Emergency supplies.
  - 2.10.6 Diaper bank coordination (if not possible, barriers to coordination must be provided in writing).
  - 2.10.7 Prepaid grocery cards.
6. Modify Exhibit A, Scope of Services Section 4 Reporting and Deliverable Requirements, Subsection 4.7, to read:
- 4.7 The Contractor shall submit annual reports by July 31<sup>st</sup> of each contract year, with the first report due on July 31, 2022.
7. Modify Exhibit A, Scope of Services Section 6 Performance Measures, Subsection 6.1, to read:
- 6.1 All measures, consider services provided within the scope of this MCH contract during State Fiscal year 2022, July 1, 2021 – June 30, 2022. Measures may be modified to reflect updates after October 1, 2021 to reflect new Federal updates.
8. Modify Exhibit A, Scope of Services Section 6 Performance Measures, Subsection 6.1 Paragraph 6.1.2, to read:

6.1.2 Performance Measure #2

HVNH-HFA Performance Measure #2 (Retention Report)

**HFA Standard 3-4.A**

**Measure:** Increase the percent of families who remain enrolled in HFA for at least 6 months from the baseline<sup>1</sup>.

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

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

**Denominator-** The number of families who received a first home visit during the period for:

*Quarter 4 - 7/1/2021 - 9/30/2021*

*Quarter 1 - 10/1/2021 - 12/31/2021*

*Quarter 2 - 1/1/2022 – 3/31/2022*

**Data Source:** HVNH-HFA Data Records, HFA methodology for measuring retention rates.

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

2. This Agreement is funded with:

2.1 85% Federal Funds from Maternal, Infant and Early Childhood Home Visiting Grant Program as awarded on 5/18/2017, 9/15/2017, 8/26/2019, 2/4/2021, and 4/30/2021 by the Department of Health and Human Services, Health Resources and Services Administration; CDFA #93.870; FAIN #'s X1029490, X1031156, X1033595, X1039701, and X1141935.

2.2 6% Federal Funds from COVID Health Disparity Federal Funds from Centers for

Disease Control and Prevention, grant awarded on 5/27/2021 by the US Department of Health and Human Services, CFDA #93.391, FAIN #NH75oT000031.

2.3 5% General Funds from Parental Assistance Funds.

2.4 4% Other Funds (Governor Commission Funds).

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

3. Payment for expenses shall be on a cost reimbursement basis for allowable costs only in accordance with Exhibit B-1 Budget through Exhibit B-28 Budget – Amendment #3.

11. Add Exhibit B-25 Budget – Amendment #3, Exhibit B-26 Budget – Amendment #3, Exhibit B-27 Budget – Amendment #3, and Exhibit B-28 Budget – Amendment #3, which are attached hereto and incorporated by reference herein.

All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective upon Governor and 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

3/23/2022

Date

DocuSigned by:

Patricia M. Tilley

846FB38F5BED4C8

Name: Patricia M. Tilley

Title: director

3/23/2022

Date

Waypoint

Borja Alvarez de Toledo

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Name: Borja Alvarez de Toledo

Title: president and CEO



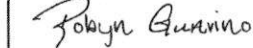
The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

3/23/2022

Date

DocuSigned by:



Name: Robyn Guarino

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-25, Amendment 3, SFY 2022 Budget

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

Contractor Name: Waypoint

Project Title: Home Visiting New Hampshire - Healthy Families America

Budget Period: Date of G&amp;C Approval to June 30, 2022 (SFY 2022)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	\$ 20,000.00
2. Employee Benefits	\$ 15,603.00	\$ -	\$ 15,603.00	\$ -	\$ -	\$ -	\$ 15,603.00	\$ -	\$ 15,603.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 43,000.00	\$ -	\$ 43,000.00	\$ -	\$ -	\$ -	\$ 43,000.00	\$ -	\$ 43,000.00
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	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect As A Percent of Direct	\$ -	\$ 20,288.00	\$ 20,288.00	\$ -	\$ -	\$ -	\$ -	\$ 20,288.00	\$ 20,288.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 83,603.00</b>	<b>\$ 20,288.00</b>	<b>\$ 103,891.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 83,603.00</b>	<b>\$ 20,288.00</b>	<b>\$ 103,891.00</b>

Indirect As A Percent of Direct 24.2%

## Exhibit B-26, Amendment 3, SFY 2023 Budget

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

Contractor Name: Waypoint

Project Title: Home Visiting New Hampshire - Healthy Families America

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

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	\$ 20,000.00
2. Employee Benefits	\$ 15,603.00	\$ -	\$ 15,603.00	\$ -	\$ -	\$ -	\$ 15,603.00	\$ -	\$ 15,603.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 43,000.00	\$ -	\$ 43,000.00	\$ -	\$ -	\$ -	\$ 43,000.00	\$ -	\$ 43,000.00
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	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect As A Percent of Direct	\$ -	\$ 20,288.00	\$ 20,288.00	\$ -	\$ -	\$ -	\$ -	\$ 20,288.00	\$ 20,288.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 83,603.00</b>	<b>\$ 20,288.00</b>	<b>\$ 103,891.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 83,603.00</b>	<b>\$ 20,288.00</b>	<b>\$ 103,891.00</b>
Indirect As A Percent of Direct		24.2%							

## Exhibit B-27, Amendment 3, SFY 2022 Budget

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

Bidder/Program Name: Waypoint (Rockingham)

Budget Request for: Home Visiting New Hampshire - Healthy Families America

Budget Period: Date of G&amp;C Approval to June 30, 2022 (SFY 2022)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 46,107.00	\$ -	\$ 46,107.00	\$ -	\$ -	\$ -	\$ 46,107.00		\$ 46,107.00
2. Employee Benefits	\$ 38,332.68	\$ -	\$ 38,332.68	\$ -	\$ -	\$ -	\$ 38,332.68		\$ 38,332.68
3. Consultants	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00		\$ 5,000.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Purchase/Depreciation	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00		\$ 5,000.00
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Educational	\$ 11,500.00	\$ -	\$ 11,500.00	\$ -	\$ -	\$ -	\$ 11,500.00		\$ 11,500.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
6. Travel	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	\$ -	\$ -	\$ 8,000.00		\$ 8,000.00
7. Occupancy	\$ 7,000.00	\$ -	\$ 7,000.00	\$ -	\$ -	\$ -	\$ 7,000.00		\$ 7,000.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Telephone	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00		\$ 2,000.00
Postage	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00		\$ 500.00
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Insurance	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00		\$ 1,500.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
10. Marketing/Communications	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00		\$ 5,000.00
11. Staff Education and Training	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ -	\$ -	\$ 6,000.00		\$ 6,000.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Dues/Accreditation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Indirect	\$ -	\$ 32,881.32	\$ 32,881.32	\$ -	\$ -	\$ -	\$ -	\$ 32,881.32	\$ 32,881.32
<b>TOTAL</b>	<b>\$ 135,939.68</b>	<b>\$ 32,881.32</b>	<b>\$ 168,821.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 135,939.68</b>	<b>\$ 32,881.32</b>	<b>\$ 168,821.00</b>

Indirect As A Percent of Direct

24.2%

## Exhibit B-28, Amendment 3, SFY 2023 Budget

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

Bidder/Program Name: Waypoint (Rockingham)

Budget Request for: Home Visiting New Hampshire - Healthy Families America

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

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 19,760.00	\$ -	\$ 19,760.00	\$ -	\$ -	\$ -	\$ 19,760.14		\$ 19,760.14
2. Employee Benefits	\$ 13,428.29	\$ -	\$ 13,428.29	\$ -	\$ -	\$ -	\$ 13,428.29		\$ 13,428.29
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Educational	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00		\$ 500.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
6. Travel	\$ 300.14	\$ -	\$ 300.14	\$ -	\$ -	\$ -	\$ 300.00		\$ 300.00
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Dues/Accreditation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Indirect	\$ -	\$ 8,216.57	\$ 8,216.57	\$ -	\$ -	\$ -	\$ -	\$ 8,216.57	\$ 8,216.57
<b>TOTAL</b>	<b>\$ 33,988.43</b>	<b>\$ 8,216.57</b>	<b>\$ 42,205.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 33,988.43</b>	<b>\$ 8,216.57</b>	<b>\$ 42,205.00</b>

Indirect As A Percent of Direct

24.2%

# State of New Hampshire

## Department of State

### CERTIFICATE

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

Business ID: **62585**

Certificate Number: **0005361581**



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 3rd day of May A.D. 2021.

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

William M. Gardner  
Secretary of State



## CERTIFICATE OF VOTE

I, KENNETH SHELDON, Board Chair, do hereby certify that:

1. I am a duly elected Officer of WAYPOINT.

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

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

**RESOLVED:** That the PRESIDENT AND CEO

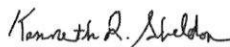
is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

BORJA ALVAREZ DE TOLEDO is the duly elected PRESIDENT/CEO of the Agency.

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.

March 17, 2022

Date



(Signature of the Elected Officer)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/18/2022

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).

<b>PRODUCER</b> FIAI/Cross Insurance 1100 Elm Street  Manchester NH 03101	<b>CONTACT NAME:</b> Andrea Nicklin <b>PHONE (A/C, No, Ext):</b> (603) 669-3218 <b>FAX (A/C, No):</b> (603) 645-4331 <b>E-MAIL ADDRESS:</b> manch.certs@crossagency.com <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td><b>INSURER A:</b> Philadelphia Indemnity Ins Co</td> <td>18058</td> </tr> <tr> <td><b>INSURER B:</b> Granite State Health Care and Human Services Self-</td> <td></td> </tr> <tr> <td><b>INSURER C:</b> Travelers Cas. &amp; Surety Co of America</td> <td>31194</td> </tr> <tr> <td><b>INSURER D:</b></td> <td></td> </tr> <tr> <td><b>INSURER E:</b></td> <td></td> </tr> <tr> <td><b>INSURER F:</b></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	<b>INSURER A:</b> Philadelphia Indemnity Ins Co	18058	<b>INSURER B:</b> Granite State Health Care and Human Services Self-		<b>INSURER C:</b> Travelers Cas. & Surety Co of America	31194	<b>INSURER D:</b>		<b>INSURER E:</b>		<b>INSURER F:</b>	
INSURER(S) AFFORDING COVERAGE	NAIC #														
<b>INSURER A:</b> Philadelphia Indemnity Ins Co	18058														
<b>INSURER B:</b> Granite State Health Care and Human Services Self-															
<b>INSURER C:</b> Travelers Cas. & Surety Co of America	31194														
<b>INSURER D:</b>															
<b>INSURER E:</b>															
<b>INSURER F:</b>															
<b>INSURED</b> Waypoint Po Box 448  Manchester NH 03105															

**COVERAGES****CERTIFICATE NUMBER:** 21-22 All, 22-23 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			PHPK2294409	07/01/2021	07/01/2022	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input checked="" type="checkbox"/> OTHER: Professional Liability						Aggregate - Prof Liab \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			PHPK2294417	07/01/2021	07/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			PHUB774835	07/01/2021	07/01/2022	EACH OCCURRENCE \$ 4,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 4,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			HCHS20220000059 (3a.) NH	01/01/2022	01/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y / N					E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	N	N/A				E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Fidelity & Forgery			105912196	04/01/2021	04/01/2024	Limit \$500,000
							Deductible \$500

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

**CERTIFICATE HOLDER****CANCELLATION**

State of NH Department of Health & Human Services 129 Pleasant Street  Concord NH 03301	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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**WAYPOINT**

Help Along the Way

*Formerly*  
CHILD AND FAMILY SERVICES

MISSION STATEMENT:

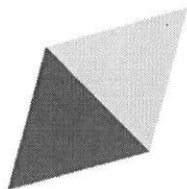
Empowering people of all ages through an array of human services and advocacy



**HEADQUARTERS**

toll free (800) 640.6486  
office (603) 518.4000  
fax (603) 668.6260

464 Chestnut Street  
PO Box 448  
Manchester, NH 03105  
[waypointnh.org](http://waypointnh.org)



# WAYPOINT

Help Along the Way

**WAYPOINT**

Consolidated Financial Statements and Supplementary Information  
For the Year Ended December 31, 2020

(With Independent Auditors' Report Thereon)

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## INDEPENDENT AUDITORS' REPORT

To the Board of Trustees  
Waypoint

### Report on the Financial Statements

We have audited the accompanying consolidated financial statements of Waypoint, which comprise the consolidated statement of financial position as of December 31, 2020, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements.

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

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

#### ***Auditors' Responsibility***

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

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

---

Merrimack, New Hampshire  
Andover, Massachusetts  
Greenfield, Massachusetts  
Ellsworth, Maine

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of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

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

#### ***Opinion***

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Waypoint as of December 31, 2020, and the changes in net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### **Report on Summarized Comparative Information**

We have previously audited Waypoint's 2019 consolidated financial statements, and we expressed an unmodified opinion on those audited consolidated financial statements in our report dated May 26, 2020. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2019 is consistent, in all material respects, with the audited consolidated financial statements from which it has been derived.

#### **Other Matters**

##### ***Other Information***

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The Consolidated Schedules of Operating Expenses for 2020 and 2019 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.

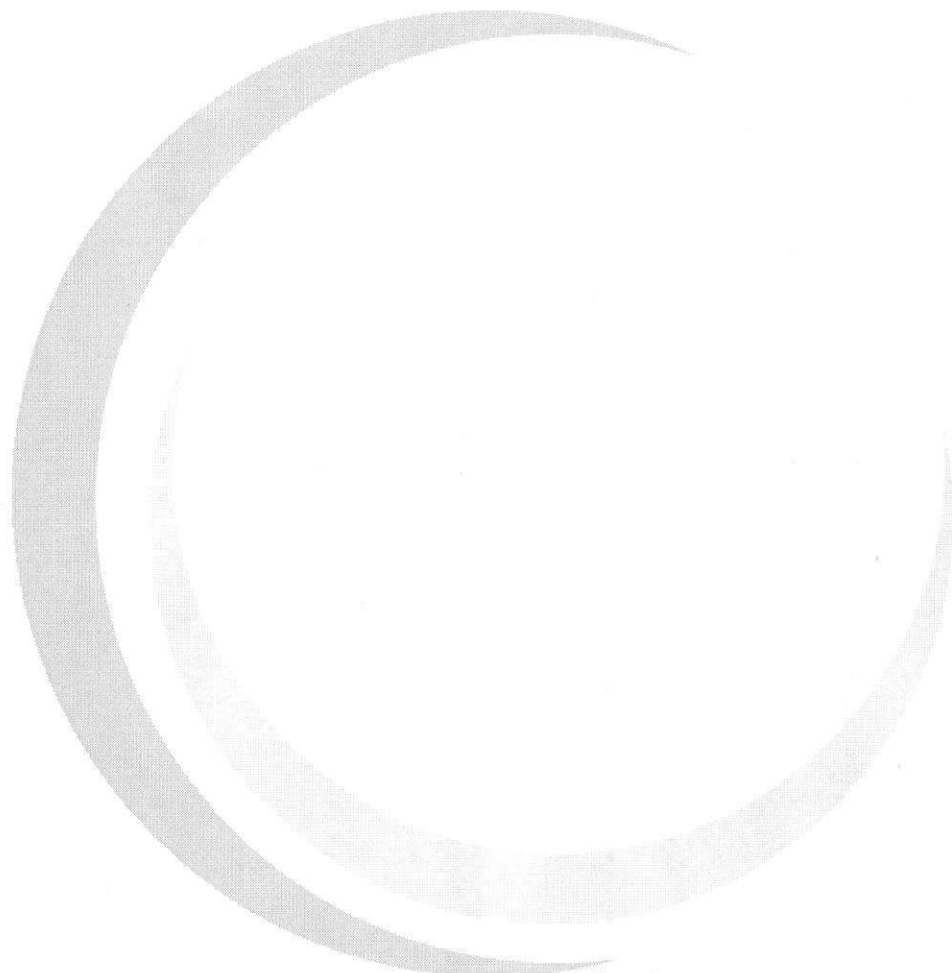
#### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated April 21, 2021 on our consideration of Waypoint's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our



testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Waypoint's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Waypoint's internal control over financial reporting and compliance.

Merrimack, New Hampshire  
April 21, 2021



## WAYPOINT

## Consolidated Statement of Financial Position

December 31, 2020  
(with comparative totals as of December 31, 2019)

	2020			
	Without Donor Restrictions	With Donor Restrictions	2020 Total	2019 Total
<b>ASSETS</b>				
Current Assets:				
Cash and cash equivalents	\$ 2,127,044	\$ 626,270	\$ 2,753,314	\$ 107,732
Restricted cash	72,111	-	72,111	69,747
Accounts receivable, net	355,608	-	355,608	582,428
Grants receivable	845,159	-	845,159	678,502
Contributions receivable	-	-	-	79,161
Prepaid expenses	177,418	-	177,418	145,979
Total Current Assets	3,577,340	626,270	4,203,610	1,663,549
Noncurrent Assets:				
Investments	18,602,732	2,729,290	21,332,022	18,887,020
Beneficial interest held in trusts	-	1,987,871	1,987,871	1,837,101
Property and equipment, net	6,437,580	-	6,437,580	6,460,382
Total Noncurrent Assets	25,040,312	4,717,161	29,757,473	27,184,503
<b>TOTAL ASSETS</b>	<b>\$ 28,617,652</b>	<b>\$ 5,343,431</b>	<b>\$ 33,961,083</b>	<b>\$ 28,848,052</b>
<b>LIABILITIES AND NET ASSETS</b>				
Current Liabilities:				
Accounts payable	\$ 238,348	\$ -	\$ 238,348	\$ 139,382
Accrued payroll and related liabilities	621,258	-	621,258	646,070
Other liabilities	64,899	-	64,899	66,628
Bonds payable	160,000	-	160,000	150,000
Refundable advance	2,088,559	-	2,088,559	-
Total Current Liabilities	3,173,064	-	3,173,064	1,002,080
Noncurrent Liabilities:				
Bonds payable, net of current portion	3,755,000	-	3,755,000	3,915,000
Deferred loans - NHHFA	1,250,000	-	1,250,000	1,250,000
Interest rate swap agreements	1,282,753	-	1,282,753	1,072,580
Refundable advance	440,750	-	440,750	-
Total Noncurrent Liabilities	6,728,503	-	6,728,503	6,237,580
Total Liabilities	9,901,567	-	9,901,567	7,239,660
Net Assets:				
Without donor restrictions	18,716,085	-	18,716,085	16,779,112
With donor restrictions	-	5,343,431	5,343,431	4,829,280
Total Net Assets	18,716,085	5,343,431	24,059,516	21,608,392
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 28,617,652</b>	<b>\$ 5,343,431</b>	<b>\$ 33,961,083</b>	<b>\$ 28,848,052</b>

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

## WAYPOINT

## Consolidated Statement of Activities

For the Year Ended December 31, 2020  
(with comparative totals for the year ended December 31, 2019)

	2020			
	Without Donor Restrictions	With Donor Restrictions	2020 Total	2019 Total
SUPPORT AND REVENUE:				
Support:				
Government grants	\$ 8,253,575	\$ -	\$ 8,253,575	\$ 5,502,499
Contributions	534,284	1,272,131	1,806,415	1,296,284
In-kind contributions	48,079	-	48,079	87,864
Income from special events, net	421,706	-	421,706	487,018
Revenue:				
Service fees	4,892,693	-	4,892,693	5,524,270
Other (loss)	30,607	-	30,607	65,971
Net assets released from restriction:				
Program releases	1,184,550	(1,184,550)	-	-
Endowment releases	30,058	(30,058)	-	-
Endowment transfer to support operations	172,162	-	172,162	627,685
Total Support and Revenue	15,567,714	57,523	15,625,237	13,591,591
OPERATING EXPENSES:				
Program services	13,335,147	-	13,335,147	12,086,191
Management and general	1,615,774	-	1,615,774	1,308,438
Fundraising	637,485	-	637,485	517,402
Total Operating Expenses	15,588,406	-	15,588,406	13,912,031
Change in net assets before non-operating items	(20,692)	57,523	36,831	(320,440)
NON-OPERATING ITEMS:				
Investment income (loss)	2,327,782	305,858	2,633,640	3,380,301
Unrealized gain (loss) on interest rate swap	(210,173)	-	(210,173)	(187,054)
Gain on the sale of asset	11,132	-	11,132	-
Change in beneficial interest	-	150,770	150,770	157,510
Interest income	1,086	-	1,086	1,851
Endowment transfer to support operations	(172,162)	-	(172,162)	(627,685)
Total Non-Operating Items	1,957,665	456,628	2,414,293	2,724,923
CHANGE IN NET ASSETS	1,936,973	514,151	2,451,124	2,404,483
NET ASSETS, BEGINNING OF YEAR	16,779,112	4,829,280	21,608,392	19,203,909
NET ASSETS, END OF YEAR	\$ 18,716,085	\$ 5,343,431	\$ 24,059,516	\$ 21,608,392

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

## WAYPOINT

## Consolidated Statement of Functional Expenses

For the Year Ended December 31, 2020  
(with comparative totals for the year ended December 31, 2019)

	2020			2019
	<u>Program Services</u>	<u>Management and General</u>	<u>Fundraising</u>	<u>Total</u>
Personnel expense:				
Salaries and wages	\$ 7,594,485	\$ 953,404	\$ 387,778	\$ 8,935,667
Employee benefits	1,076,199	140,540	22,756	1,239,495
Retirement plan	51,179	35,001	7,131	93,311
Payroll related costs	853,429	84,386	31,656	969,471
Mileage reimbursement	192,609	505	65	193,179
Contracted services	524,432	113,605	79,701	717,738
Subtotal personnel expense	<u>10,292,333</u>	<u>1,327,441</u>	<u>529,087</u>	<u>12,148,861</u>
Accounting	-	34,620	-	34,620
Assistance to individuals	717,571	7,675	-	725,246
Communications	155,169	14,488	8,829	178,486
Conferences, conventions, meetings	95,019	33,592	821	129,432
Depreciation	409,308	53,008	-	462,316
In-kind contributions	48,079	-	-	48,079
Insurance	78,300	12,082	2,623	93,005
Interest	236,318	37,781	2,779	276,878
Legal	-	14,795	-	14,795
Membership dues	25,360	2,908	1,660	29,928
Miscellaneous	51,364	20,620	940	72,924
Occupancy	609,498	4,217	41,054	654,769
Printing and publications	75,041	4,808	32,446	112,295
Rental and equipment maintenance	273,202	28,880	13,887	315,969
Supplies	241,427	15,420	3,349	260,196
Travel	27,158	3,439	10	30,607
Total	<u>\$ 13,335,147</u>	<u>\$ 1,615,774</u>	<u>\$ 637,485</u>	<u>\$ 15,588,406</u>
				<u>\$ 13,912,031</u>

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

## WAYPOINT

## Consolidated Statement of Cash Flows

For the Year Ended December 31, 2020  
(with comparative totals for the year ended December 31, 2019)

	<u>2020</u>	<u>2019</u>
Cash Flows From Operating Activities:		
Change in net assets	\$ 2,451,124	\$ 2,404,483
Adjustments to reconcile change in net assets to net cash from operating activities:		
Depreciation	462,316	366,851
Disposals of fixed assets	13,432	-
Realized (gain) loss on investments	(27,715)	(129,565)
Unrealized (gain) loss on investments	(2,053,523)	(2,805,664)
Change in beneficial interest in trusts	(150,770)	(157,510)
Change in interest rate swap	210,173	187,055
Inclusion of new entity in consolidated financial statements	-	20,085
Changes in operating assets and liabilities:		
Accounts receivable	226,820	(247,678)
Grants receivable	(166,657)	(299,140)
Contributions receivable	79,161	(19,161)
Prepaid expenses	(31,439)	46,765
Accounts payable	98,966	(78,303)
Accrued payroll and related liabilities	(24,812)	81,334
Refundable advance	2,529,309	-
Other liabilities	(1,729)	(671)
Net Cash Provided (Used) By Operating Activities	3,614,656	(631,119)
Cash Flows From Investing Activities:		
Purchases of investments	(562,926)	(511,347)
Proceeds from sale of investments	199,162	699,950
Purchase of fixed assets	(452,946)	(318,582)
Net Cash Used By Investing Activities	(816,710)	(129,979)
Cash Flows From Financing Activities:		
Payment of long-term debt	(150,000)	(140,000)
Net Cash Used By Financing Activities	(150,000)	(140,000)
Net Change in Cash and Cash Equivalents	2,647,946	(901,098)
Cash and Cash Equivalents and Restricted Cash, Beginning	177,479	1,078,577
Cash and Cash Equivalents and Restricted Cash, Ending	\$ 2,825,425	\$ 177,479
SUPPLEMENTAL INFORMATION:		
Interest paid	\$ 276,878	\$ 319,406

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



## WAYPOINT

### Notes to Consolidated Financial Statements

For the Year Ended December 31, 2020

#### 1. Organization

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

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

##### ***Early Childhood – Family Support & Education Services***

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

##### *Early Support and Services*

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

##### *Home Visiting Services*

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

##### *Adoption*

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

### ***Children, Youth, and Family - Intervention and Treatment Programs***

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

#### ***Foster care***

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

#### ***Home Based Services***

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

### ***Runaway and Homeless Youth Services***

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

### ***Senior Care and Independent Living***

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

### ***Other Programs***

#### ***Camp Spaulding***

Since 1921, Camp Spaulding has helped campers from all types of backgrounds enjoy the benefits of a traditional, resident camp experience.

*The New Hampshire Children's Lobby*

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

*The Children's Place and Parent Education Center*

The Children's Place and Parent Education Center (TCP) in Concord, NH provides both educational and social programs and services to strengthen and enrich the lives of families with children, two months through six years old.

## **2. Significant Accounting Policies**

***Principles of Consolidation***

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

***Comparative Financial Information***

The accompanying consolidated financial statements include certain prior-year summarized comparative information in total, but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the audited consolidated financial statements for the year ended December 31, 2019, from which the summarized information was derived.

***Cash and Cash Equivalents***

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

***Accounts Receivable***

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

***Grants Receivable***

Grants receivable, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have

been substantially met. Amounts recorded as grants receivable represent cost-reimbursable federal and state contracts and grants, which the incurrence of allowable qualifying expenses and/or the performance of certain requirements have been met or performed. The allowance for uncollectible grants receivable is based on historical experience and a review of subsequent collections. Management has determined that no allowance is necessary.

***Contributions Receivable***

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

***Investments***

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

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

***Beneficial Interest Held in Trusts***

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

***Property and Equipment***

Property and equipment additions over \$5,000 are recorded at cost, if purchased, and at fair value at the date of donation, if donated. Depreciation is computed using the

straight-line method over the estimated useful lives of the assets ranging from 5 to 50 years, or in the case of capitalized leased assets or leasehold improvements, the lesser of the useful life of the asset or the lease term. When assets are sold or otherwise disposed of, the cost and related depreciation is removed, and any resulting gain or loss is included in the Consolidated Statement of Activities. Costs of maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed. Assets not in service are not depreciated.

The carrying values of property and equipment are reviewed for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. When considered impaired, an impairment loss is recognized to the extent carrying value exceeds the fair value of the asset. There were no indicators of asset impairment in 2020 or 2019.

#### ***Interest-Rate Swap***

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

#### ***Net Assets***

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

##### ***Net Assets Without Donor Restrictions***

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

##### ***Net Assets With Donor Restrictions***

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



### ***Revenue and Revenue Recognition***

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

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

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

### ***Donated Services and In-Kind Contributions***

Volunteers contribute significant amounts of time to program services, administration, and fundraising and development activities; however, the consolidated financial statements do not reflect the value of these contributed services because they do not meet recognition criteria prescribed by Generally Accepted Accounting Principles. Contributed goods are recorded at fair value at the date of donation. Donated professional services are recorded at the respective fair values of the services received. No significant contributions of such goods or services were received in 2020 or 2019.

### ***Advertising Costs***

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

### ***Functional Allocation of Expenses***

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

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



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

#### ***Measure of Operations***

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

#### ***Income Taxes***

Waypoint and the Children's Place and Parent Education Center have been recognized by the Internal Revenue Service (IRS) as exempt from federal income taxes under Internal Revenue Code (IRC) Section 501(a) as organizations described in IRC Section 501(c)(3), qualify for charitable contribution deductions, and have been determined not to be private foundations. Child and Family Realty Corporation is exempt from federal income tax under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c)(25).

Each entity is annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS. In addition, each is subject to income tax on net income that is derived from business activities that are unrelated to their exempt purpose. In 2020 and 2019, the Organizations were not subject to unrelated business income tax and did not file an Exempt Organization Business Income Tax Return (Form 990-T) with the IRS.

#### ***Estimates***

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

#### ***Financial Instruments and Credit Risk***

Deposit concentration risk is managed by placing cash accounts with financial institutions believed to be creditworthy. At times, amounts on deposit may exceed insured limits. To date, no losses have been experienced in any of these accounts. Credit risk associated with receivables is considered to be limited due to high historical collection rates. Investments are exposed to various risks such as interest rate,

market, and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such change could materially affect the amounts reported in the Consolidated Statement of Financial Position. Although the fair values of investments are subject to fluctuation on a year-to-year basis, the Investment Committee believes that the investment policies and guidelines are prudent for the long-term welfare of the Organization.

***Fair Value Measurements and Disclosures***

Certain assets and liabilities are reported at fair value in the consolidated financial statements. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction in the principal, or most advantageous, market at the measurement date under current market conditions regardless of whether that price is directly observable or estimated using another valuation technique. Inputs used to determine fair value refer broadly to the assumptions that market participants would use in pricing the asset or liability, including assumptions about risk. Inputs may be observable or unobservable. Observable inputs are inputs that reflect the assumptions market participants would use in pricing the asset or liability based on market data obtained from sources independent of the reporting entity. Unobservable inputs are inputs that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset or liability based on the best information available. A three-tier hierarchy categorizes the inputs as follows:

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

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

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

In some cases, the inputs used to measure the fair value of an asset or a liability might be categorized within different levels of the fair value hierarchy. In those cases, the fair value measurement is categorized in its entirety in the same level of the fair value hierarchy as the lowest level input that is significant to the entire measurement. Assessing the significance of a particular input to entire measurement requires judgment, taking into account factors specific to the asset or liability. The categorization of an asset within the hierarchy is based upon the pricing transparency

of the asset and does not necessarily correspond to the assessment of the quality, risk, or liquidity profile of the asset or liability.

#### ***New Accounting Standards to be Adopted in the Future***

##### ***Contributed Nonfinancial Assets***

In September 2020, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) No. 2020-07, *Not-for-Profit Entities (Topic 958): Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*, intended to improve transparency in the reporting of contributed nonfinancial assets, also known as gifts-in-kind, for not-for-profit organizations. Examples of contributed nonfinancial assets include fixed assets such as land, buildings, and equipment; the use of fixed assets or utilities; material and supplies, such as food, clothing, or pharmaceuticals; intangible assets; and recognized contributed services. The ASU requires a not-for-profit organization to present contributed nonfinancial assets as a separate line item in the Statement of Activities, apart from contributions of cash or other financial assets. It also requires certain disclosures for each category of contributed nonfinancial assets recognized. The amendments in this ASU should be applied on a retrospective basis and will be effective for the Organization for the year ending December 31, 2022. Early adoption is permitted. The Organization is currently in the process of evaluating the impact of adoption of this ASU on the financial statements

##### ***Leases***

In February 2016, the FASB issued ASU 2016-02, *Leases*. The ASU requires all leases with lease terms more than 12 months to be capitalized as a right of use asset and lease liability on the Statement of Financial Position at the date of lease commencement. Leases will be classified as either finance leases or operating leases. This distinction will be relevant for the pattern of expense recognition in the Statement of Activities. This ASU will be effective for the Organization for the year ending December 31, 2022. The Organization is currently in the process of evaluating the impact of adoption of this ASU on the financial statements.

##### ***Credit Losses***

In June 2016, the FASB issued ASU 2016-13, *Measurement of Credit Losses on Financial Instruments*. The ASU requires a financial asset (including trade receivables) measured at amortized cost basis to be presented at the net amount expected to be collected. Thus, the income statement will reflect the measurement of credit losses for newly-recognized financial assets as well as the expected increases or decreases of expected credit losses that have taken place during the period. This ASU will be effective for the Organization for the year ending December 31, 2023. The Organization is currently in the process of evaluating the impact of adoption of this ASU on the financial statements.

### 3. Liquidity and Availability

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the date of the Consolidated Statement of Financial Position, are comprised of the following at December 31, 2020 and 2019:

	<u>2020</u>	<u>2019</u>
Financial assets at year end:		
Cash and cash equivalents	\$ 2,753,314	\$ 107,732
Accounts receivable, net	355,608	582,428
Grants receivable	845,159	678,502
Contributions receivable	-	79,161
Investments	21,332,022	18,887,020
Beneficial interest held in trusts	<u>1,987,871</u>	<u>1,837,101</u>
Total financial assets	27,273,974	22,171,944
Less amounts not available to be used within one year:		
Net assets with donor restrictions	5,343,431	4,829,280
Less:		
Net assets with purpose restrictions to be met in less than a year	(626,270)	(538,689)
Donor-restricted endowment subject to spending policy rate		
(4.00% in 2020 and 2019) and appropriation	(109,172)	(98,140)
Board-designated endowment	18,611,817	15,894,841
Less:		
Board-designated endowment annual spending		
policy rate (4.00%)	<u>(552,828)</u>	<u>(563,860)</u>
Total amounts not available to be used within one year	<u>22,666,978</u>	<u>19,523,432</u>
Financial assets available to meet general expenditures over the next year	\$ <u>4,606,996</u>	\$ <u>2,648,512</u>

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

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

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

**4. Accounts Receivable**

Accounts receivable consist of the following at December 31, 2020 and 2019:

	2020			2019		
	<u>Receivable</u>	<u>Allowance</u>	<u>Net</u>	<u>Receivable</u>	<u>Allowance</u>	<u>Net</u>
Fees for service	\$ 357,308	(1,700)	355,608	\$ 584,728	(2,300)	582,428
Total	\$ 357,308	\$ (1,700)	\$ 355,608	\$ 584,728	\$ (2,300)	\$ 582,428

**5. Prepaid Expenses**

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

**6. Investments**

Investments measured at fair value on a recurring basis consist of mutual funds totaling \$21,332,022 and \$18,887,020 at December 31, 2020 and 2019, respectively. During 2020 and 2019, the Organization recognized \$2,269,978 and \$2,935,229, respectively, of net gains and losses on investments. Of those amounts, \$2,269,978 and \$2,935,229 was recognized on investments of equity securities held at December 31, 2020 and 2019, respectively.

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

The Organization's policy is to avail itself of a Board-approved percentage of investment income for operations with any remaining interest, dividends, or appreciation reinvested. The spending policy approved by the Board of Trustees was 4.00% of the average fair market value of all investments over the previous twelve quarters for 2020 and 2019.

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

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

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

## 7. Beneficial Interest Held in Trusts

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

At December 31, 2020 and 2019, the fair market value of the funds, which approximates the present value of future benefits expected to be received, was \$965,181 and \$858,994, respectively.

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

<u>Trust</u>	<u>Percentage Interest</u>	<u>2020</u>	<u>2019</u>
Greenleaf	100%	\$ 395,121	\$ 384,004
Spaulding	100%	350,378	332,956
Cogswell	50%	<u>277,191</u>	<u>261,147</u>
Total		<u>\$ 1,022,690</u>	<u>\$ 978,107</u>

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



**8. Property and Equipment**

Property and equipment is comprised of the following at December 31, 2020 and 2019:

	<u>2020</u>	<u>2019</u>
Land and land improvements	\$ 1,114,949	\$ 1,114,949
Buildings and improvements	9,003,702	8,862,063
Furniture, fixtures, and equipment	908,672	843,251
Vehicles	86,019	107,581
Software	503,924	377,333
Construction in progress	<u>-</u>	<u>5,415</u>
Subtotal	11,617,266	11,310,592
Less accumulated depreciation	<u>(5,179,686)</u>	<u>(4,850,210)</u>
Total	<u>\$ 6,437,580</u>	<u>\$ 6,460,382</u>

**9. Line of Credit**

The Organization has a \$1,500,000 revolving line of credit agreement with a bank. The line of credit expired on June 30, 2020 and is payable on demand. The line is secured by a first lien on accounts receivable, double negative pledge on all investments of the borrower, and carries a variable rate of interest at the Wall Street Journal prime rate (3.25% at December 31, 2020), adjusted daily. At December 31, 2020 and 2019, the balance on this line of credit was \$0 and \$529, respectively.

**10. Bonds Payable**

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

a result, the cost of the interest rate swap for 2020 and 2019 is added to interest expense in the Consolidated Statement of Functional Expenses. The bonds mature in 2038 and can be repaid at any time.

The Organization is required to include the fair value of the swap in the Consolidated Statement of Financial Position, and annual changes, if any, in the fair value of the swap in the Consolidated Statement of Activities. For example, during the bond's 30-year holding period, the annually calculated value of the swap will be reported as an asset if interest rates increase above those in effect on the date of the swap was entered into (and as an unrealized gain in the Consolidated Statement of Activities), which will generally be indicative that the net fixed rate the Organization is paying on the swap is below market expectations of rates during the remaining term of the swap. The swap will be reported as a liability (and as an unrealized loss in the Consolidated Statement of Activities) if interest rates decrease below those in effect on the date the swap was entered into, which will generally be indicative that the net fixed rate the Organization is paying on the swap is above market expectations of rates during the remaining term of the swap. The annual accounting adjustments of value changes in the swap transaction are non-cash recognition requirements, the net effect of which will be zero at the end of the bond's 30-year term. At December 31, 2020 and 2019, the Organization recorded the swap liability position of \$1,282,753 and \$1,072,580, respectively. During 2009, there occurred a downgrading of the credit rating of the Counterparty to the letter of credit reimbursement agreement, which triggered a mandatory tender of the Series 2007 Bonds in whole and a temporary conversion of one-hundred percent of the principal amount to a bank purchase mode under the terms of said letter of credit reimbursement agreement. Since it became evident that the credit markets would not soon return to normalcy, the Organization elected to convert the Series 2007 Bonds from a weekly rate mode to a bank purchase mode. This new bank purchase mode created a rate period in which the Series 2007 Bonds bear interest at the tax adjusted bank purchase rate of 68% of the sum of the adjusted period LIBOR (30 day) rate and 325 basis points. The bank purchase mode commenced on July 31, 2009 and expired on July 31, 2014; however, the expiration date was extended by the Counterparty and the Organization had the option to convert back to the weekly rate mode. The Series 2007 Bond documents require the Organization to comply with certain financial covenants. As of December 31, 2020, the Organization was in compliance with these covenants.

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

<u>Year</u>	<u>Amount</u>
2021	\$ 160,000
2022	165,000
2023	175,000
2024	180,000
2025	195,000
Thereafter	<u>3,040,000</u>
Total	<u>\$ 3,915,000</u>

#### **11. Deferred Loans - NHHFA**

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

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

#### **12. Refundable Advance**

Refundable advances totaling \$2,529,309 at December 31, 2020 are included primarily of start-up funds and flex funds received in advance from the New Hampshire Department of Health and Human Services for community-based voluntary services. Revenues will be recognized as services are performed.

#### **13. Endowment Funds**

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

### ***Board-designated Endowment***

As of December 31, 2020, the Board of Trustees had designated \$18,611,817 of net assets without donor restrictions as a general endowment fund to support the mission of the Organization.

### ***Donor-designated Endowments***

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

### ***Funds with Deficiencies***

The Organization considers a fund to be underwater if the fair value of the fund is less than the sum of (a) the original value of initial and subsequent gift amounts donated to the fund and (b) any accumulations to the fund that are required to be maintained in perpetuity in accordance with the direction of the applicable donor gift instrument. The Organization complies with UPMIFA and has interpreted UPMIFA to permit spending from underwater funds in accordance with prudent measures required under the law. The Organization had no underwater endowment funds at December 31, 2020 or 2019.

### ***Investment Policy***

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

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

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

### ***Spending Policy***

The Organization's spending policy rate in 2020 and 2019 was 4.00%, of the average total endowment value over the trailing 12 quarters with a 1% contingency margin. This includes interest and dividends paid out to the Organization.

The net asset composition of endowment net assets as of December 31, 2020 and changes in endowment net assets for the year ended December 31, 2020 are as follows:

	Without Donor Restrictions	Purpose Restricted	With Donor Restrictions			Total Net Endowment Assets
			Cumulative Appreciation	Perpetually Restricted	Total	
Endowment net assets, beginning of year	\$ 15,894,841	\$ 538,689	\$ 774,084	\$ 1,679,406	\$ 2,992,179	\$ 18,887,020
Contributions	19,609	-	-	-	-	19,609
Appropriations from endowment	(169,104)	-	(30,058)	-	(30,058)	(199,162)
Temporary appropriation for purpose-restricted net assets	538,689	(538,689)	-	-	(538,689)	-
Investment income, net	2,327,782	-	306,663	(805)	305,858	2,633,640
Endowment net assets, end of year	\$ 18,611,817	\$ -	\$ 1,050,689	\$ 1,678,601	\$ 2,729,290	\$ 21,341,107

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

	Without Donor Restrictions	Purpose Restricted	With Donor Restrictions			Total Net Endowment Assets
			Cumulative Appreciation	Perpetually Restricted	Total	
Endowment net assets, beginning of year	\$ 14,007,444	\$ -	\$ 453,544	\$ 1,679,406	\$ 2,132,950	\$ 16,140,394
Contributions	66,325	-	-	-	-	66,325
Appropriations from endowment	(625,249)	-	(74,751)	-	(74,751)	(700,000)
Temporary appropriation for purpose-restricted net assets	(538,689)	538,689	-	-	538,689	-
Investment income, net	2,985,010	-	395,291	-	395,291	3,380,301
Endowment net assets, end of year	\$ 15,894,841	\$ 538,689	\$ 774,084	\$ 1,679,406	\$ 2,992,179	\$ 18,887,020

## **14. Net Assets**

Net assets without donor restriction are comprised of the following at December 31, 2020 and 2019:

	<u>2020</u>	<u>2019</u>
Undesignated net assets	\$ 104,268	\$ 884,271
Board designated endowment	<u>18,611,817</u>	<u>15,894,841</u>
Total	<u>\$ 18,716,085</u>	<u>\$ 16,779,112</u>

Net assets with donor restrictions are comprised of the following at December 31, 2020 and 2019:

	<u>2020</u>	<u>2019</u>
Subject to expenditure for specified purpose:		
Camp	\$ 67,747	\$ 71,265
Child abuse prevention	67,750	98,265
Family counseling	-	9,398
Family resource center	148,763	34,569
Homecare	93,616	111,587
Human trafficking	-	10,000
IT and other projects	88,552	108,522
Teen and youth	99,787	95,083
The Children's Place	<u>60,055</u>	<u>-</u>
	626,270	538,689
Endowment:		
Accumulated earnings restricted by donors for:		
General operations	219,094	176,893
Camp operations	307,937	198,902
Other purposes	<u>523,658</u>	<u>398,289</u>
	1,050,689	774,084
Original gift restricted by donors for:		
General operations	133,407	133,407
Camp operations	548,183	548,988
Other purposes	<u>997,011</u>	<u>997,011</u>
	<u>1,678,601</u>	<u>1,679,406</u>
Total restricted endowment	2,729,290	2,453,490
Not subject to spending policy or appropriation:		
Beneficial interest in trusts	<u>1,987,871</u>	<u>1,837,101</u>
Total	<u>\$ 5,343,431</u>	<u>\$ 4,829,280</u>



Net assets were released from donor restrictions by incurring expenses satisfying the restricted purpose or by occurrence of the passage of time or other events specified by the donors as follows for the year ended December 31, 2020 and 2019:

	<u>2020</u>	<u>2019</u>
Satisfaction of purpose restrictions:		
Camp	\$ -	\$ 119,417
Child abuse prevention	123,125	150,071
Family counseling	16,954	41,834
Family resource center	30,691	2,211
Homecare	391,706	295,499
Human trafficking	35,000	50,000
IT and other projects	308,910	312,866
Teen and youth	218,467	222,349
The Children's Place	59,697	-
	<u>1,184,550</u>	<u>1,194,247</u>
Restricted-purpose spending-rate distributions and appropriations:		
General operations	-	11,268
Camp operations	-	27,789
Other purposes	30,058	35,694
	<u>30,058</u>	<u>74,751</u>
Total	\$ <u>1,214,608</u>	\$ <u>1,268,998</u>

#### 15. Grants

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount of expenditures which may be disallowed by the grantor cannot be determined at this time, although the Organization expects such amounts, if any, to be immaterial.

#### 16. Paycheck Protection Program (PPP)

In April 2020, the Organization received proceeds in the amount of \$1,741,500 under the Small Business Administration (SBA) Paycheck Protection Program (PPP). The PPP, established as part of the Coronavirus Aid, Relief and Economic Security Act (CARES Act), which was enacted March 27, 2020, provides for loans to qualifying organizations for amounts up to 2.5 times the average monthly payroll expenses. The loan and accrued interest may be forgiven after eight or twenty-four weeks providing

the Organization uses the loan proceeds for eligible purposes, including payroll, benefits, rent and utilities, and maintains certain payroll levels. The amount of loan forgiveness will be reduced if the Organization terminates employees or reduces salaries during the eight or twenty-four week period. Any unforgiven portion of the PPP loan is payable over two or five years at an interest rate of 1%, with deferral of payments for the first ten months. The Organization used the proceeds for purposes consistent with the PPP requirements. As of December 31, 2020, the Organization has recognized the entire amount of the PPP funds as contribution income and subsequent to year end the entire amount was forgiven.

#### 17. Assistance to Individuals

Assistance to individuals is comprised of the following for the years ended December 31, 2020 and 2019 (rounded to the nearest thousand):

	<u>2020</u>	<u>2019</u>
Payment to parents of foster children	\$ 173	\$ 302
Housing assistance to youth at risk of homelessness	376	144
Gift cards provided to families during holiday season	50	59
Food for at risk youth	13	25
Other assistance such as medical, childcare, transportation, and family activities	<u>113</u>	<u>186</u>
Total	<u>\$ 725</u>	<u>\$ 716</u>

#### 18. Defined Contribution Plan

The Organization maintains a 403(b) Thrift Plan (the Plan). The Plan is a defined contribution plan that all eligible employees may immediately make elective participant contributions to upon hire. A pretax voluntary contribution is permitted by employees up to limits imposed by the Internal Revenue Code and other limitations specified in the Plan. Contributions made to the plan by the Organization for the years ended December 31, 2020 and 2019 totaled \$93,311 and \$0, respectively.

#### 19. Operating Leases

The Organization leases office space under the terms of non-cancellable lease agreements. The Organization also rents additional facilities on a month to month basis. Rent expense under these agreements totaled \$199,910 and \$182,763 for the years ended December 31, 2020 and 2019, respectively.

## **20. Related Party Transactions**

The Organization procures a portion of their legal services from a local law firm that employs an attorney who also serves on the Organization's Board of Directors. The attorney board member does not personally perform the legal services. For the years ended December 31, 2020 and 2019, the total legal expense from related parties was \$4,505 and \$15,680, respectively.

## **21. Commitments and Contingencies**

### ***COVID-19***

The COVID-19 outbreak in the United States (and across the globe) has resulted in economic uncertainties. The disruption is expected to be temporary, but there is considerable uncertainty around the duration and scope. The extent of the impact of COVID-19 on the Organization's operational and financial performance will depend on certain developments, including the duration and spread of the outbreak, impact on the individuals served, employees, and vendors, all of which are uncertain and cannot be predicted. At this point, the extent to which COVID-19 may impact the Organization's financial condition or results of operations is uncertain.

## **22. Concentration of Risk**

The majority of the Organization's grants are received from agencies of the State of New Hampshire. As such, the Organization's ability to generate resources via grants is dependent upon the economic health of that area and of the State of New Hampshire. An economic downturn could cause a decrease in grants that coincides with an increase in demand for the Organization's services.

## **23. Subsequent Events**

Subsequent events have been evaluated through April 21, 2021, the date the consolidated financial statements were available to be issued.

## WAYPOINT

Consolidated Schedule of Operating Expenses  
For the Year Ended December 31, 2020

	Family Counseling	Teen and Youth	Child Care Services	Child Abuse Treatment & Family Strengthening	Child Abuse Prevention	Early Intervention	Homecare	Adoptions and Pregnancy Counseling	Child Advocacy	Summer Camp	Total Program	Management and General	Fundraising	2020 Total
Salaries and wages	\$ 225,559	\$ 877,712	\$ 98,942	\$ 1,781,210	\$ 2,030,560	\$ 384,448	\$ 1,972,400	\$ 89,840	\$ 133,705	\$ 109	\$ 7,594,485	\$ 953,404	\$ 387,778	\$ 8,935,667
Employee benefits	22,577	167,089	1,417	261,949	335,582	39,558	234,327	10,559	3,113	28	1,076,199	140,540	22,756	1,239,495
Retirement plan	1,313	8,268	-	12,833	17,170	3,179	5,270	826	2,320	-	51,179	35,001	7,131	93,311
Payroll related costs	29,057	96,050	7,011	202,468	231,330	45,300	222,488	8,704	11,014	7	853,429	84,386	31,656	969,471
Mileage reimbursement	1,243	26,162	19	84,697	26,123	7,486	46,544	266	69	-	192,609	505	65	193,179
Contracted services	4,767	54,403	26,422	73,707	269,598	55,957	25,255	11,230	3,078	15	524,432	113,605	79,701	717,738
Accounting	-	-	-	-	-	-	-	-	-	-	-	34,620	-	34,620
Assistance to individuals	309	314,895	307	199,643	179,327	9,209	2,152	11,112	617	-	717,571	7,675	-	725,246
Communications	2,712	33,035	3,849	40,739	45,386	5,358	19,809	2,088	2,116	77	155,169	14,488	8,829	178,486
Conferences, conventions, meetings	3,171	12,323	2,765	19,038	32,639	8,557	13,770	1,099	1,639	18	95,019	33,592	821	129,432
Depreciation	634	112,946	56,706	59,473	60,322	19,196	19,119	7,924	3,386	69,602	409,308	53,008	-	462,316
In-kind contributions	-	31,458	-	-	16,621	-	-	-	-	-	48,079	-	-	48,079
Insurance	1,925	11,834	-	26,461	22,544	4,379	9,367	881	903	6	78,300	12,082	2,623	93,005
Interest	1,865	34,373	1,593	65,002	68,960	40,624	14,662	5,685	3,554	-	236,318	37,781	2,779	276,878
Legal	-	-	-	-	-	-	-	-	-	-	-	14,795	-	14,795
Membership dues	694	1,647	115	4,147	10,062	948	7,295	202	248	2	25,360	2,908	1,660	29,928
Miscellaneous	4,343	18,544	1,627	5,939	9,748	1,061	9,776	-	318	8	51,364	20,620	940	72,924
Occupancy	17,806	168,986	21,080	169,277	120,447	20,386	70,817	7,358	10,279	3,062	609,498	4,217	41,054	654,769
Printing and publications	256	4,493	1,101	5,297	56,028	2,797	3,340	1,551	176	2	75,041	4,808	32,446	112,295
Rental and equipment maintenance	1,181	27,534	27,119	49,443	120,582	32,374	8,425	4,339	2,204	1	273,202	28,880	13,887	315,969
Supplies	5,050	52,001	8,896	41,149	108,064	6,302	17,261	1,542	907	255	241,427	15,420	3,349	260,196
Travel	262	15,262	160	3,541	4,775	519	2,389	113	136	1	27,158	3,439	10	30,607
Total	\$ 324,724	\$ 2,069,015	\$ 259,129	\$ 3,106,013	\$ 3,765,868	\$ 687,638	\$ 2,704,466	\$ 165,319	\$ 179,782	\$ 73,193	\$ 13,335,147	\$ 1,615,774	\$ 637,485	\$ 15,588,406

See Independent Auditors' Report.

## WAYPOINT

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

	Family Counseling	Teen and Youth	Child Abuse Treatment & Family Strengthening	Child Abuse Prevention	Early Intervention	Homecare	Adoptions and Pregnancy Counseling	Child Advocacy	Summer Camp	Total Program	Management and General	Fundraising	2019 Total
Salaries and wages	\$ 392,683	\$ 811,578	\$ 1,797,236	\$ 1,565,113	\$ 359,348	\$ 1,758,488	\$ 88,632	\$ 121,616	\$ 7,144	\$ 6,901,838	\$ 814,197	\$ 340,669	\$ 8,056,704
Employee benefits	36,382	123,479	255,330	224,471	31,739	198,672	11,097	3,730	1,221	886,121	84,083	24,372	994,576
Payroll related costs	55,625	95,590	231,536	195,954	42,973	220,779	9,016	9,631	629	861,733	72,205	27,088	961,026
Mileage reimbursement	4,517	37,961	230,948	66,254	21,254	63,078	1,726	203	53	425,994	931	199	427,124
Contracted services	10,066	53,084	86,374	138,533	25,490	26,769	6,713	5,386	174,591	527,006	74,153	54,573	655,732
Accounting	-	-	-	-	-	-	-	-	-	-	31,699	-	31,699
Assistance to individuals	57	231,226	355,852	115,078	8	-	7,614	-	6,965	716,800	-	-	716,800
Communications	4,283	37,260	37,355	35,008	5,136	16,498	1,949	1,313	453	139,255	8,358	4,741	152,354
Conferences, conventions, meetings	1,480	5,540	4,918	8,887	868	9,187	350	16,987	272	48,489	5,949	3,600	58,038
Depreciation	8,408	130,051	49,246	44,442	8,408	8,408	4,804	2,402	70,762	326,931	39,920	-	366,851
In-kind contributions	-	45,647	42,367	-	-	-	-	-	-	88,014	-	-	88,014
Insurance	4,078	11,053	21,357	17,108	3,377	7,044	703	760	210	65,690	9,585	2,597	77,872
Interest	13,973	39,926	81,848	73,863	13,974	13,974	7,985	3,993	1,996	251,532	67,874	-	319,406
Legal	(7,826)	-	-	-	-	7,826	-	-	-	-	20,671	-	20,671
Membership dues	5,699	1,530	2,425	8,235	385	3,466	170	767	112	22,789	1,916	3,152	27,857
Miscellaneous	(28,712)	3,212	3,536	8,736	2,618	33,253	6,686	234	658	30,221	14,869	1,959	47,049
Occupancy	58,958	191,947	163,147	101,733	11,823	6,880	3,105	3,915	1,628	543,136	29,481	13,070	585,687
Printing and publications	1,565	4,042	3,924	10,568	1,356	5,734	1,020	951	158	29,318	2,803	29,732	61,853
Rental and equipment maintenance	(692)	14,221	28,684	26,300	4,936	11,373	2,754	1,414	756	89,746	24,229	6,542	120,517
Supplies	10,530	32,348	19,132	13,321	1,185	3,297	502	574	75	80,964	3,366	5,099	89,429
Travel	3,779	22,015	8,192	14,803	851	-	112	438	424	50,614	2,149	9	52,772
Total	\$ 574,853	\$ 1,891,710	\$ 3,423,407	\$ 2,668,407	\$ 535,729	\$ 2,394,726	\$ 154,938	\$ 174,314	\$ 268,107	\$ 12,086,191	\$ 1,308,438	\$ 517,402	\$ 13,912,031

See Independent Auditors' Report.

## Waypoint Trustees 2021

Melissa Biron

Nina Chang

William Conrad

Tiffany Diamond, *Vice Chair*

Jane E. Gile

John Greene

Sudi Lett

Marc Lubelczyk

Marilyn T. Mahoney

Holly P. Mintz

Zach Palmer

Lyndsee D. Paskalis, *Secretary*

Shaylen E. Roberts

Mark C. Rouvalis

Jeffrey P. Seifert, *Treasurer*

Ken R. Sheldon, *Chair*

Jennifer Stebbins



**Borja Alvarez de Toledo, M.Ed.**

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

**Professional Profile**

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

**Professional Experience**

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

December 2013- Present

*~ President and CEO*

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

**Riverside Community Care**  
Dedham, MA

2009- 2013

*~ Division Director, Child and Family Services*

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

**The Guidance Center, Inc.**  
Cambridge, MA

1998 - 2009

*~ Chief Operating Officer*

2007 - 2009

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

**Private Practice in Psychotherapy and Clinical Consultation**  
Madrid, Spain

1992 - 1998

Universidad Pontificia de Comillas  
Madrid, Spain

1991 - 1998

*~Adjunct Faculty*

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

Centro Médico-Psicopedagógico  
Madrid, Spain

1994 - 1997

*~Clinical Coordinator/Director of Training.*

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

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

1991- 1994

*~ Senior Drug and Alcohol Counselor, Drug and Alcohol Program*

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

*~ Senior Family Therapist, Couples and Family Therapy Program*

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

Charles River Health Management  
Boston, MA

1989 - 1991

*~ Senior Family Therapist, Home Based Family Treatment Program.*

## Education

Graduate Certificate of Business

University of Massachusetts, Lowell, 2000.

Master's Degree in Education

Counseling Psychology Program. Boston University, 1989.

B.A. in Clinical Psychology

Universidad Pontificia de Comillas, Madrid, Spain. 1988

## Publications

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

## Languages

Fluent in Spanish, French and Italian.

**COLLEEN M. IVES****CHIEF OPERATING OFFICER**

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

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**PROFESSIONAL EXPERIENCE****WAYPOINT, Manchester, NH • 2018-Present**

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

**Chief Operating Officer**

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

**ROCKPORT MORTGAGE CORPORATION, Gloucester, MA • 2008-2017**

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

**Vice President, Operations & Quality Control**

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

**IVES DEVELOPMENT ASSOCIATES, Manchester, NH • 2005-2016**

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

**Principal**

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

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

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

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

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

**Acting Executive Director & Chief Operating Officer**

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

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

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

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

**Statewide Director**

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

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

**EDUCATION**

**Doctorate in Human and Organizational Systems**  
**Master of Arts in Human Development**

Fielding Graduate University, Santa Barbara, California

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

**MELISSA ANNE HUGENER, OTR/L**

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**PROFESSIONAL EXPERIENCE:**

**Program Director of Child Health and Wellness/Staff Occupational Therapist  
Child and Family Services of NH, Exeter, NH**

**May 2003 – present**

- Supervision of Early Supports and Services and Partners in Health staff, assuring quality services to families, staff competence and adherence to federal and state mandates for provision of services
- Day to day management of ESS and PIH programs, coordinating staff meetings, recruiting and hiring for open positions, budgeting, maintenance of program databases, PQI planning and implementation, etc
- Coordination with One Sky and BDS to meet program requirements, and preparation of materials for Medicaid and State Monitoring Reviews
- Collaboration with other ESS Program Directors throughout NH, and other programs/committees (ICC, PIC, preschool programs, BDS personnel, etc) to enhance early childhood programming throughout the state, and involvement in several statewide workgroups and advisory committees to improve early childhood systems (such as SSECT, Strategic Planning Public Awareness group, Healthy Families America committee)
- Responsible for maintaining a full caseload of ESS clients, to evaluate and treat children with a wide range of medical and developmental disabilities, as well as working with families to connect them with other CFS and state or local programs to meet their needs

**Staff Occupational Therapist**

**Developmental Therapy Services, Merrimack, NH**

**February 2002 – May 2003**

- Evaluation, treatment and service coordination for early intervention, clinic setting, and school-based populations, utilizing SI, developmental and biomechanical treatment techniques in group and individual therapy sessions; development of IFSPs and IEPs; classroom consultation and treatment in natural environments

**Easter Seals Superior California, Sacramento, CA**

**January 2000 – January 2002**

- Assisted with the development of the Early Start program for EI services, developed an ongoing aquatic therapy class for families of children with special needs, served as a member of Management Information Systems Team (providing computer and network support to staff), and provided comprehensive, multidisciplinary assessments and ongoing therapy services in early intervention, clinic and school settings

**Developmental Evaluation Center, Fayetteville, NC**

**May 1998 – November 1999**

- Provided comprehensive developmental assessments and treatment for children ages birth – 10, assisted with weekly feeding and augmentative communication assessments, participated in weekly Neonatal Developmental Assessment Clinic, and developed a Parent Resource Library







## Kerrie M. Landry, MBA-HCA

### Objective

Utilize my education and experience to further develop my career as a CFO/ VP of Finance in a progressive growth and fast paced organization.

### Experience

Sept 2021 – Current      Waypoint      Manchester, NH  
**Chief Financial Officer**

Sept 2014 – Sept 2021      Cornerstone VNA      Rochester, NH  
**Vice President of Finance**

Reporting to President/CEO, key member of Executive Leadership team. Strategic role to optimize revenue cycle, reduce expenses, and oversee Backoffice team of 8. Budgeted revenue stream of over \$15m direct responsibility was for accounting, finance, forecasting, strategic planning for the financial performance of all aspects of fiscal management investor relationships and negotiations with varying vendors. Compliance with Medicare and Medicaid along with regulatory and accrediting standards in the financial areas of the Agency.

#### Key Areas of Focus:

- Provides leadership in the development of short and long-term strategic financial objectives.
- Ensure credibility of finance staff by providing timely and accurate analysis of budgets, financial trends, and forecasts.
- Take hands-on leadership role for implementing and maintaining evaluation of financial statements.
- Directs and oversees all aspects of the finance and accounting functions of the organization.
- Evaluates and advises on the impact of long-range planning, introduction of new programs/ strategies, and regulatory action.
- Establishes and maintains strong relationships with senior executives to identify their needs and seek full range of business solutions.
- Provides executive management with advice on the financial implications of business activities.
- Provides recommendations to strategically enhance financial performance and business opportunities.
- Establishes and oversees policies and procedures for internal audit. Monitor and/or conduct internal audits and assess Corporate Compliance Standards as it relates to accounting and financial compilation.
- Monitor's investment activities.
- Monitors the administration of established procedures pertaining to accounting, auditing, the budget, the preparation and payment of payrolls and accounts receivable.
- Ensures effective internal controls are in place and functional and ensures compliance with GAAP and applicable federal, state and local regulatory laws and rules for financial and tax reporting.
- Develop knowledge of regulations, accounting guidelines, and other technical areas related to the accounting, financial compilation, cost report, and audit processes through seminars, publications and associations with peers in the industry.
- Understanding of the financial and accounting needs and requirements of home health care, hospice, palliative care, and personal care.
- Strong problem solving, creativity, and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.
- High level of integrity and dependability with a strong sense of urgency and results orientated.
- Represent the agency, management team, and the Board of Directors/Governing Body in a positive, professional, trustworthy, and forthcoming manner.
- Adheres to and upholds all regulations and recommendations of the Department of Health, Department of Public Welfare, Centers for Medicare and Medicaid Services, and any other applicable governing entities.
- Provides leadership to the directors and managers in improving efficiency and effectiveness of the budget and institutes guidelines, methodologies, financial policies and regulations to include directing financial activities, cost reporting, contracts, procurement, budget monitoring and planning.
- Ensures budget priorities are met without compromising standards of sound fiscal management.
- Monitors compliance with policies relating to receipt of revenue, disbursement of funds, and safeguarding of assets for the Agency.
- Proactive in monitoring and assessing the delivery of healthcare service programs by maintaining a fiscally sound operation which continues to respond to the needs of both patients and the community at large; and
- Coordinates the operation of all financial functions ensuring the Agency's adherence to the practice of sound business methodologies, financial accountability, and adherence to the laws and regulations of state and federal government.
- Oversees the preparation of financial statements and cost report. Creates detailed reports and presents the Agency's annual budget and justifies to executive management and BOD the basis for financial decisions.
- Works closely with outside auditors.

## Proprietor

May 2009 – June 2013

SchaeferRolls Inc.

Farmington, NH

### Controller

German Based manufacturing start-up for North America. Responsibilities primarily reporting financial position to board on monthly basis. Making key decisions based on cash flow, capital improvements, job-cost and product-based margins. Consistently working with German counterparts for financial presentation by department, product line and debt management. Current projects include analysis of mechanical product line for continued growth and increased market share. Also developing key processes and procedures for ISO certification and new ERP system implementation. Daily job functions in-line with 5m manufacturing facility (tax, HR, audit, inventory, currency and inventory valuation, fixed assets, budgeting, outside audit coordination and much more). Revenue = \$5-10m

October 2005 – May 2009

AccuRite Accounting & Consulting

Rochester, NH

### Proprietor

Contract based consulting services for audit, tax, management and financial services including Accounting; full charge bookkeeping; tax preparation; payroll; business startup; HR services, ERP system conversions, employee moral & legal issues and marketing plans. Clients included RE agents, manufacturing & construction companies, nonprofit networking groups & property managers

October 2007 – June 2008

Sig Sauer, Inc.

Exeter, NH

### Accounting Manager

Reporting directly to the CFO, to maintain accurate financial records of the company. Recording of all financial transactions directly or through direction of staff, complying with FASB and GAAP standards, including Sarbanes Oxley. Develop and follow a strict closing schedule. Preparation of accurate and timely financial reports including P&L and BS, assisting the CFO with reporting to the Board of Directors. Work with external auditors for annual audit. Consistently working with outside firm in preparation of Federal, State and Sales & Use Tax Returns. Monthly analysis of each department budget versus actual expenses, review with department heads. 100m company

March 2000-October 2005

Urban Tree Service

Rochester, NH

### Business Manager/Controller

Responsible for running all aspects of business relating to management, IT, including strategic planning, finance, accounting, HR, and marketing. Was able to increase the business revenue from \$500 K to \$2.5 Million. Participate regularly in industry management conferences and asked to be a guest speaker talking about "taking your company to the next level". Participate regularly in networking communities. Developed and wrote the current policy manual and safety handbook.

1998-2000

Brookstone Builders, Inc.

Manchester, NH

### Accountant

Responsible for all aspects of accounting and financial management in Construction Industry. AIA & Percent of Completion billing

1988-1998

T. C. Edwards & Co., P.C.

Woburn, MA

### Controller / Auditor

Certified Public Accounting firm. Responsibilities require overseeing accounting department while developing and maintaining reliable budgets, reviewing all financial reports, and reporting directly to the President. To direct and record all financial commitments. Also responsible for the development and administration of all internal controls for the company. Assisted in the interim and year-end audits of banks and credit unions, including bookkeeping for write-up clients.

## Education

MBA in Health Care Administration – Southern New Hampshire University  
BS in Economics Finance (Accounting) – New Hampshire College  
NH Real Estate License-let expire

Member of IMA (Institute of Management Accountants)  
Executive Board Member of Rochester Chamber of Commerce  
Board Member for City of Rochester Riverwalk

## Software

Fully skilled in all Microsoft Office products  
EMR system – Homecare Homebase, HRIS system – iSolved, Timberline, Oracle, JD Edwards, QuickBooks Pro, SAGE, Peachtree, MAS 90, AccPac; Pencil Pushers, CCH, ADP, Paychex, Interpay



## Waypoint Key Personnel

Name	Title	Salary	% charged to this		
			Grant		
Borja Alvarez de Toledo	CEO	185,411	0%		
Colleen Ives	COO	127,338	0%		
Kerrie Landry	CFO	125,000	0%		
Melissa Hugener	Director	82,160	17%	13,967.20	HFA - Rockingham
			21%	17,253.60	HFA - Merrimack



Lori A. Shabinette  
Commissioner

Lisa M. Morris  
Director

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

29 HAZEN DRIVE, CONCORD, NH 03301  
603-271-4501 1-800-852-3345 Ext. 4501  
Fax: 603-271-4827 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

August 25, 2020

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

**REQUESTED ACTION**

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

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

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

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 2 of 3

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

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

See attached fiscal details.

#### EXPLANATION

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

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

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

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

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

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



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

Area served: Statewide

Source of Funds: CFDA #93.870, FAIN #X10MC33595

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

Respectfully submitted,

  
Lori A. Shabinette  
Commissioner

**FINANCIAL DETAIL ATTACHMENT SHEET**  
Home Visiting-HFA

05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, ACA HOME VISITING  
FAIN # X10MC29490 and X10MC31156 & X10MC33595  
CFDA #93.870 -100% Federal

**Community Action Belknap Merrimack Counties - Vendor #177203-B003**

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

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

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

**Waypoint - City of Manchester - Vendor #177166-B002**

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$271,404.00	\$0.00	\$271,404.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$271,404.00	\$0.00	\$271,404.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$67,851.00	\$203,553.00	\$271,404.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$271,404.00	\$271,404.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$0.00	\$67,851.00	\$67,851.00
		<b>Subtotal</b>		<b>\$610,659.00</b>	<b>\$542,808.00</b>	<b>\$1,153,467.00</b>

**Waypoint - Hillaboro - Vendor #177166-B002**

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$278,493.00	\$0.00	\$278,493.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$278,493.00	\$0.00	\$278,493.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$69,823.00	\$198,523.00	\$268,146.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$268,146.00	\$268,146.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$0.00	\$67,036.00	\$67,036.00
		<b>Subtotal</b>		<b>\$626,809.00</b>	<b>\$533,705.00</b>	<b>\$1,160,314.00</b>

**Waypoint - Merrimack Vendor #177166-B002**

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

**Waypoint - Rockingham Vendor #177166-B002**

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$184,816.00	\$0.00	\$184,816.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$184,816.00	\$0.00	\$184,816.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$46,204.00	\$221,942.00	\$268,146.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$268,146.00	\$268,146.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$0.00	\$67,036.00	\$67,036.00
		<b>Subtotal</b>		<b>\$415,836.00</b>	<b>\$557,124.00</b>	<b>\$972,960.00</b>

## FINANCIAL DETAIL ATTACHMENT SHEET

Home Visiting-HFA

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

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

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

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

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

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

## TLC Family Resource Center - Vendor #170625-B001

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

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

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

## FINANCIAL DETAIL ATTACHMENT SHEET

Home Visiting-HFA

05-95-92-920510-3382 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: BEHAVIORAL HEALTH DIVISION  
100% OTHER FUNDS (GOVERNOR COMMISSION FUNDS)

Community Action Belknap Merrimack Counties Vendor #177203-B003

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

Community Action Partnership of Strafford County Vendor #177200-B004

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

Waypoint-Rockingham County Vendor #177168-B002

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

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

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

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

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

## FINANCIAL DETAIL ATTACHMENT SHEET

Home Visiting-HFA

05-95-042-421010-29580000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN  
SVS, HHS: HUMAN SERVICES DIV, CHILD PROTECTION, CHILD-FAMILY SERVICES  
100% General Funds

Waypoint- Merrimack County

Vendor #177166-B002

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

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

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

Community Action Partnership of Strafford County

Vendor #177200-B004

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$0.00	\$60,553.00	\$60,553.00
SFY 2022	645-504004	General Funds for Other	42105746	\$0.00	\$60,553.00	\$60,553.00
SFY 2023	645-504004	General Funds for Other	42105746	\$0.00	\$15,138.00	\$15,138.00
		Subtotal		\$0.00	\$136,244.00	\$136,244.00

Community Action Belknap Merrimack Counties

Vendor #177203-B003

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

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

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

The Family Resource Center at Gorham - Coos County

Vendor #162412-B001

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

The Family Resource Center at Gorham - Grafton County

Vendor #162412-B001

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

TLC Family Resource Center - Vendor #170625-B001

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





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

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

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

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

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

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

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

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

Waypoint

SS-2019-DPHS-05-HOMEV-02-A02

Amendment #2

Page 1 of 5

Contractor Initials

Date 8/6/20





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

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



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

---

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

Waypoint

SS-2019-DPHS-05-HOMEV-02-A02

Amendment #2

Page 3 of 5

Contractor Initials

Date 8/6/20



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

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

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

State of New Hampshire  
Department of Health and Human Services

8/11/2020  
Date

Leri Shibette  
Name:  
Title:

8/6/20  
Date

Waypoint  
Samuel Th  
Name: Samuel Th  
Title: President / CEO



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

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

OFFICE OF THE ATTORNEY GENERAL

08/17/20  
Date

*Catherine Pinos*  
Name: Catherine Pinos, Attorney

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

## OFFICE OF THE SECRETARY OF STATE

Date \_\_\_\_\_

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



New Hampshire Department of Health and Human Services  
Home Visiting Services

Exhibit A-2 Performance Measures

1. Performance Measures

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

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

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

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

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

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

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

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

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

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

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

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

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

Quarter 2 1/1/2020- 3/31/2020

Quarter 3 4/1/2020 - 6/30/2020

Quarter 4 7/1/2020 - 9/30/2020.

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

Waypoint

Exhibit A-2 Performance Measures

Vendor Initials

SS-2019-DPHS-05-HOMEV-02-A02

Page 1 of 2

Date

7/18/21  
8/6/21



New Hampshire Department of Health and Human Services  
Home Visiting Services

Exhibit A-2 Performance Measures

Performance Measure #3  
HFA Best Practice Standard 6-6.B

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

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

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

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

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

Performance Measure #4  
HFA Standard 12-1.B

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

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

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

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

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

Waypoint

Exhibit A-2 Performance Measures

Vendor Initials Jan

SS-2019-DPHS-05-HOMEV-02-A02

Page 2 of 2

Date 8/6/20



## Exhibit B-3, Budget Amendment # 2

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

Bidder/Program Name: Waypoint (Hillsboro)

Budget Request for: Home Visiting

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

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

Indirect As A Percent of Direct

17.7%

Contractor Initials

PAF

Date 8/6/20

## Exhibit B-6, Budget Amendment #2

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

Bidder/Program Name: Waypoint (Manchester)

Budget Request for: Home Visiting

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

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 173,323.00	\$ -	\$ 173,323.00	\$ -	\$ -	\$ -	\$ 173,323.00	\$ -	\$ 173,323.00
2. Employee Benefits	\$ 30,637.00	\$ -	\$ 30,637.00	\$ -	\$ -	\$ -	\$ 30,637.00	\$ -	\$ 30,637.00
3. Consultants	\$ 9,500.00	\$ -	\$ 9,500.00	\$ -	\$ -	\$ -	\$ 9,500.00	\$ -	\$ 9,500.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 535.00	\$ -	\$ 535.00	\$ -	\$ -	\$ -	\$ 535.00	\$ -	\$ 535.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 576.00	\$ -	\$ 576.00	\$ -	\$ -	\$ -	\$ 576.00	\$ -	\$ 576.00
6. Travel	\$ 4,219.00	\$ -	\$ 4,219.00	\$ -	\$ -	\$ -	\$ 4,219.00	\$ -	\$ 4,219.00
7. Occupancy	\$ 14,464.00	\$ -	\$ 14,464.00	\$ -	\$ -	\$ -	\$ 14,464.00	\$ -	\$ 14,464.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 3,287.00	\$ -	\$ 3,287.00	\$ -	\$ -	\$ -	\$ 3,287.00	\$ -	\$ 3,287.00
Postage	\$ 73.00	\$ -	\$ 73.00	\$ -	\$ -	\$ -	\$ 73.00	\$ -	\$ 73.00
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 1,927.00	\$ -	\$ 1,927.00	\$ -	\$ -	\$ -	\$ 1,927.00	\$ -	\$ 1,927.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
11. Staff Education and Training	\$ 4,100.00	\$ -	\$ 4,100.00	\$ -	\$ -	\$ -	\$ 4,100.00	\$ -	\$ 4,100.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific needs mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dues/Accreditation	\$ 867.00	\$ -	\$ 867.00	\$ -	\$ -	\$ -	\$ 867.00	\$ -	\$ 867.00
Indirect	\$ -	\$ 25,896.00	\$ 25,896.00	\$ -	\$ -	\$ -	\$ -	\$ 25,896.00	\$ 25,896.00
TOTAL	\$ 244,508.00	\$ 25,896.00	\$ 271,404.00	\$ -	\$ -	\$ -	\$ 244,508.00	\$ 25,896.00	\$ 271,404.00

Indirect As A Percent of Direct

11.0%

Contractor Initials

Date 8/16/20

## Exhibit B-9, Budget Amendment # 2

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

Bidder/Program Name: Waypoint (Merrimack)

Budget Request for: Home Visiting - Federal Funds

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

Line Item	Total Program Costs			Contractor Share/Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 173,259.00	\$ -	\$ 173,259.00	\$ -	\$ -	\$ -	\$ 173,259.00	\$ -	\$ 173,259.00
2. Employee Benefits	\$ 26,029.00	\$ -	\$ 26,029.00	\$ -	\$ -	\$ -	\$ 26,029.00	\$ -	\$ 26,029.00
3. Consultants	\$ 7,000.00	\$ -	\$ 7,000.00	\$ -	\$ -	\$ -	\$ 7,000.00	\$ -	\$ 7,000.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ 360.00	\$ -	\$ 360.00	\$ -	\$ -	\$ -	\$ 360.00	\$ -	\$ 360.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ 480.00	\$ -	\$ 480.00	\$ -	\$ -	\$ -	\$ 480.00	\$ -	\$ 480.00
Office	\$ 5,451.00	\$ -	\$ 5,451.00	\$ -	\$ -	\$ -	\$ 5,451.00	\$ -	\$ 5,451.00
6. Travel	\$ 7,333.00	\$ -	\$ 7,333.00	\$ -	\$ -	\$ -	\$ 7,333.00	\$ -	\$ 7,333.00
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ 2,641.00	\$ -	\$ 2,641.00	\$ -	\$ -	\$ -	\$ 2,641.00	\$ -	\$ 2,641.00
Telephone	\$ 60.00	\$ -	\$ 60.00	\$ -	\$ -	\$ -	\$ 60.00	\$ -	\$ 60.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 780.00	\$ -	\$ 780.00	\$ -	\$ -	\$ -	\$ 780.00	\$ -	\$ 780.00
10. Marketing/Communications	\$ 4,500.00	\$ -	\$ 4,500.00	\$ -	\$ -	\$ -	\$ 4,500.00	\$ -	\$ 4,500.00
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ 900.00	\$ -	\$ 900.00	\$ -	\$ -	\$ -	\$ 900.00	\$ -	\$ 900.00
Dues/Accreditation	\$ -	\$ 39,353.00	\$ 39,353.00	\$ -	\$ -	\$ -	\$ -	\$ 39,353.00	\$ 39,353.00
Indirect	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 228,783.00</b>	<b>\$ 39,353.00</b>	<b>\$ 268,146.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 228,783.00</b>	<b>\$ 39,353.00</b>	<b>\$ 268,146.00</b>

Indirect As A Percent of Direct 17.2%

Contractor Initials

Date

8/6/20

## Exhibit B-12, Budget Amendment # 2

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

Bidder/Program Name: Waypoint (Rockingham)

Budget Request for: Home Visiting

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

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

Indirect As A Percent of Direct

17.6%

Contractor Initials

Date 8/6/20

## Exhibit B-14, Budget Amendment # 2

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

Bidder/Program Name: Waypoint (Mentmark)

Budget Request for: Home Visiting - General Funds

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

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

Indirect As A Percent of Direct

17.2%

Contractor Initials: 

Date: 8/6/20

## Exhibit B-15, Budget Amendment # 2

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

Bidding Program Name: Waypoint (Hillsboro)

Budget Request for: Home Visiting

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

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

Indirect As A Percent of Direct

17.7%

Contractor Initials

Date

BA  
8/6/20



## Exhibit B-16, Budget Amendment # 2

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

Bidder/Program Name: Waypoint (Manchester)

Budget Request for: Home Visiting

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

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 173,323.00	\$ -	\$ 173,323.00	\$ -	\$ -	\$ -	\$ 173,323.00	\$ -	\$ 173,323.00
2. Employee Benefits	\$ 30,637.00	\$ -	\$ 30,637.00	\$ -	\$ -	\$ -	\$ 30,637.00	\$ -	\$ 30,637.00
3. Consultants	\$ 9,500.00	\$ -	\$ 9,500.00	\$ -	\$ -	\$ -	\$ 9,500.00	\$ -	\$ 9,500.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 535.00	\$ -	\$ 535.00
Educational	\$ 535.00	\$ -	\$ 535.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 576.00	\$ -	\$ 576.00	\$ -	\$ -	\$ -	\$ 576.00	\$ -	\$ 576.00
6. Travel	\$ 4,219.00	\$ -	\$ 4,219.00	\$ -	\$ -	\$ -	\$ 4,219.00	\$ -	\$ 4,219.00
7. Occupancy	\$ 14,464.00	\$ -	\$ 14,464.00	\$ -	\$ -	\$ -	\$ 14,464.00	\$ -	\$ 14,464.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,287.00	\$ -	\$ 3,287.00
Telephone	\$ 3,287.00	\$ -	\$ 3,287.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ 73.00	\$ -	\$ 73.00	\$ -	\$ -	\$ -	\$ 73.00	\$ -	\$ 73.00
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 1,927.00	\$ -	\$ 1,927.00	\$ -	\$ -	\$ -	\$ 1,927.00	\$ -	\$ 1,927.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
10. Marketing/Communications	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 4,100.00	\$ -	\$ 4,100.00	\$ -	\$ -	\$ -	\$ 4,100.00	\$ -	\$ 4,100.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 867.00	\$ -	\$ 867.00
Dues/Accreditation	\$ 867.00	\$ -	\$ 867.00	\$ -	\$ -	\$ -	\$ -	\$ 26,896.00	\$ 26,896.00
Indirect	\$ -	\$ 26,896.00	\$ 26,896.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 244,508.00	\$ 26,896.00	\$ 271,404.00	\$ -	\$ -	\$ -	\$ 244,508.00	\$ 26,896.00	\$ 271,404.00
Indirect As A Percent of Direct			11.0%						

Contractor Initials

Date

8/6/20

## Exhibit B-17, Budget Amendment # 2

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

Bidding/Program Name: Waypoint (Merrimack)

Budget Request for: Home Visiting - Federal Funds

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

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

Indirect As A Percent of Direct 17.2%

Contractor Initials

Date

8/6/20

## Exhibit B-18, Budget Amendment # 2

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

Bidder/Program Name: Waypoint (Merrimack)

Budget Request for: Home Visiting - General Funds

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

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 121,400.00	\$ -	\$ 121,400.00	\$ -	\$ -	\$ -	\$ 121,400.00	\$ -	\$ 121,400.00
2. Employee Benefits	\$ 18,186.00	\$ -	\$ 18,186.00	\$ -	\$ -	\$ -	\$ 18,186.00	\$ -	\$ 18,186.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies	\$ 240.00	\$ -	\$ 240.00	\$ -	\$ -	\$ -	\$ 240.00	\$ -	\$ 240.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ 320.00	\$ -	\$ 320.00	\$ -	\$ -	\$ -	\$ 320.00	\$ -	\$ 320.00
Office	\$ 3,634.00	\$ -	\$ 3,634.00	\$ -	\$ -	\$ -	\$ 3,634.00	\$ -	\$ 3,634.00
6. Travel	\$ 4,890.00	\$ -	\$ 4,890.00	\$ -	\$ -	\$ -	\$ 4,890.00	\$ -	\$ 4,890.00
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ 1,760.00	\$ -	\$ 1,760.00	\$ -	\$ -	\$ -	\$ 1,760.00	\$ -	\$ 1,760.00
Telephone	\$ 40.00	\$ -	\$ 40.00	\$ -	\$ -	\$ -	\$ 40.00	\$ -	\$ 40.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audio and Video	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 520.00	\$ -	\$ 520.00	\$ -	\$ -	\$ -	\$ 520.00	\$ -	\$ 520.00
10. Marketing/Communications	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ 600.00	\$ -	\$ 600.00	\$ -	\$ -	\$ -	\$ 600.00	\$ -	\$ 600.00
Dues/Accreditation	\$ -	\$ 25,589.00	\$ 25,589.00	\$ -	\$ -	\$ -	\$ -	\$ 25,589.00	\$ 25,589.00
Indirect	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 154,590.00</b>	<b>\$ 25,589.00</b>	<b>\$ 181,179.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 154,590.00</b>	<b>\$ 25,589.00</b>	<b>\$ 181,179.00</b>

Indirect As A Percent of Direct

17.2%

Contractor Initials

Date

8/6/20

## Exhibit B-19, Budget Amendment # 2

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

Bidder/Program Name: Waypoint (Rockingham)

Budget Request for: Home Visiting

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

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

Indirect As A Percent of Direct

17.6%

Contractor Initials

Date

8/6/20

## Exhibit B-20, Budget Amendment # 2

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

Bidder/Program Name: Waypoint (Hillsboro)

Budget Request for: Home Visiting

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

Line Item	Total Program Cost			Contractor Share / Match			Funded by DPHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 34,018.00	\$ -	\$ 34,018.00	\$ -	\$ -	\$ -	\$ 34,018.00	\$ -	\$ 34,018.00
2. Employee Benefits	\$ 10,231.00	\$ -	\$ 10,231.00	\$ -	\$ -	\$ -	\$ 10,231.00	\$ -	\$ 10,231.00
3. Consultants	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -	\$ -	\$ -	\$ 3,500.00	\$ -	\$ 3,500.00
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies	\$ 150.00	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ 150.00	\$ -	\$ 150.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ 187.00	\$ -	\$ 187.00	\$ -	\$ -	\$ -	\$ 187.00	\$ -	\$ 187.00
Office	\$ 2,519.00	\$ -	\$ 2,519.00	\$ -	\$ -	\$ -	\$ 2,519.00	\$ -	\$ 2,519.00
6. Travel	\$ 4,396.00	\$ -	\$ 4,396.00	\$ -	\$ -	\$ -	\$ 4,396.00	\$ -	\$ 4,396.00
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ 750.00	\$ -	\$ 750.00	\$ -	\$ -	\$ -	\$ 750.00	\$ -	\$ 750.00
Telephone	\$ 25.00	\$ -	\$ 25.00	\$ -	\$ -	\$ -	\$ 25.00	\$ -	\$ 25.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ 416.00	\$ -	\$ 416.00	\$ -	\$ -	\$ -	\$ 416.00	\$ -	\$ 416.00
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 188.00	\$ -	\$ 188.00	\$ -	\$ -	\$ -	\$ 188.00	\$ -	\$ 188.00
10. Marketing/Communications	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ 375.00	\$ -	\$ 375.00	\$ -	\$ -	\$ -	\$ 375.00	\$ -	\$ 375.00
Dues/Accreditation	\$ -	\$ 10,081.00	\$ 10,081.00	\$ -	\$ -	\$ -	\$ -	\$ 10,081.00	\$ 10,081.00
Indirect	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,925.00	\$ 10,081.00	\$ 45,006.00
TOTAL	\$ 54,955.00	\$ 10,081.00	\$ 65,036.00	\$ -	\$ -	\$ -	\$ 54,955.00	\$ 10,081.00	\$ 65,036.00

Indirect As A Percent of Direct

17.7%

Contractor Initials

Date

8/6/20

## Exhibit B-21, Budget Amendment #2

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

Bidder/Program Name: Waypoint (Manchester)

Budget Request for: Home Visiting


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

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

Indirect As A Percent of Direct

11.0%

Contractor Initials

  
 Date 8/6/22



## Exhibit B-22, Budget Amendment # 2

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

Bidding/Program Name: Waypoint (Merrimack)

Budget Request for: Home Visiting - Federal Funds

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

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

Indirect As A Percent of Direct

17.2%

Contractor Initials

Date

## Exhibit B-23, Budget Amendment # 2

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

Bidder/Program Name: Waypoint (Merrimack)

Budget Request for: Home Visiting - General Funds

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

Line Item	Total Program Cost			Contractor Share / Match			Funded by DPHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 30,350.00	\$ -	\$ 30,350.00	\$ -	\$ -	\$ -	\$ 30,350.00	\$ -	\$ 30,350.00
2. Employee Benefits	\$ 4,566.00	\$ -	\$ 4,566.00	\$ -	\$ -	\$ -	\$ 4,566.00	\$ -	\$ 4,566.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60.00	\$ -	\$ 60.00
Educational	\$ 60.00	\$ -	\$ 60.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60.00	\$ -	\$ 60.00
Office	\$ 80.00	\$ -	\$ 80.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ 909.00	\$ -	\$ 909.00	\$ -	\$ -	\$ -	\$ 909.00	\$ -	\$ 909.00
7. Occupancy	\$ 1,202.00	\$ -	\$ 1,202.00	\$ -	\$ -	\$ -	\$ 1,202.00	\$ -	\$ 1,202.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 440.00	\$ -	\$ 440.00
Telephone	\$ 440.00	\$ -	\$ 440.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ 10.00	\$ -	\$ 10.00	\$ -	\$ -	\$ -	\$ 10.00	\$ -	\$ 10.00
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130.00	\$ -	\$ 130.00
10. Marketing/Communications	\$ 130.00	\$ -	\$ 130.00	\$ -	\$ -	\$ -	\$ 750.00	\$ -	\$ 750.00
11. Staff Education and Training	\$ 750.00	\$ -	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150.00	\$ -	\$ 150.00
Dues/Accreditation	\$ 150.00	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ 6,648.00	\$ 6,648.00
Indirect	\$ -	\$ 6,648.00	\$ 6,648.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 38,647.00	\$ 6,648.00	\$ 45,295.00	\$ -	\$ -	\$ -	\$ 38,647.00	\$ 6,648.00	\$ 45,295.00

Indirect As A Percent of Direct

17.2%

Contractor Initials

Date

8/6/20

## Exhibit B-24, Budget Amendment # 2

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

Bidder/Program Name: Waypoint (Rockingham)

Budget Request for: Home Visiting

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

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 37,022.00	\$ -	\$ 37,022.00	\$ -	\$ -	\$ -	\$ 37,022.00	\$ -	\$ 37,022.00
2. Employee Benefits	\$ 8,348.00	\$ -	\$ 8,348.00	\$ -	\$ -	\$ -	\$ 8,348.00	\$ -	\$ 8,348.00
3. Consultants	\$ 2,250.00	\$ -	\$ 2,250.00	\$ -	\$ -	\$ -	\$ 2,250.00	\$ -	\$ 2,250.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ 225.00	\$ -	\$ 225.00	\$ -	\$ -	\$ -	\$ 225.00	\$ -	\$ 225.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ 125.00	\$ -	\$ 125.00	\$ -	\$ -	\$ -	\$ 125.00	\$ -	\$ 125.00
Office	\$ 2,913.00	\$ -	\$ 2,913.00	\$ -	\$ -	\$ -	\$ 2,913.00	\$ -	\$ 2,913.00
6. Travel	\$ 3,002.00	\$ -	\$ 3,002.00	\$ -	\$ -	\$ -	\$ 3,002.00	\$ -	\$ 3,002.00
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ 753.00	\$ -	\$ 753.00	\$ -	\$ -	\$ -	\$ 753.00	\$ -	\$ 753.00
Telephone	\$ 25.00	\$ -	\$ 25.00	\$ -	\$ -	\$ -	\$ 25.00	\$ -	\$ 25.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ 373.00	\$ -	\$ 373.00	\$ -	\$ -	\$ -	\$ 373.00	\$ -	\$ 373.00
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 434.00	\$ -	\$ 434.00	\$ -	\$ -	\$ -	\$ 434.00	\$ -	\$ 434.00
10. Marketing/Communications	\$ 1,159.00	\$ -	\$ 1,159.00	\$ -	\$ -	\$ -	\$ 1,159.00	\$ -	\$ 1,159.00
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ 375.00	\$ -	\$ 375.00	\$ -	\$ -	\$ -	\$ 375.00	\$ -	\$ 375.00
Dues/Accreditation	\$ -	\$ 10,033.00	\$ 10,033.00	\$ -	\$ -	\$ -	\$ -	\$ 10,033.00	\$ 10,033.00
Indirect	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 57,604.00</b>	<b>\$ 10,033.00</b>	<b>\$ 67,637.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 57,604.00</b>	<b>\$ 10,033.00</b>	<b>\$ 67,637.00</b>

Indirect As A Percent of Direct

17.5%

Contractor Initials

Date

8/6/22

AUG29'19 PM 1:57 DAS

27 mac



Jeffrey A. Meyers  
Commissioner

Lisa M. Morris  
Director

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

29 HAZEN DRIVE, CONCORD, NH 03301  
603-271-4501 1-800-852-3345 Ext. 4501  
Fax: 603-271-4827 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

August 27, 2019

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Public Health Services, to amend existing **sole source** agreements with four (4) of the seven (7) vendors listed (in bold) below, to provide home visiting services to expectant women and newly parenting individuals by increasing the total price limitation by \$250,000 from \$4,407,387 to \$4,657,387 with no change to the contract completion dates of September 30, 2020, effective upon Governor and Executive Council approval. 100% Other Funds.

The agreements were originally approved by the Governor and Executive Council on June 20, 2018 (Item #27E).

Vendor Name	Vendor Number	Location	Current Budget Amount	Increase/ (Decrease) Amount	Modified Budget Amount
<b>Community Action of Belknap-Merrimack Counties Inc.</b>	<b>177203-B003</b>	<b>2 Industrial Park Drive Concord, NH 03302-1016</b>	<b>\$285,941</b>	<b>\$28,115</b>	<b>\$314,056</b>
<b>Community Action Partnership of Strafford County</b>	<b>177200-B004</b>	<b>642 Central Avenue Dover, NH 03820</b>	<b>\$424,152</b>	<b>\$68,575</b>	<b>\$492,727</b>
<b>Waypoint</b>	<b>177166-B002</b>	<b>City of Manchester, Hillsborough, Merrimack and Rockingham Counties</b>	<b>\$2,220,473</b>	<b>\$88,965</b>	<b>\$2,309,438</b>
<b>The Family Resource Center at Gorham</b>	<b>162412-B001</b>	<b>Grafton and Coos County</b>	<b>\$737,613</b>	<b>\$64,345</b>	<b>\$801,958</b>
TLC Family Resource Center	170625-B001	109 Pleasant Street Claremont, NH 03743	\$234,000	\$0	\$234,000
Central New Hampshire VNA & Hospice	177244-B002	780 North Main Street, Laconia, NH 03246	\$192,978	\$0	\$192,978
VNA at HCS, Inc.	177274-B002	312 Marlboro Street Keene, NH 03431	\$312,230	\$0	\$312,230
		<b>Totals</b>	<b>\$4,407,387</b>	<b>\$250,000</b>	<b>\$4,657,387</b>

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 2 of 3

Funds to support this request are anticipated to be available in the following accounts for State Fiscal Years 2020 and 2021 upon the availability and continued appropriation of funds in the future operating budget, with authority to adjust amounts within the price limitation and adjust encumbrances between state fiscal years through the Budget Office, if needed and justified.

**05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY  
SERVICES, ACA HOME VISITING**

Fiscal Year	Class	Title	Activity Code	Current (Modified) Budget	Increased/ (Decreased) Amount	Revised Modified Budget
2019	102-500731	Contracts for Program Svcs	90083200	\$1,958,839	\$0	\$1,958,839
2020	102-500731	Contracts for Program Svcs	90083201	\$1,958,839	\$0	\$1,958,839
2021	102-500731	Contracts for Program Svcs	90083201	\$489,709	\$0	\$489,709
			<i>Subtotals:</i>	<b>\$4,407,387</b>	<b>\$0</b>	<b>\$4,407,387</b>

**05-95-92-920510-3382 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: BEHAVIORAL HEALTH DIVISION, BUREAU OF DRUG & ALCHOL SVCS, GOVERNOR  
COMMISSION FUNDS**

Fiscal Year	Class	Title	Activity Code	Current (Modified) Budget	Increased/ (Decreased) Amount	Revised Modified Budget
2019	102-500734	Contracts for Social Svcs	92058502	\$0	\$0	\$0
2020	102-500734	Contracts for Social Svcs	92058502	\$0	\$250,000	\$250,000
2021	102-500734	Contracts for Social Svcs	92058502	\$0	\$0	\$0
			<i>Subtotals:</i>	<b>\$0</b>	<b>\$250,000</b>	<b>\$250,000</b>
			<b>Totals:</b>	<b>\$4,407,387</b>	<b>\$250,000</b>	<b>\$4,657,387</b>

**EXPLANATION**

This request is **sole source** because these Contractors are the only vendors certified to provide the evidence based home visiting model "Healthy Families America" as approved by the Division of Public Health Services and federal funders. Additionally, these vendors have been providing home visiting services in their respective counties and have developed collaborative referral networks, which can provide new mothers and their families with additional assistance programs in their community. Home Visiting utilizes an approved Maternal Infant Early Childhood Home Visiting model and along with permanent partners within each community, provides an array of services to assist in family support and strengthening services to New Hampshire citizens, statewide.

The purpose of this request is to increase capacity for community outreach in identified areas of need. The additional funding for the four (4) Contractors supports the requirement set forth by the Healthy Families America model to have staff trained in Parent Survey and Community Outreach (PSCO). Contractor staff will provide increased, dedicated allocation of time on community outreach.



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

The additional funding will allow the Department to provide services to a total of 255 households in need through September 30, 2020. The Contractors have demonstrated their ability to provide these services.

The services provided in these agreements improve maternal and child health, prevent child abuse and neglect, encourage positive parenting and promote child growth and development. Home visitation programs are an effective early-intervention strategy to improve the health and well-being of children, particularly if they are embedded in comprehensive community services to families at risk, referrals and linkages to necessary services is an integral part of the Healthy Families America model.

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

These original agreements contain language in Exhibit C-1, Revisions to General Provisions that allow the Department to renew the contracts for up to two (2) additional years, subject to the continued availability of funds, satisfactory performance of services and approval from the Governor and Executive Council. The Department is not exercising renewal options at this time.

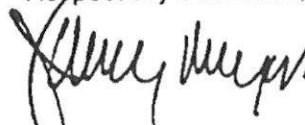
Should the Governor and Executive Council not approve this request, many of the most at risk New Hampshire families may not receive access to resources and family support and strengthening services necessary to raise children who are physically, socially and emotionally healthy, which can reduce juvenile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

Area Served: Statewide

Source of Funds: 100% Other Funds from the Governor's Commission on Alcohol and Other Drugs Fund.

In the event that other funds become no longer available, general funds will not be requested to support these agreements.

Respectfully Submitted,



Jeffrey A. Meyers  
Commissioner





Jeffrey A. Meyers  
Commissioner

Lisa M. Morris  
Director

JUN11 '18 PM12:51 DAS  
MUC  
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**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**DIVISION OF PUBLIC HEALTH SERVICES**

29 HAZEN DRIVE, CONCORD, NH 03301  
603-271-4501 1-800-852-3345 Ext. 4501  
Fax: 603-271-4827 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

May 2, 2018

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Public Health Services, to enter into **sole source** agreements with the vendors listed below, in an amount not to exceed \$4,407,387, to provide the provision of home visiting services to expectant women and newly parenting individuals, July 1, 2018 upon Governor and Executive Council approval through September 30, 2020. 100% Federal Funds.

Vendor	Vendor Code	Address	Amount
Community Action of Belknap-Merrimack Counties Inc.	177203-B003	2 Industrial Park Drive Concord, NH 03302-1016	\$285,941
Community Action Partnership of Strafford County	177200-B004	642 Central Avenue Dover, NH 03820	\$424,152
Child and Family Services of New Hampshire	177166-B002	City of Manchester, Hillsborough, Merrimack and Rockingham Counties	\$2,220,473
The Family Resource Center at Gorham	162412-B001	Grafton and Coos County	\$737,613
TLC Family Resource Center	170625-B001	109 Pleasant Street Claremont, NH 03743	\$234,000
Central New Hampshire VNA & Hospice	177244-B002	780 North Main Street, Laconia, NH 03246	\$192,978
VNA at HCS, Inc.	177274-B002	312 Marlboro Street Keene, NH 03431	\$312,230
<b>Total:</b>			<b>\$4,407,387</b>

Her Excellency, Governor Christopher T. Sununu  
and the Honorable Executive Council  
Page 2 of 3

Funds are available in the following account in State Fiscal Years 2019 and are anticipated to be available in State Fiscal Years 2020 and 2021, upon availability and continued appropriation of funds in the future operating budget, with the ability to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified, without approval from Governor and Executive Council.

**05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY  
SERVICES, ACA HOME VISITING**

Fiscal Year	Class	Title	Activity Code	Amount
2019	102-500731	Contracts for Program Svcs	90083200	\$1,958,839
2020	102-500731	Contracts for Program Svcs	90083201	\$1,958,839
2021	102-500731	Contracts for Program Svcs	90083201	\$489,709
<b>Total:</b>				<b>\$4,407,387</b>

**EXPLANATION**

This request is **sole source** because these vendors are the only vendors certified to provide the evidence based home visiting model "Healthy Families America" as approved by the Division of Public Health Services and federal funders. Additionally, these vendors have been providing home visiting services in their respective counties and have developed collaborative referral networks, which can provide new mothers and their families with additional assistance programs available in their community. Home Visiting utilizes an approved Maternal Infant Early Childhood Home Visiting model along with permanent partners within each community providing an array of services to assist in family support and strengthening services to more New Hampshire citizens, statewide. Funds will allow the vendors to provide services to 255 households in need through September 30, 2020. The vendors have demonstrated their ability to provide these services.

The purpose of these agreements is to improve maternal and child health, prevent child abuse and neglect, encourage positive parenting and promote child growth and development. Home visitation programs can be an effective early-intervention strategy to improve the health and well-being of children, particularly if they are embedded in comprehensive community services to families at risk.

These agreements contain language in Exhibit C-1, Revisions to General Provisions that allow the Department to renew the contracts for up to two (2) additional years, subject to the continued availability of funds, satisfactory performance of services and approval from the Governor and Executive Council.

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

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

Area Served: Statewide

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

Source of Funds: 100% Federal Funds, CFDA # 93.870, US Department of Health and Human Services, Health Resources and Services Administration, FAIN #'s are: X10MC29490 (4/1/16 – 9/30/18) X10MC31156) (9/30/17 – 9/29/19).

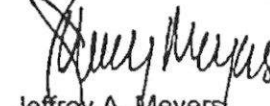
In the event that federal funds become no longer available, general funds will not be requested to support these agreements.

Respectfully Submitted,



Lisa Morris  
Director

Approved by:



Jeffrey A. Meyers  
Commissioner

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

**State of New Hampshire  
Department of Health and Human Services  
Amendment #3**

This Amendment to the Home Visiting Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and The Family Resource Center at Gorham ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 20, 2018 (Item #27E), as amended on September 18, 2019 (Item #27) and September 23, 2020, (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 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 1.8, Price Limitation, to read:

\$2,040,293

2. Modify Exhibit A, Scope of Services Section 1 Provisions Applicable to All Services, Subsection 1.5, to read:

1.5 The Contractor shall provide home visiting services as detailed in this Exhibit A, Scope of Services as follows:

Reference	Area of Service	Proposed Caseload SFY 2022 (Date of G&C approval – 6/30/22)	Proposed Caseload SFY 2023 (7/1/2022 – 9/30/2022)
1.5.1	Coos County	25 families	25 families
1.5.2	Grafton County	20 families	20 families

3. Modify Exhibit A, Scope of Services Section 2 Scope of Work, Subsection 2.2 Paragraph 2.2.4, to read:

2.2.4 Ensure the twelve (12) critical elements that make up the essential components of the HFA Model are addressed in agency policies.

4. Modify Exhibit A, Scope of Services Section 2 Scope of Work, by adding Subsection 2.3, to read:

2.3 The Contractor shall review the Division of Public Health Equity Toolkit to support authentic caregiver engagement that addresses healthy disparities and inequities as part of their CQI work and/or service delivery.

5. Modify Exhibit A, Scope of Services Section 2 Scope of Work, by adding Subsection 2.10, to read:

2.10 The Contractor shall support program staff and participants by providing the

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following allowable expenses under MIECHV American Rescue Plan funding:

- 2.10.1 Service delivery.
- 2.10.2 Hazard pay or other staff costs.
- 2.10.3 Home visitor training.
- 2.10.4 Technology.
- 2.10.5 Emergency supplies.
- 2.10.6 Diaper bank coordination (if not possible, barriers to coordination must be provided in writing).
- 2.10.7 Prepaid grocery cards.

6. Modify Exhibit A, Scope of Services Section 3 Project Description, to read:

3. Coos County Lead Program

3.1 Care Coordination and Case Management Activities

3.1.1 The Contractor shall provide nurse case management services for children 72 months of age or younger with elevated blood lead 5.0 micrograms per deciliter (mcg/dL) or greater who live in Coos County. The Contractor shall ensure services include:

- 3.1.1.1 Providing education; and
- 3.1.1.2 Providing case management services.

3.1.2 The Contractor shall participate in training coordinated by the Departments on the CDC Healthy Homes Lead Poisoning Surveillance System (HHLPPS) and when available, use this system for tracking and documenting all care coordination and case management activities for all children 72 months of age or younger that have a blood lead level  $\geq 5$ mcg/dL.

3.1.3 The Contractor shall participate in quarterly Nurse Case Management meetings coordinated by the HHLPPP to:

- 3.1.3.1 Review and develop protocols;
- 3.1.3.2 Review caseload;
- 3.1.3.3 Discuss logistics; and
- 3.1.3.4 Identify and remove barriers to successful case management.

3.2 Nurse Case Management

3.2.1 The Contractor shall provide Nurse Case Management services to children 72 months of age or younger with a confirmed elevated venous blood lead greater than the current RSA 130-A action level of 5.0 mcg/dL or higher in accordance with the Healthy Home & Lead Poisoning Prevention Program (HHLPPP) 2019 *Best Practices in Lead Case Management for Public Health Nurses* document and current version of the *Child Medical Management Quick Guide for Lead Testing and Treatment*.

3.2.2 All Lead Case management services shall be provided by a Registered Nurse (RN), Licensed Practical Nurse (LPN) or under the direction of an RN; certified Medical Assistant (MA) or a licensed physician.

3.2.3 The Contractor shall provide in-home or telephonic case management services in accordance with the updated 2019 *Best Practices in Lead Case Management for Public Health Nurses* document for those children with



elevated blood lead levels above the current RSA 130-A Action limit of 5.0 mcg/dL or higher. Children with elevated blood lead levels 15 mcg/dL or higher require an in-home visit as part of their case management services.

3.2.4 The Contractor shall make a referral to the HHLPPP Environmentalist for an in-home investigation for children 72 months of age or younger within ten (10) business days of obtaining an elevated blood lead report.

3.2.5 The Contractor shall work with families of children 72 months of age or younger with elevated blood lead levels 5.0 mcg/dL or higher to successfully link them to the services of Women, Infant and Children's (WIC) Nutrition Program.

3.2.6 The Contractor shall work with families of children 72 months of age or younger with elevated blood lead levels 5 mcg/dL or higher to link successfully them to Early Intervention services (EIS).

3.3 The Contractor shall provide culturally and linguistically appropriate services, which includes, but is not limited to:

3.3.1 Assessing the ethnic and cultural needs, resources and assets of the client's community.

3.3.2 Promoting the knowledge and skills necessary for staff to work effectively with consumers with respect to their culturally and linguistically diverse environment.

3.3.3 Providing clients of minimal English skills with interpretation services, when feasible and appropriate.

7. Modify Exhibit A, Scope of Services Section 3 Staffing Requirements, by adding Subsections 3.11 and 3.12, to read:

3.11 New Hires

3.11.1 The Contractor shall notify the Department in writing within one (1) month of hire when a staff person essential to delivering the scope of services is hired to work in the program ensuring a resume of the employee accompanies the notification.

3.12 Vacancies

3.12.1 The Contractor must notify the Department in writing if the position of public health nurse is vacant for more than one (1) month.

3.12.2 The Contractor shall notify the Department in writing if at any time the site funded under this agreement does not have adequate staffing to perform all required services for more than one (1) month.

8. Modify Exhibit A, Scope of Services, by adding Section 7 to read:

7. On-Site Reviews

7.1 The Contractor shall allow a team or person authorized by the Department to periodically review Contractor systems of governance, administration, data collection and submission, clinical, and financial management in order to assure systems are adequate to provide contracted services. On-site reviews shall include client record reviews to measure compliance with this contract.

7.2 The Contractor shall make corrective actions as advised by the review team if

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contracted services are not found to be provided in accordance with this contract.

7.3 On-Site reviews may be waived or abbreviated at the discretion of the Department.

9. Modify Exhibit A, Scope of Services Section 4 Reporting and Deliverable Requirements, by modifying Subsections 4.6 through 4.10, to read:

4.6 The Contractor shall submit all quarterly reports to the Department no later than the fifteenth (15th) day of the month following the reporting period of each contract year, with the first report due by October 15, 2022.

4.7 The Contractor shall submit annual reports by July 31 of each contract year, with the first report due on July 31, 2022.

4.8 The Contractor shall provide a report narrative of all care coordination and outreach activities to DHHS, HHLPPP within 30 days of the end of each quarter, and must ensure reports include:

4.8.1 The status of all individuals receiving Nurse Case Management services;

4.8.2 The number of cases that have been closed or discharged with reason included;

4.8.3 The number of families referred to WIC nutrition services;

4.8.4 The number of families successfully linked to WIC nutrition services;

4.8.5 The number of families referred to EIS; and

4.8.6 The number of families successfully linking to EIS.

4.9 The Contractor shall ensure all transfers of PHI, PI or confidential information between the Department and the Contractor are made either through a secure File Transfer Protocol (sFTP) encrypted email, or through the CDC Healthy Homes and Lead Poisoning Surveillance Software (HHL PSS) System.

4.10 The Contractor shall provide a report narrative of all care coordination and outreach activities to Department within 30 days of the end of each quarter, ensuring reports include:

4.10.1 The status of all individuals receiving Nurse Case Management services;

4.10.2 The number of cases that have been closed or discharged with reason included;

4.10.3 The number of families referred to WIC nutrition services;

4.10.4 The number of families successfully linked to WIC nutrition services;

4.10.5 The number of families referred to EIS; and

4.10.6 The number of families successfully linking to EIS.

10. Modify Exhibit A, Scope of Services Section 6, Performance Measures, by adding Subsection 6.2, to read:

6.2 The Contractor shall ensure the following performance measures are achieved annually and monitored on a monthly basis:

6.2.1 One hundred percent (100%) of children 72 months of age or younger with elevated blood lead levels receive nurse case management services.

11. Modify Exhibit A, Scope of Services Section 6, Performance Measures, by adding Subsection 6.3, to read:

6.3 The Contractor shall develop a corrective action plan for any performance measure

not achieved and submit to the Department annually.

12. Modify Exhibit A, Scope of Services Section 6 Performance Measures, by modifying Subsection 6.1, to read as follows:

6.1. All measures, consider services provided within the scope of this MCH contract during State Fiscal year 2022 (July 1, 2021–June 30, 2022). Measures may be modified to reflect updates after October 1, 2021 to reflect new Federal updates.

13. Modify Exhibit A, Scope of Services Section 6 Performance Measures, Subsection 6.1 Paragraph 6.1.2, to read:

6.1.2 Performance Measure #2

HVNH-HFA Performance Measure #2 (Retention Report)

**HFA Standard 3-4.A**

**Measure:** Increase the percent of families who remain enrolled in HFA for at least six (6) months from the baseline<sup>1</sup>.

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

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

**Denominator-** The number of families who received a first home visit during the period for:

*Quarter 4 - 7/1/2021 – 9/30/2021*

*Quarter 1 - 10/1/2021 - 12/31/2021*

*Quarter 2 - 1/1/2022 – 3/31/2022*

14. Modify Exhibit B – Amendment #1, Methods and Conditions Precedent to Payment, by modifying Section 2 as follows:

2. This Agreement is funded with:

2.1 85% Federal Funds from Maternal, Infant and Early Childhood Home Visiting Grant Program as awarded on 5/18/2017, 9/15/2017, 8/26/2019, 2/4/2021, and 4/30/2021 by the Department of Health and Human Services, Health Resources and Services Administration; CDFA #93.870; FAIN #'s X1029490, X1031156, X1033595, X1039701, and X1141935.

2.2 6% Federal Funds from COVID Health Disparity Federal Funds from Centers for Disease Control and Prevention, grant awarded on 5/27/2021 by the US Department of Health and Human Services, CFDA #93.391, FAIN #NH75oT000031.

2.3 5% General Funds from Parental Assistance Funds.

2.4 4% Other Funds (Governor Commission Funds).

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

3. Payment for expenses shall be on a cost reimbursement basis for allowable costs only in accordance with Exhibit B-1 Budget through Exhibit B-22 Budget – Amendment #3.

16. Add Exhibit B-19 Budget – Amendment #3, Exhibit B-20 Budget – Amendment #3, Exhibit B-21 Budget – Amendment #3, and Exhibit B-22 Budget – Amendment #3, which are attached hereto and incorporated by reference herein.

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All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective upon Governor and 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

3/21/2022

Date

DocuSigned by:  
*Patricia M. Tilley*  
846FB38E5B5ED4C8  
Name: Patricia M. Tilley  
Title: Director

3/18/2022

Date

The Family Resource Center  
DocuSigned by:  
*Patti Stolte*  
67053651B4D74FB  
Name: Patti Stolte  
Title: Executive Director

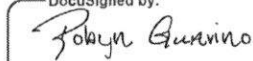
The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

3/22/2022

Date

DocuSigned by:



Name: Robyn Guarino

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-19, Amendment 3, SFY 2022 Budget

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

Contractor Name: The Family Resource Center at Gorham

Project Title: Home Visiting New Hampshire - Healthy Families America

Budget Period: Date of G&amp;C - June 30, 2022 (SFY 2022)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 52,000.00	\$ -	\$ 52,000.00	\$ -	\$ -	\$ -	\$ 52,000.00	\$ -	\$ 52,000.00
2. Employee Benefits	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -	\$ -	\$ -	\$ 3,500.00	\$ -	\$ 3,500.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	\$ -	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	\$ -	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00
7. Occupancy	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 4,200.00	\$ -	\$ 4,200.00	\$ -	\$ -	\$ -	\$ 4,200.00	\$ -	\$ 4,200.00
Postage	\$ 176.64	\$ -	\$ 176.64	\$ -	\$ -	\$ -	\$ 176.64	\$ -	\$ 176.64
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 350.00	\$ -	\$ 350.00	\$ -	\$ -	\$ -	\$ 350.00	\$ -	\$ 350.00
10. Marketing/Communications	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
11. Staff Education and Training	\$ 7,588.36	\$ -	\$ 7,588.36	\$ -	\$ -	\$ -	\$ 7,588.36	\$ -	\$ 7,588.36
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Admin fee 10%	\$ 11,535.00	\$ -	\$ 11,535.00	\$ -	\$ -	\$ -	\$ 11,535.00	\$ -	\$ 11,535.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 115,350.00</b>	<b>\$ -</b>	<b>\$ 115,350.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 115,350.00</b>	<b>\$ -</b>	<b>\$ 115,350.00</b>

Indirect As A Percent of Direct

0.0%

## Exhibit B-20, Amendment 3, SFY 2022 Budget

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

Contractor Name: The Family Resource Center at Gorham

Project Title: Home Visiting New Hampshire - Healthy Families America

Budget Period: Date of G&amp;C - June 30, 2022 (SFY 2022)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	\$ -	\$ -	\$ 25,000.00	\$ -	\$ 25,000.00
2. Employee Benefits	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ 5,450.00	\$ -	\$ 5,450.00	\$ -	\$ -	\$ -	\$ 5,450.00	\$ -	\$ 5,450.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -	\$ -	\$ -	\$ 3,500.00	\$ -	\$ 3,500.00
7. Occupancy	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
Postage	\$ 176.64	\$ -	\$ 176.64	\$ -	\$ -	\$ -	\$ 176.64	\$ -	\$ 176.64
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ 250.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
11. Staff Education and Training	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Admin fee 10%	\$ 3,123.36	\$ -	\$ 3,123.36	\$ -	\$ -	\$ -	\$ 3,123.36	\$ -	\$ 3,123.36
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 45,000.00</b>	<b>\$ -</b>	<b>\$ 45,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 45,000.00</b>	<b>\$ -</b>	<b>\$ 45,000.00</b>

Indirect As A Percent of Direct

0.0%



## Exhibit B-21, Amendment 3, SFY 2023 Budget

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

Contractor Name: The Family Resource Center at Gorham

Project Title: Home Visiting New Hampshire - Healthy Families America

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

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00
2. Employee Benefits	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ 3,074.20	\$ -	\$ 3,074.20	\$ -	\$ -	\$ -	\$ 3,074.20	\$ -	\$ 3,074.20
7. Occupancy	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 380.00	\$ -	\$ 380.00	\$ -	\$ -	\$ -	\$ 380.00	\$ -	\$ 380.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
11. Staff Education and Training	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Admin fee 10%	\$ 2,883.80	\$ -	\$ 2,883.80	\$ -	\$ -	\$ -	\$ 2,883.80	\$ -	\$ 2,883.80
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 28,838.00</b>	<b>\$ -</b>	<b>\$ 28,838.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 28,838.00</b>	<b>\$ -</b>	<b>\$ 28,838.00</b>

Indirect As A Percent of Direct

0.0%

## Exhibit B-22, Amendment 3, SFY 2023 Budget

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

Contractor Name: The Family Resource Center at Gorham

Project Title: Home Visiting New Hampshire - Healthy Families America

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

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 5,500.00	\$ -	\$ 5,500.00	\$ -	\$ -	\$ -	\$ 5,500.00	\$ -	\$ 5,500.00
2. Employee Benefits	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ 1,245.00	\$ -	\$ 1,245.00	\$ -	\$ -	\$ -	\$ 1,245.00	\$ -	\$ 1,245.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 380.00	\$ -	\$ 380.00	\$ -	\$ -	\$ -	\$ 380.00	\$ -	\$ 380.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Admin fee 10%	\$ 1,125.00	\$ -	\$ 1,125.00	\$ -	\$ -	\$ -	\$ 1,125.00	\$ -	\$ 1,125.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 11,250.00</b>	<b>\$ -</b>	<b>\$ 11,250.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,250.00</b>	<b>\$ -</b>	<b>\$ 11,250.00</b>

Indirect As A Percent of Direct

0.0%

# State of New Hampshire

## Department of State

### CERTIFICATE

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

Business ID: 270161

Certificate Number: 0005383170



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 17th day of June A.D. 2021.

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

William M. Gardner  
Secretary of State

### CERTIFICATE OF AUTHORITY

I, Linda Lamirande, hereby certify that:

1. I am a duly elected President of The Family Resource Center at Gorham.
2. The following is a true copy of a vote taken at a meeting of the Board of Directors, duly called and held on March 16, 2022 at which a quorum of the Directors/shareholders were present and voting.

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

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

Dated: 3/16/22

Linda Lamirande  
Signature of Elected Officer

Name: Linda Lamirande  
Title: President, Board of Directors



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/18/2022

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).

<b>PRODUCER</b> E & S Insurance Services LLC 21 Meadowbrook Lane P O Box 7425 Gilford NH 03247-7425	<b>CONTACT NAME:</b> Fairley Kenneally <b>PHONE (A/C, No, Ext):</b> (603) 293-2791 <b>FAX (A/C, No):</b> (603) 293-7188 <b>E-MAIL ADDRESS:</b> fairley@esinsurance.net														
<b>INSURED</b> Family Resource Center at Gorham 123 Main Street Gorham NH 03581	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: Great American Insurance Group</td> <td>GAIG</td> </tr> <tr> <td>INSURER B: Travelers Property Casualty Co of America</td> <td>25674</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(S) AFFORDING COVERAGE	NAIC #	INSURER A: Great American Insurance Group	GAIG	INSURER B: Travelers Property Casualty Co of America	25674	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Great American Insurance Group	GAIG														
INSURER B: Travelers Property Casualty Co of America	25674														
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

**COVERAGES****CERTIFICATE NUMBER:** 21-22**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			MAC 3793560 15	05/10/2021	05/10/2022	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 AbMol Daycare, Inc/AnoPA \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			MAC 3793560 15	05/10/2021	05/10/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE		UMB113778407	05/10/2021	05/10/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000	Y/N N	N/A	6JUB4N33995322	01/01/2022	01/01/2023

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

**CERTIFICATE HOLDER****CANCELLATION**

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

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## **Our MISSION:**

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



## *Financial Statements*

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### **FAMILY RESOURCE CENTER AT GORHAM**

**FOR THE YEARS ENDED JUNE 30, 2021 AND 2020  
AND  
INDEPENDENT AUDITORS' REPORT AND REPORTS ON  
COMPLIANCE AND INTERNAL CONTROL**

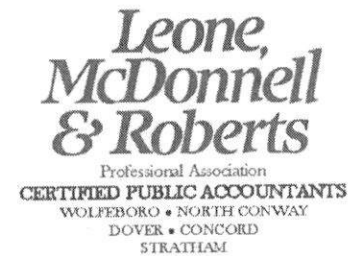
*Leone,  
McDonnell  
& Roberts*  
PROFESSIONAL ASSOCIATION

CERTIFIED PUBLIC ACCOUNTANTS

**FAMILY RESOURCE CENTER AT GORHAM**  
**FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

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

## **INDEPENDENT AUDITORS' REPORT**

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

We have audited the accompanying financial statements of Family Resource Center at Gorham (a New Hampshire nonprofit organization), which comprise the statements of financial position as of June 30, 2021 and 2020, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

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

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

### **Auditors' Responsibility**

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

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

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

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Family Resource Center at Gorham as of June 30, 2021 and 2020, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Matters**

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

**Other Reporting Required by Government Auditing Standards**

In accordance with Government Auditing Standards, we have also issued our report dated September 10, 2021, on our consideration of Family Resource Center at Gorham's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering Family Resource Center at Gorham's internal control over financial reporting and compliance.

*Leon, McDonnell & Roberts  
Professional Association*

North Conway, New Hampshire  
September 10, 2021

**FAMILY RESOURCE CENTER AT GORHAM****STATEMENTS OF FINANCIAL POSITION  
AS OF JUNE 30, 2021 AND 2020**

	<b><u>ASSETS</u></b>	<b><u>2021</u></b>	<b><u>2020</u></b>
<b>CURRENT ASSETS</b>			
Cash and cash equivalents		\$ 820,554	\$ 551,854
Certificates of deposit		83,511	83,447
Grants receivable		523,750	141,207
Prepaid expenses		<u>79,030</u>	<u>13,779</u>
Total current assets		<u>1,506,845</u>	<u>790,287</u>
<b>PROPERTY</b>			
Leasehold improvements		74,932	74,932
Furniture and equipment		51,575	51,575
Buildings		<u>70,015</u>	<u>70,015</u>
Total		196,522	196,522
Less: accumulated depreciation		<u>(106,735)</u>	<u>(101,322)</u>
Property, net		<u>89,787</u>	<u>95,200</u>
<b>OTHER ASSETS</b>			
Investments		248,442	202,792
Agency deposits - cash		<u>340</u>	<u>-</u>
Total other assets		<u>248,782</u>	<u>202,792</u>
<b>TOTAL ASSETS</b>		<u>\$ 1,845,414</u>	<u>\$ 1,088,279</u>
	<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b>CURRENT LIABILITIES</b>			
Accounts payable		\$ 15,119	\$ 5,818
Accrued expenses		94,899	52,422
Agency deposits		340	-
Refundable advances		<u>152,617</u>	<u>7,343</u>
Total current liabilities		<u>262,975</u>	<u>65,583</u>
<b>NET ASSETS</b>			
Without donor restrictions		1,303,826	815,601
With donor restrictions		<u>278,613</u>	<u>207,095</u>
Total net assets		<u>1,582,439</u>	<u>1,022,696</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>		<u>\$ 1,845,414</u>	<u>\$ 1,088,279</u>

See Notes to Financial Statements

**FAMILY RESOURCE CENTER AT GORHAM****STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2021**

	<b><u>Without Donor Restrictions</u></b>	<b><u>With Donor Restrictions</u></b>	<b><u>Total</u></b>
<b>REVENUE AND SUPPORT</b>			
Grants	\$ 3,216,707	\$ 12,000	\$ 3,228,707
Medicaid	367,667	-	367,667
Donations	19,373	15,000	34,373
Agency rents	38,256	-	38,256
Investment return	-	44,518	44,518
Interest income	543	-	543
Other income	23,259	-	23,259
	<u>3,665,805</u>	<u>71,518</u>	<u>3,737,323</u>
Total revenues and support			
<b>EXPENSES</b>			
Program services	2,857,283	-	2,857,283
Management and general	320,297	-	320,297
	<u>3,177,580</u>	<u>-</u>	<u>3,177,580</u>
Total expenses			
<b>INCREASE IN NET ASSETS</b>	488,225	71,518	559,743
<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>815,601</u>	<u>207,095</u>	<u>1,022,696</u>
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 1,303,826</u>	<u>\$ 278,613</u>	<u>\$ 1,582,439</u>

See Notes to Financial Statements



**FAMILY RESOURCE CENTER AT GORHAM****STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2020**

	<b><u>Without Donor Restrictions</u></b>	<b><u>With Donor Restrictions</u></b>	<b><u>Total</u></b>
<b>REVENUE AND SUPPORT</b>			
Grants	\$ 1,903,286	\$ -	\$ 1,903,286
Medicaid	432,237	-	432,237
Donations	49,201	-	49,201
Agency rents	38,175	-	38,175
Investment return	-	(6,153)	(6,153)
Interest income	2,088	-	2,088
Other income	43,878	-	43,878
	<u>2,468,865</u>	<u>(6,153)</u>	<u>2,462,712</u>
Total revenues and support			
<b>EXPENSES</b>			
Program services	2,232,196	-	2,232,196
Management and general	323,346	-	323,346
	<u>2,555,542</u>	<u>-</u>	<u>2,555,542</u>
Total expenses			
<b>DECREASE IN NET ASSETS</b>	(86,677)	(6,153)	(92,830)
<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>902,278</u>	<u>213,248</u>	<u>1,115,526</u>
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 815,601</u>	<u>\$ 207,095</u>	<u>\$ 1,022,696</u>

See Notes to Financial Statements

**FAMILY RESOURCE CENTER AT GORHAM****STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED JUNE 30, 2021**

	<b><u>Program Services</u></b>	<b><u>Management and General</u></b>	<b><u>Total</u></b>
Personnel Costs			
Salaries and wages	\$ 1,831,914	\$ 147,800	\$ 1,979,714
Payroll taxes	125,775	17,151	142,926
Employee benefits	206,991	34,335	241,326
Travel	142,515	1,531	144,046
Contractors and consultants	103,897	38,396	142,293
Program activities	109,388	4,985	114,373
Food and supplies	101,028	-	101,028
Training	65,864	1,715	67,579
Advertising	43,549	25	43,574
Small equipment	33,023	2,433	35,456
Heat and utilities	-	34,926	34,926
Telephone, internet, fax and cable	20,656	117	20,773
Rent	19,464	-	19,464
Accounting fees	4,035	12,812	16,847
Other	12,586	4,067	16,653
Conferences and meetings	10,882	-	10,882
Printing	8,095	2,572	10,667
Technology	31	9,049	9,080
Property insurance	6,807	1,201	8,008
Liability insurance	4,684	2,310	6,994
Depreciation	4,330	1,083	5,413
Payroll processing service	-	3,550	3,550
Postage and shipping	1,605	21	1,626
Bank charges	164	218	382
	<u>          </u>	<u>          </u>	<u>          </u>
Total	\$ 2,857,283	\$ 320,297	\$ 3,177,580

See Notes to Financial Statements

**FAMILY RESOURCE CENTER AT GORHAM****STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED JUNE 30, 2020**

	<b><u>Program Services</u></b>	<b><u>Management and General</u></b>	<b><u>Total</u></b>
Personnel Costs			
Salaries and wages	\$ 1,514,963	\$ 205,829	\$ 1,720,792
Payroll taxes	111,268	15,173	126,441
Employee benefits	136,049	39,526	175,575
Travel	144,130	1,377	145,507
Program activities	97,595	4,385	101,980
Contractors and consultants	39,779	19,831	59,610
Food and supplies	50,814	-	50,814
Conferences and meetings	36,860	-	36,860
Heat and utilities	19,405	1,021	20,426
Telephone, internet, fax and cable	16,516	1,360	17,876
Training	13,049	175	13,224
Accounting fees	1,815	11,395	13,210
Rent	11,667	-	11,667
Technology	1,500	9,313	10,813
Maintenance, cleaning and inspections	8,505	1,501	10,006
Liability insurance	7,000	2,660	9,660
Small equipment	8,408	483	8,891
Depreciation	1,792	4,145	5,937
Printing	3,637	1,018	4,655
Advertising	2,917	190	3,107
Payroll processing service	-	3,079	3,079
Property insurance	2,412	426	2,838
Postage and shipping	2,064	227	2,291
Bank charges	51	232	283
	<u>          </u>	<u>          </u>	<u>          </u>
Total	\$ 2,232,196	\$ 323,346	\$ 2,555,542

See Notes to Financial Statements

**FAMILY RESOURCE CENTER AT GORHAM****STATEMENTS OF CASH FLOWS**  
**FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

	<u>2021</u>	<u>2020</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ 559,743	\$ (92,830)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Unrealized (gain) loss on investments	(37,666)	13,788
Realized gains on investments	(3,433)	(6,621)
Depreciation	5,413	5,937
(Increase) decrease in assets:		
Grants receivable	(382,543)	276,351
Prepaid expenses	(65,251)	1,370
Increase (decrease) in liabilities:		
Accounts payable	9,301	(1,326)
Accrued expenses	42,477	17,408
Agency deposits	340	(22,240)
Refundable advances	145,274	(2,306)
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<u>273,655</u>	<u>189,531</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Proceeds from the sale of investments	44,110	275,107
Purchase of investments and certificates of deposit	(48,725)	(279,341)
Additions to property and equipment	<u>-</u>	<u>(70,015)</u>
<b>NET CASH USED IN INVESTING ACTIVITIES</b>	<u>(4,615)</u>	<u>(74,249)</u>
<b>NET INCREASE IN CASH AND EQUIVALENTS AND RESTRICTED CASH</b>	269,040	115,282
<b>CASH AND EQUIVALENTS AND RESTRICTED CASH, BEGINNING OF YEAR</b>	<u>551,854</u>	<u>436,572</u>
<b>CASH AND EQUIVALENTS AND RESTRICTED CASH, END OF YEAR</b>	<u>\$ 820,894</u>	<u>\$ 551,854</u>
<b>CASH BALANCES</b>		
Cash and equivalents, operating	\$ 820,554	\$ 551,854
Agency deposits - cash	<u>340</u>	<u>-</u>
<b>Total cash and equivalents and restricted cash</b>	<u>\$ 820,894</u>	<u>\$ 551,854</u>

See Notes to Financial Statements

## **FAMILY RESOURCE CENTER AT GORHAM**

### **NOTES TO FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

#### **1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

##### **Organization**

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

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

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

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

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

##### **Basis of Accounting**

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

##### **Basis of Presentation**

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

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

## **FAMILY RESOURCE CENTER AT GORHAM**

### **NOTES TO FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

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

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

#### **Other Events**

The impact of the novel coronavirus (COVID-19) and measures to prevent its spread are affecting the Resource Center's operations. The significance of the impact of these disruptions, including the extent of their adverse impact on the Resource Center'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. The Resource Center's operations could also be impacted by COVID-19 by service disruption that causes decreases to Medicaid revenue as well as leading to changes in client and donor behavior. The COVID-19 impact on the capital markets could also impact the Resource Center's cost of borrowing. There are certain limitations on the Resource Center's ability to mitigate the adverse financial impact of these items. COVID-19 also makes it more challenging for management to estimate future performance of the operations, particularly over the near to medium term.

#### **Use of Estimates**

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

#### **Cash and Cash Equivalents**

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



## **FAMILY RESOURCE CENTER AT GORHAM**

### **NOTES TO FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

#### **Investments**

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

#### **Property and Equipment**

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

Furniture and equipment	5 - 15 years
Leasehold improvements	20 years
Buildings	39 years

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

#### **Contributions**

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

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

#### **Contributed Services**

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

**FAMILY RESOURCE CENTER AT GORHAM**

**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

**Functional Allocation of Expenses**

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

The expenses that are allocated include the following:

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

**Refundable Advances**

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

**Income Taxes**

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

Management has evaluated the Resource Center's tax positions and concluded that the Resource Center has maintained its tax-exempt status and has taken no uncertain tax positions that would require adjustment to the financial statements.

**Grants Receivable**

Grants receivable from various public and other nonprofit organizations at June 30, 2021 and 2020 were considered fully collectable and therefore no provisions for bad debts have been made in these financial statements.

**Advertising**

Advertising costs are expensed as incurred.

**Reclassifications**

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

## **FAMILY RESOURCE CENTER AT GORHAM**

### **NOTES TO FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

#### **Fair Value of Financial Instruments**

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

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

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

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

At June 30, 2021 and 2020, the Resource Center's investments were all classified as Level 1 and were based on fair value.

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

The following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at June 30, 2021 and 2020.

*Equities:* Valued at the closing market price on the stock exchange where they are traded (primarily the New York Stock Exchange).

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

## **FAMILY RESOURCE CENTER AT GORHAM**

### **NOTES TO FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

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

#### **Revenue Recognition**

In May of 2014, the FASB issued Accounting Standards Update (ASU) 2014-09, *Revenue from Contracts with Customers (Topic 606)*. This ASU is a comprehensive new revenue recognition model that requires an organization to recognize revenue to depict the transfer of goods or services to a customer at an amount that reflects the consideration it expects to receive in exchange for those goods or services. The Resource Center adopted this ASU on July 1, 2020, using the modified retrospective approach and applied this ASU only to contracts not completed as of July 1, 2020. Contracts and transactions with customers predominantly contain a single performance obligation. The impact of adopting this ASU was not material to the financial statements.

The Resource Center records the following exchange transaction revenue in its statements of operations for the years ended June 30, 2021 and 2020:

Program Service Fees – Revenue from providing family support services under the State of New Hampshire's Medicaid program. Revenue from providing family support services is recognized at the completion of providing such services.

Agency Rents – Revenue from the rental of office space is recognized over time.

#### **New Accounting Pronouncement**

As of July 1, 2020, the Organization adopted the provisions of the Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2014-09, *Revenue from Contracts with Customers (Topic 606)*, as amended. ASU 2014-09 applied to exchange transactions with customers that are bound by contracts or similar arrangements and establishes a performance obligation approach to revenue recognition. Results for reporting the years June 30, 2021 and 2020 are presented under FASB ASC Topic 606. The ASU has been applied retrospectively to all periods presented, with no effect on previously issued financial statements.

**FAMILY RESOURCE CENTER AT GORHAM****NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2021 AND 2020****2. LIQUIDITY AND AVAILABILITY**

The following represents the Resource Center's financial assets as of June 30, 2021 and 2020:

	<b><u>2021</u></b>	<b><u>2020</u></b>
Cash and cash equivalents	\$ 820,554	\$ 551,855
Certificates of deposit	83,511	83,447
Grants receivable	523,750	141,207
Investments	248,442	202,792
Agency deposits - cash	<u>340</u>	<u>-</u>
Total financial assets	<u>\$ 1,676,597</u>	<u>\$ 979,301</u>
Less amounts not available to be used within one year:		
Net assets with donor restrictions	\$ 278,613	\$ 207,095
Amount board designated for long-term maintenance	26,472	24,064
Agency deposits - cash	<u>340</u>	<u>-</u>
Amounts not available within one year	<u>305,425</u>	<u>231,159</u>
Financial assets available to meet general expenditures over the next twelve months	<u>\$ 1,371,172</u>	<u>\$ 748,142</u>

The Resource Center's goal is generally to maintain financial assets to meet 90 days of operating expenses (approximately \$780,000). As part of its liquidity plan, excess cash is invested in short-term investments, including money market accounts.

**3. AGENCY DEPOSITS**

During the year ended June 30, 2021, the Resource Center began serving as a fiscal agent for Small Acts, a Northern New Hampshire not-for-profit volunteer group that supports the community by providing small acts of kindness. The amount held on behalf of Small Acts as of June 30, 2021 was \$340.



**FAMILY RESOURCE CENTER AT GORHAM****NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2021 AND 2020****4. INVESTMENTS**

Investments presented in the financial statements are stated at fair value. Realized gains and losses are determined on the specific identification method. Gains and losses (realized and unrealized) are reported in the statement of activities as increases or decreases to net assets without donor restrictions, except for those investments for which their use is restricted. Information on investments at June 30, 2021 and 2020 is presented as follows:

	<u>2021</u>		<u>2020</u>	
	<u>Cost</u>	<u>Market Value</u>	<u>Cost</u>	<u>Market Value</u>
Equities	\$ 106,045	\$ 128,052	\$ 102,339	\$ 97,245
Mutual Funds	<u>108,267</u>	<u>120,390</u>	<u>103,989</u>	<u>105,547</u>
Totals	<u>\$ 214,312</u>	<u>\$ 248,442</u>	<u>\$ 206,328</u>	<u>\$ 202,792</u>

**Components of Investment Return:**

	<u>2021</u>	<u>2020</u>
Interest and dividends	\$ 7,634	\$ 4,927
Unrealized gain (loss)	37,666	(13,788)
Realized gain	3,433	6,621
Investment fees	<u>(4,215)</u>	<u>(3,913)</u>
Total investment return	<u>\$ 44,518</u>	<u>\$ (6,153)</u>

**5. DEMAND NOTE PAYABLE**

In April 2013, the Resource Center entered into a revolving line of credit agreement with a bank. The revolving line of credit agreement provides for maximum borrowings up to \$75,000 and is collateralized by a certificate of deposit held at the same bank. The revolving line of credit and the certificate of deposit both renew every six months. At June 30, 2021 and 2020, the interest rate on the revolving line of credit was stated at the bank's prime rate of 3.15% and 3.25%, respectively. There were no balances outstanding as of June 30, 2021 and 2020.

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

The Resource Center maintains cash balances that, at times, may exceed federally insured limits. The cash balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 per bank at June 30, 2021 and 2020. The Resource Center has not experienced any losses in such accounts and believes it is not exposed to any significant risk with these accounts. Cash balances in excess of FDIC insured limits amounted to \$719,479 and \$260,487 at June 30, 2021 and June 30, 2020, respectively.



**FAMILY RESOURCE CENTER AT GORHAM****NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020****7. NET ASSETS**

Net assets with donor restrictions were as follows for the years ended June 30, 2021 and 2020:

	<u>2021</u>	<u>2020</u>
Purpose restrictions:		
Flooring/carpeting	\$ 27,000	\$ -
Restrictions in perpetuity:		
Endowment	<u>251,613</u>	<u>207,095</u>
Total net assets with donor restrictions	<u>\$ 278,613</u>	<u>\$ 207,095</u>

Net assets without donor restrictions for the years ended June 30, 2021 and 2020 are as follows:

	<u>2021</u>	<u>2020</u>
Undesignated	\$ 1,277,354	\$ 791,537
Board designated	<u>26,472</u>	<u>24,064</u>
Total net assets without donor restrictions	<u>\$ 1,303,826</u>	<u>\$ 815,601</u>

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

By vote of the Board of Directors, funds have been designated for long term building maintenance. Net assets without donor restrictions designated by the board was \$26,472 and \$24,064 at June 30, 2021 and 2020, respectively.

**9. ENDOWMENT FUND**

In 2007, the Resource Center established a permanent endowment fund for the organization with the intent of accumulating donations and interest earnings of one million dollars. Per the laws of the State of New Hampshire (RSA 292-B:4), 7% of the fair market value of the endowment fund, calculated on the basis of fair market value determined at least quarterly and averaged over a period of not less than three years may be appropriated for operating account expenditures. No distributions were taken during the years ended June 30, 2021 and 2020.

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

**FAMILY RESOURCE CENTER AT GORHAM****NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

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

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

Fund activity for June 30, 2021 and 2020 was as follows:

	<b>Balances as of <u>June 30, 2020</u></b>	<b>Activity for the Year Ended <u>June 30, 2021</u></b>	<b>Balances as of <u>June 30, 2021</u></b>
Permanent gifts	\$ 175,809	\$ -	\$ 175,809
Investment earnings	58,389	7,634	66,023
Realized gain	59,280	3,433	62,713
Transfer to unrestricted	(41,590)	-	(41,590)
Investment expense	(41,257)	(4,215)	(45,472)
Unrealized gain (loss)	<u>(3,536)</u>	<u>37,666</u>	<u>34,130</u>
	<u>\$ 207,095</u>	<u>\$ 44,518</u>	<u>\$ 251,613</u>

	<b>Balances as of <u>June 30, 2019</u></b>	<b>Activity for the Year Ended <u>June 30, 2020</u></b>	<b>Balances as of <u>June 30, 2020</u></b>
Permanent gifts	\$ 175,809	\$ -	\$ 175,809
Investment earnings	53,462	4,927	58,389
Realized gain	52,659	6,621	59,280
Transfer to unrestricted	(41,590)	-	(41,590)
Investment expense	(37,344)	(3,913)	(41,257)
Unrealized gain (loss)	<u>10,252</u>	<u>(13,788)</u>	<u>(3,536)</u>
	<u>\$ 213,248</u>	<u>\$ (6,153)</u>	<u>\$ 207,095</u>

**FAMILY RESOURCE CENTER AT GORHAM****NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2021 AND 2020****10. LEASE AGREEMENTS**

The Resource Center leases its current facility from the Town of Gorham. In lieu of rent, the Resource Center is responsible for the cost of repairs and maintenance, insurance, utilities and rubbish removal. The lease expired on June 30, 2020. The lease continues under the same terms on a month-to-month basis.

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

During the year ended June 30, 2021, the Resource Center entered into a lease agreement for office space in Littleton, NH. with John & Paul Tuite Partnership. The terms of the lease call for monthly payments of \$1,000 through October 31, 2026. Rent expense under this agreement aggregated \$8,000 for the year ended June 30, 2021.

The future minimum lease payments at June 30, 2021 are as follows:

<b><u>Year Ending</u></b> <b><u>June 30</u></b>	<b><u>Amount</u></b>
2022	\$ 12,000
2023	12,000
2024	12,000
2025	12,000
2026	<u>4,000</u>
Total	<u>\$ 52,000</u>

**11. PAYCHECK PROTECTION PROGRAM LOAN**

During the year ended June 30, 2020, the Resource Center applied for and was awarded a first draw Paycheck Protection Program loan through the Small Business Administration (SBA). Loan forgiveness is possible if certain criteria are met. Any amounts not forgiven are to be repaid over a five-year period, with payments deferred for the first six months. Interest would be stated at 1%. The loan amounted to \$298,000. During the year ended June 30, 2021, the Resource Center received loan forgiveness in the amount of \$258,674. The amount is recorded as grant revenue on the accompanying Statement of Activities. The amount of the loan that was not forgiven was repaid to the SBA in June of 2021.

**FAMILY RESOURCE CENTER AT GORHAM**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020**

**12. SUBSEQUENT EVENTS**

Subsequent events are events or transactions that occur after the statement of financial position date, but before financial statements are available to be issued. Recognized subsequent events are events or transactions that provide additional evidence about conditions that existed at the statement of financial position date, including the estimates inherent in the process of preparing financial statements. Non recognized subsequent events are events that provide evidence about conditions that did not exist at the statement of financial position date, but arose after that date. Management has evaluated subsequent events through September 10, 2021, the date the June 30, 2021 financial statements were available for issuance.

**FAMILY RESOURCE CENTER AT GORHAM****SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2021**

<b>FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/ PROGRAM TITLE</b>	<b>FEDERAL ALN</b>	<b>PASS THROUGH GRANTOR NUMBER</b>	<b>FEDERAL EXPENDITURES</b>
<b><u>U.S. DEPT. OF HEALTH AND HUMAN SERVICES</u></b>			
Passed through State of New Hampshire			
Department of Health and Human Services, Office of Human Services, Division of Children, Youth and Families			
Stephanie Tubbs Jones Child Welfare Services Program	93.645	2001NHCWSS	\$ 6,706
Promoting Safe and Stable Families	93.556	2001FPSS	30,708
Social Services Block Grant	93.667	2001NHSOSR	62,476
Temporary Assistance for Needy Families	93.558	19NHTANF	334,205
Maternal & Child Health Services Block Grant for States	93.994	90CA1858	8,628
Maternal, Infant and Early Childhood Home Visiting Program	93.870	05-95-90-902010-5896	172,494
Maternal, Infant and Early Childhood Home Visiting Program	93.870	05-95-90-902010-5896	203,017
			<u>375,511</u>
Division of Behavioral Health, Bureau of Drug and Alcohol Services			
Opioid STR	93.788	05-95-92-920510-7040	<u>324,089</u>
New Hampshire Children's Trust			
Every Student Succeeds Act/Preschool Development Grants	93.434		<u>80,732</u>
<b><u>MEDICAID CLUSTER</u></b>			
State of New Hampshire DHHS, North Country Health Consortium			
Medical Assistance Program	93.778	IDN	<u>25,000</u>
<b><u>CCDF CLUSTER</u></b>			
Department of Health and Human Services, Office of Human Services, Bureau of Child Development & Head Start Collaboration			
CV-Child Care Development Fund	93.575		<u>48,500</u>
Total U.S. Department of Health and Human Services			<u>\$ 1,296,555</u>
<b><u>U.S. DEPARTMENT OF THE TREASURY</u></b>			
Passed through Governor's Office of Emergency Relief & Recovery			
Coronavirus Relief Fund	21.019		<u>\$ 233,072</u>
Total U.S. Department of the Treasury			<u>\$ 233,072</u>
<b><u>U.S. DEPARTMENT OF EDUCATION</u></b>			
Passed through State of New Hampshire Department of Education			
Twenty-First Century Community Learning Centers	84.287	20200011	<u>\$ 229,353</u>
Total U.S. Department of Education			<u>\$ 229,353</u>
Total expenditures of federal awards			<u>\$ 1,758,980</u>

**FAMILY RESOURCE CENTER AT GORHAM**

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2021**

**NOTE A - BASIS OF PRESENTATION**

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of Family Resource Center at Gorham under programs of the federal government for the year ended June 30, 2021. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Family Resource Center at Gorham, it is not intended to and does not present the financial position, changes in net assets, or cash flows of Family Resource Center.

**NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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

**NOTE C - INDIRECT COST RATE**

Family Resource Center at Gorham has elected to use the 10-percent de minimis indirect cost rate allowed under Uniform Guidance.



**FAMILY RESOURCE CENTER AT GORHAM**

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Family Resource Center at Gorham (a New Hampshire nonprofit organization), which comprise the statements of financial position as of June 30, 2021 and 2020, and the related statements of activities, cash flows and functional expenses for the years then ended, and the related notes to the financial statements, and have issued our report thereon dated September 10, 2021.

**Internal Control Over Financial Reporting**

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

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

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

#### **Compliance and Other Matters**

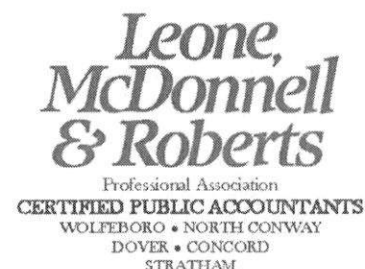
As part of obtaining reasonable assurance about whether Family Resource Center at Gorham's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have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

#### **Purpose of this Report**

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

*Leone, McDonnell & Roberts  
Professional Association*

North Conway, New Hampshire  
September 10, 2021



## **FAMILY RESOURCE CENTER AT GORHAM**

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

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

#### **Report on Compliance for Each Major Federal Program**

We have audited Family Resource Center at Gorham's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Family Resource Center at Gorham's major federal programs for the year ended June 30, 2021. Family Resource Center at Gorham's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

#### **Management's Responsibility**

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

#### **Auditors' Responsibility**

Our responsibility is to express an opinion on compliance for each of Family Resource Center at Gorham's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Family Resource Center at Gorham's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Family Resource Center at Gorham's compliance.

### **Opinion on Each Major Federal Program**

In our opinion, Family Resource Center at Gorham complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2021.

### **Report on Internal Control Over Compliance**

Management of Family Resource Center at Gorham is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Family Resource Center at Gorham's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Family Resource Center at Gorham's internal control over compliance.

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

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

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

*Leon, McDonnell & Roberts  
Professional Association*

North Conway, New Hampshire  
September 10, 2021

**FAMILY RESOURCE CENTER AT GORHAM**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2021**

**A. SUMMARY OF AUDITORS' RESULTS**

1. The auditors' report expresses an unmodified opinion on whether the financial statements of Family Resource Center at Gorham were prepared in accordance with GAAP.
2. No significant deficiencies relating to the audit of the financial statements are reported in the *Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards*. No material weaknesses are reported.
3. No instances of noncompliance material to the financial statements of Family Resource Center at Gorham, which would be required to be reported in accordance with Government Auditing Standards, were disclosed during the audit.
4. No significant deficiencies in internal control over major federal award programs are reported in the *Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by Uniform Guidance*. No material weaknesses are reported.
5. The auditors' report on compliance for the major federal award programs for Family Resource Center at Gorham expresses an unmodified opinion on all major federal programs.
6. There were no audit findings that are required to be reported in accordance with 2 CFR 200.516(a).
7. The programs tested as major programs were: U.S. Department of Health and Human Services, Temporary Assistance for Needy Families, CFDA – 93.558, Maternal, Infant, and Early Childhood Home Visiting Grant Program, CFDA – 93.870.
8. The threshold for distinguishing between Type A and B programs was \$750,000.
9. Family Resource Center at Gorham Family Resource Center at Gorham was determined to be a low-risk auditee.

**B. FINDINGS – FINANCIAL STATEMENTS AUDIT**

None

**C. FINDINGS AND QUESTIONED COSTS—MAJOR FEDERAL AWARD PROGRAM AUDIT**

None



**The Family Resource Center at Gorham  
2021-22 BOARD OF DIRECTORS**

**Linda Lamirande, President**

Accountant/VITA Volunteer  
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Town of Gorham

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**Karen Moore, Secretary**

Berlin Public Schools  
Title I Supervisor  
219 North Road  
Shelburne, NH 03581  
603-723-5055  
[kamoore@sau3.org](mailto:kamoore@sau3.org)



# PATRICIA STOLTE

## PROFESSIONAL SKILLS

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### ADMINISTRATIVE

Over thirty-five years' experience in positions requiring administrative responsibility and problem solving abilities including; nonprofit agencies, marketing departments and human service programs:

- Knowledge of all aspects of operational, financial and compliance for non-profit and for-profit businesses
- Responsible for managing resources, developing annual budgets, monitoring and managing budgets and overseeing contracts and compliance with DHHS.
- Supervision and leadership for multiple non-profit programs with 50+ staff members
- Program design and implementation
- Development; grant writing, annual appeals and donor program implementation
- Human Resources creating policies & procedures, job descriptions, orientation and training for several agencies
- Initiated Strategic Planning process and Board Development within agencies
- Agency delegate for several state conferences, involved in coordination of all aspects of annual events, fundraising projects and marketing campaigns
- Facility and building management for several site locations
- Volunteer management, recruitment and recognition

### FISCAL MANAGEMENT

- Managing agency budget of \$2+million with multiple program budgets
- Budget management of 3 programs with reporting to Board of Directors and agency CEO overseeing \$1.3million budget
- Budget management of advertising campaigns from \$500k to \$6 million for businesses
- Proposals for funding to state, federal and local governments for annual contracts
- Fiscal management of annual grants from NH Charitable Trust and other foundations.

### SKILLS:

- Work collaboratively with board members, staff and colleagues
- Create partnerships within the community to combine and extend resources
- Possess solid presentation, communication and organizational skills
- Knowledge of Microsoft Office, graphics programs and social media

## PROFESSIONAL EXPERIENCE:

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**The Family Resource Center,**  
Gorham NH - Executive Director

August 2015 to present

**Tri-County Community Action Programs, Inc.,** Berlin, NH –  
ServiceLink Resource Center Director - 2004 to 2006  
TCCAP Division Director - 2006 to 2015

August 2004 to August 2015

**Mountain View Grand Resort**  
Whitefield, NH Public Relations Director

January 2003 to July 2004

**Berlin Main Street Program**  
Berlin, NH Executive Director

November 1997 to January 2003

**Zale Corporation/Karten's**  
Dallas/New Bedford, MA - Marketing Manager  
1991 to 1997

**Pierce-Cote Advertising Agency**  
Osterville, MA – PR & Media Manager  
1989 to 1991

**Shreve, Crump & Low,**  
Boston - Marketing Director - 1984 to 1989

**Wolfe Publishing,** Pittsford NY - Advertising Sales Representative - 1984

## EDUCATION & TRAINING

State University of New York at Fredonia, BA in Mass Communications & Business  
Monroe Community College, Rochester, New York, Associates in Business Administration  
Brighton High School, Rochester, New York

## VOLUNTEER ENGAGEMENT – PAST & PRESENT

- Involved on area non-profit boards, community groups and projects with organizations such as Coos Country Health Services, Androscoggin Valley Home Care, AV Economic Recovery Committee, Head Start Board of Advisors, The Main Street Program and Androscoggin Valley Hospital Wellness Committee
- Member of NH Wellness & Prevention Council, Leadership NH North Country, Statewide Coalition of Aging Services, the Planning Committee for NH State Conference on Aging, the Coos County Coalition for Families & Children, The Endowment for Health Planning Committee and the Androscoggin Valley Community Partners

# DEBRA MARTIN

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An experienced financial administrative professional successful at managing financial systems and internal organizational operations. Is well versed in working within critical financial capacities that encompass financial planning, budget analysis, strategic planning and analytics. Desires to contribute to the organization's overall mission and success.

## EXPERIENCE

**AUGUST 2021 – CURRENT**  
**FINANCE DIRECTOR, FAMILY RESOURCE CENTER**

**MAY 2018 – APRIL 2019**  
**ACCOUNTING MANAGER, TOP FURNITURE INC.**

**SEPTEMBER 2017 – FEBRUARY 2018**  
**DISTRICT ACCOUNTANT, HARTFORD SCHOOL DISTRICT**

**NOVEMBER 2015 – SEPTEMBER 2018**  
**SENIOR ACCOUNTANT, TRI-COUNTY COMMUNITY ACTION PROGRAM**

**2005 - 2014**  
**PAYROLL, AJP ENTERPRISES**  
**ACCOUNTING ASSISTANT, FLEET FORKLIFT**

## SKILLS

- Financial Data Analysis
- Communicator
- Problem Solving
- Mathematical Proficiency
- Organization & Attention to Detail
- Oversee Vendor & Government Contracts
- Forecast Future Spending & Expenses
- Understand & Apply Contract Provisions
- Secure & Proficiently Navigate Financial Management Systems
- Prepare & Understand Statistical Modeling Spreadsheets
- Interpersonal Skills
- Ability to Work Independently

## ROLES & RESPONSIBILITIES

- Overseen, managed, analyzed and reconciled budgets ranging from \$100K to over 37M.

- Conduct critical financial activities including accounting, purchasing, audit preparation, financial reporting, banking, regulatory compliance.
- Lead and/or collaborate on financial planning and analysis processes of budgeting, forecasting, long-range strategic planning, and ad-hoc analytics with Chief Executive Office, Chief Financial Officer, Program Directors, Program Managers, and/or Business Owner(s).
- Analyze, maintain and reconcile monthly accounts, including payables and receivables, bank accounts, restricted accounts, grant reports, in-kind services, and matching funds.
- Prepare statements of activity, balance sheets, and any other necessary financial statements for review and analysis.
- Assist with preparation of external regulatory program audits. Ensure all regulatory filings are complete, thorough, accurate and timely. Oversee and assist with risk management and legal activities through internal controls and document evaluation.
- Maintain corporate and grant records, meeting all state and federal legal requirements as they pertain to the funding source.
- Supervise payroll processing and administration.
- Maintain knowledge of legal requirements and government reporting regulations related to employees and labor laws.
- Support consistent recruiting, staff orientation, and departure procedures for employees.
- Maintain employee personnel records, including tracking of continuing education, training certifications, renewals.
- Manager Program's physical infrastructure, system maintenance and work with IT personnel to manage acquisition and maintenance of and support for applications, systems, and technical services.
- Supervise vendor and support relationships, contracts and payments.
- Analyze, maintain and reconcile monthly accounts and financials for fiscal agent programs.
- Provide financial leadership, strategic planning, planning and problem solving for small businesses.

## EDUCATION

2014

**MASTER OF BUSINESS ADMINISTRATION, WESTERN GOVERNORS UNIVERSITY**

GPA 4.0

2011

**BACHELOR IN PSYCHOLOGY, PACIFIC LUTHERAN UNIVERSITY**

GPA 3.46      DEAN'S LIST      PROVOST SCHOLORSHIP

2009

**ASSOCIATE IN BUSINESS, PIERCE COLLEGE**

GPA 3.70      DEAN'S LIST      PRESIDENT'S LIST

## Nathan Morin

A dedicated, highly-motivated professional that has experience in a variety of fields. Proficient in prioritizing and completing tasks in a timely manner, yet flexible to multitask when necessary. Enjoys learning new programs and processes. Excellent listening skills, oral and written communications. Comfortable in interacting with all levels of an organization and public. Able to make decisions independently and quickly.

### Work Experience

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#### **HR Specialist**

The Family Resource Center - Gorham, NH  
December 2018 to Present

- Compiled and maintained personnel records for employees including: personal data, compensation, benefits, tax and withholding data, attendance, performance evaluations, current and previous job status, and termination data in conformance with applicable laws.
- Maintained current knowledge of payroll practices, applicable state and federal laws, FMLA regulations, COBRA regulations, trends in personnel administration, benefit administration and labor laws.
- Ensured compliance with USCIS Form I-9 Employment Eligibility Verification; performed I-9 audits
- Filed workers' compensation reports. Monitored case files and followed up on open cases.
- Reviewed benefits with employees and processed enrollment, cancellation or changes. Organized and managed annual open enrollment communications and election process. Maintained and distributed list of new and cancelled employees under each benefit plan.
- Responded to employee queries and resolved issues in a timely and professional manner.
- Presented human resources policies, standards and procedures to employees to ensure compliance.
- Assisted with employee orientation.
- Managed agency COVID policies and procedures. Conducted contact tracing.

#### **Director of Operations**

North Country Health Consortium Substance Misuse Programs - Bethlehem, NH  
October 2017 to December 2017

- Worked with the Clinical Director to coordinate the recruitment, supervision, and evaluation of staff.
- Provided leadership, administration, and coordination of facility planning, inspection, maintenance, and energy management to ensure safe facilities and client safety.
- Managed the Division's budget to ensure that funding is efficiently utilized.
- Worked with the Clinical Director to develop and implement safety training for staff to ensure the safety of clients and guests.
- Maintained a high level of confidentiality regarding staff and client information in order to remain in compliance with legal requirements and to maintain a professional work environment.
- Prepared reports for the Chief Executive Officer regarding the financial condition and fiscal operation of the Division.

- Applied for grants, ensuring that requests were prepared in the quantity and quality required and that they were submitted on a timely basis.
- Developed and utilized an effective set of personnel policies and procedures.
- Maintained and utilized a fair process of progressive disciplinary actions when warranted by employee actions and identified and dealt with personnel issues quickly and effectively.
- Ensured that the Division, staff, and programs operated in compliance with all applicable local, state, and federal laws and regulations.

### **Director of Operations**

Tri-County CAP-Alcohol and Other Drug Services - Bethlehem, NH  
2015 to 2017

- Worked with the Clinical Director to coordinate the recruitment, supervision, and evaluation of staff.
- Provided leadership, administration, and coordination of facility planning, inspection, maintenance, and energy management to ensure safe facilities and client safety.
- Managed the Division's budget to ensure that funding is efficiently utilized.
- Worked with the Clinical Director to develop and implement safety training for staff to ensure the safety of clients and guests.
- Maintained a high level of confidentiality regarding staff and client information in order to remain in compliance with legal requirements and to maintain a professional work environment.
- Prepared reports for the Chief Executive Officer regarding the financial condition and fiscal operation of the Division.
- Applied for grants, ensuring that requests were prepared in the quantity and quality required and that they were submitted on a timely basis.
- Developed and utilized an effective set of personnel policies and procedures.
- Maintained and utilized a fair process of progressive disciplinary actions when warranted by employee actions and identified and dealt with personnel issues quickly and effectively.
- Ensured that the Division, staff, and programs operated in compliance with all applicable local, state, and federal laws and regulations.

### **Pharmacy Technician**

Androscoggin Valley Hospital - Berlin, NH  
July 2014 to February 2015

- Assisted the pharmacist in ensuring the appropriateness of medication doses by obtaining and entering patient information at the prescription intake window including weight, allergies, and other medications.
- Performed general cashier duties.
- Maintained adequate stock of medications and supplies. Followed procedures established for stock replacement. Followed non-formulary procedures.
- Ensured an environment that was clean, neat, and organized according to departmental standards.
- Completed and properly documented Daily and Monthly Activity checklists including expired drug checking, cleaning assignments, area inspections, and ordered supplies and forms.
- Demonstrated initiative when opportunities were presented as evidenced by successful completion of projects.

### **Social Media Analyst**

KDPaine and Partners - Berlin, NH  
February 2012 to August 2012

- Reviewed online news articles on behalf of clients such as Boeing and Lockheed Martin.
- Data gathered helped project managers analyze their presence in the media.



- Completed projects on time.

### **Pharmacy Technician**

Rite-Aid Pharmacy - Berlin, NH

February 2006 to February 2012

- Received written prescriptions or refill requests and verified that information was complete and accurate.
- Maintained proper storage and security conditions for medications.
- Filled bottles with prescribed medications; typed and affixed labels.
- Assisted customers by answering questions and locating general merchandise.
- Referred patients to be counseled by the staff pharmacist when patients had specific questions about their medications.
- Billed insurance companies per company policy and procedures.
- Adhered to patient privacy laws as required by HIPAA.
- Received payments from customers using a computerized cash register.
- Reconciled cash balance for assigned register at the end of each shift.

### **Education**

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#### **Certificate in Paralegal Studies**

Duke University

January 2010

#### **Bachelors of Science in Political Science**

Plymouth State University

May 2005

### **Additional Information**

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Commitment to Community.

Good organizational skills.

Strategic Planning.

Ability to establish trust and rapport with co-workers and public.

Excellent communication skills, ability to listen

Ability to interpret information

Accountable, reliable and able to work independently.

Computer literate

## **Lucie A Remillard RESUME**

### **Summary of Qualifications**

Highly skilled and dedicated professional offering a 20-year background in office management, sales, outreach, marketing, new business and account management. A community outreach coordinator, networking in communities and chamber of commerce throughout New Hampshire.

### **Areas of Experience**

Community Outreach, Contract Negotiations, Office Operations, Office Management  
Sales & Marketing Contract/Pricing Client Communication  
Staff & Team Leadership Financial Reports Strategic Planning  
Property Management Negotiation Recruit & Support

### **Work Experience**

#### **Family Resource Center – Gorham, NH**

January, 2020 to Present

Administration Manager – Involved in office operations, policy & certificate review for compliance, renewal and audits. Work with ED, bid preparation, and purchasing. Responsible for facilities & satellite site management, supervising maintenance personnel & building repairs. Manage multiple projects and agency operations as needed.

#### **CASA of NH – Manchester, NH**

May, 2016 to November, 2019

North Country Community Outreach Coordinator – the Outreach Coordinator is responsible for outreach, recruitment, and building relationships with volunteers & community groups in Coos, Grafton & Belknap counties. This includes group presentations, advocate interviews, chamber of commerce, city & town involvement. Outreach Coordinator is building partnerships and maintaining interaction with community stakeholders and residents; distributing outreach and marketing materials; attending community and city-wide meetings, and representing CASA of NH as essential to promote awareness. Also included are daily follow-up on the CASA's administrative tasks, volunteer inquiries, and to secure training locations.

#### **Provider Financial – ENH Power, Auburn, ME**

September 9, 2013 – December 31, 2015

**Community Outreach Worker** – Building relationships in New Hampshire that would increase residential and commercial accounts. Identify non-profit agencies for a community partner program to raise funding and financial contribution; volunteer and remain active in several NH Chamber of Commerce; communicate and promote company enrollment; attend home, industry, business & trade shows throughout New Hampshire, Maine & Mass; educate yet promote company awareness and benefits; maintain strong community relationships with area business owners, political representatives and non-profit agencies.

## **Lucie A Remillard RESUME – p2**

### **Re/Max Northern Edge / Gallus & Green Realtors, Berlin, NH**

License Real Estate Broker with New Hampshire since 1997

Realtor – Broker Associate; G & G – Office Manager

List, market, manage and sell residential & commercial real estate in Northern New Hampshire. Work closely with clients, brokers, title companies, attorneys, mortgage agents to secure contracts and transfer of properties. Recognized as a competitive industry leader within a highly volatile market, I generated over \$200K in sales commission and achieved “high seller” status for several consecutive years. Maintain a solid network of business, industry and community contacts. Design, market, and advertise promotional flyers, mailers and letters targeting prospective clients. Recruited and trained office staff and real estate sales agents.

### **Home Sweet Apartments & Realty, Berlin, NH**

1990 – 2003 (Owner/Broker – sold business in 2003)

**Property Manager & Real Estate Sales Broker** – Property management firm specializing in sales and rental. Business grew from 4 units to over 600 rental management units within 3 years. Recruited and supervised a professional staff of ten employees and numerous sub-contractors. Directed rental operations which included tenant screening, contract negotiations, rent collections, advertising, and general property maintenance. Maintained business accounting for each property, complete operating statements, cash journals, income and expense reports, secure competitive insurance rates and ensure all properties met or exceeded state, local and federal housing codes.

### **Education, Licensure & Board Member**

**Springfield College** – St. Johnsbury, Vt – Human Services – Completion IP of Bachelor’s Degree

**Granite State College** – Human Services

**Licensed Real Estate Broker**

NH Board of Realtors

NH Landlord Association

**Councilor – City of Berlin**

Board Member – Planning Board – Accounts & Claims – Traffic & Safety - Budget

**The Family Resource Center at Gorham**

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Patricia Stolte	Executive Director*	\$74,000	0	0
Debbie Martin	Finance Director*	\$48,000	0	0
Nathan Morin	HR/IT Manager*	\$39,750	0	0
Lucie Remillard	Office Manager*	\$38,900	0	0

\*10% indirect helps fund administrative staff salaries



Lori A. Shabinette  
Commissioner

Lisa M. Morris  
Director

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

29 HAZEN DRIVE, CONCORD, NH 03301  
603-271-4501 1-800-852-3345 Ext. 4501  
Fax: 603-271-4827 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

August 25, 2020

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

**REQUESTED ACTION**

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

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

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

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

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

See attached fiscal details.

#### EXPLANATION

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

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

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

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

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

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



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

Area served: Statewide

Source of Funds: CFDA #93.870, FAIN #X10MC33595

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

Respectfully submitted,

  
Lori A. Shibinette  
Commissioner

**FINANCIAL DETAIL ATTACHMENT SHEET**  
Home Visiting-HFA

05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, ACA HOME VISITING  
FAIN # X10MC29490 and X10MC31166 & X10MC33595  
CFDA #93.870 -100% Federal

**Community Action Belknap Merrimack Counties - Vendor #177203-B003**

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

**Community Action Partnership of Stafford County - Vendor #177200-B004**

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$188,512.00	\$0.00	\$188,512.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$188,512.00	\$0.00	\$188,512.00
SFY 2021	102-500731	Contracts for Program Svcs	90083203	\$47,128.00	\$192,815.00	\$239,943.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$257,087.00	\$257,087.00
SFY 2023	102-500731	Contracts for Program Svcs	tbd	\$0.00	\$84,272.00	\$84,272.00
		<b>Subtotal</b>		<b>\$424,162.00</b>	<b>\$614,174.00</b>	<b>\$938,326.00</b>

**Waypoint - City of Manchester - Vendor #177166-B002**

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

**Waypoint - Hillaboro - Vendor #177166-B002**

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$278,493.00	\$0.00	\$278,493.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$278,493.00	\$0.00	\$278,493.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$69,623.00	\$198,523.00	\$268,146.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$268,146.00	\$268,146.00
SFY 2023	102-500731	Contracts for Program Svcs	tbd	\$0.00	\$67,036.00	\$67,036.00
		<b>Subtotal</b>		<b>\$626,609.00</b>	<b>\$533,705.00</b>	<b>\$1,160,314.00</b>

**Waypoint - Merrimack Vendor #177166-B002**

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

**Waypoint - Rockingham Vendor #177166-B002**

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

**FINANCIAL DETAIL ATTACHMENT SHEET**  
**Home Visiting-HFA**

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

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

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

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

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

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

**TLC Family Resource Center - Vendor #170625-B001**

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

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

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

## FINANCIAL DETAIL ATTACHMENT SHEET

Home Visiting-HFA

05-95-92-920510-3382 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: BEHAVIORAL HEALTH DIVISION  
100% OTHER FUNDS (GOVERNOR COMMISSION FUNDS)

Community Action Belknap Merrimack Counties Vendor #177203-B003

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

Community Action Partnership of Strafford County Vendor #177200-B004

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

Waypoint- Rockingham County Vendor #177168-B002

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

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

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

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

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

## FINANCIAL DETAIL ATTACHMENT SHEET

Home Visiting-HFA

05-95-042-421010-29580000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN  
SVS, HHS: HUMAN SERVICES DIV, CHILD PROTECTION, CHILD-FAMILY SERVICES  
100% General Funds

Waypoint- Merrimack County

Vendor #177166-B002

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

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

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

Community Action Partnership of Strafford County

Vendor #177200-B004

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$0.00	\$60,553.00	\$60,553.00
SFY 2022	645-504004	General Funds for Other	42105746	\$0.00	\$60,553.00	\$60,553.00
SFY 2023	645-504004	General Funds for Other	42105746	\$0.00	\$15,138.00	\$15,138.00
		Subtotal		\$0.00	\$136,244.00	\$136,244.00

Community Action Belknap Merrimack Counties

Vendor #177203-B003

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

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

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

The Family Resource Center at Gorham - Coos County

Vendor #162412-B001

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

The Family Resource Center at Gorham - Grafton County

Vendor #162412-B001

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

TLC Family Resource Center - Vendor #170625-B001

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



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



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

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

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

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

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

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

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

*FB*

8-10-20



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



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



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

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

PS

8/2/20

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



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

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

State of New Hampshire  
Department of Health and Human Services

8/11/2020  
Date

Lori Shibamoto  
Name:  
Title:

The Family Resource Center at Gorham

8-10-2020  
Date

Patricia Stolte  
Name: Patricia Stolte  
Title: Executive Director

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



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

**OFFICE OF THE ATTORNEY GENERAL**

08/17/20  
Date

Catherine Pinos  
Name:  
Title: Catherine Pinos, Attorney

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

**OFFICE OF THE SECRETARY OF STATE**

\_\_\_\_\_  
Date

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



New Hampshire Department of Health and Human Services  
Home Visiting Services

Exhibit A-2 Performance Measures

1. Performance Measures

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

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

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

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

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

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

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

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

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

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

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

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

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

Quarter 2 1/1/2020– 3/31/2020

Quarter 3 4/1/2020 – 6/30/2020

Quarter 4 7/1/2020 – 9/30/2020.

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



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

**Exhibit A-2 Performance Measures**

**Performance Measure #3**

**HFA Best Practice Standard 6-6.B**

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

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

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

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

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

**Performance Measure #4**

**HFA Standard 12-1.B**

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

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

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

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

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



## Exhibit B-3, Budget Amendment #2

## New Hampshire Department of Health and Human Services

Contractor name: The Family Resource Center Gorham

Budget Request for: Healthy Families America (Coos)

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

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct / Incremental	Indirect / Fixed	Total	Direct / Incremental	Indirect / Fixed	Total	Direct / Incremental	Indirect / Fixed	Total
1. Total Salary/Wages	\$ 130,000.00	\$ -	\$ 130,000.00				\$ 130,000.00	\$ -	\$ 130,000.00
2. Employee Benefits	\$ 23,000.00	\$ -	\$ 23,000.00				\$ 23,000.00	\$ -	\$ 23,000.00
3. Consultants	\$ 100.00	\$ -	\$ 100.00				\$ 100.00	\$ -	\$ 100.00
4. Equipment:									
Rental	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
5. Supplies:									
Educational	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Office	\$ 100.00	\$ -	\$ 100.00				\$ 100.00	\$ -	\$ 100.00
6. Travel	\$ 2,000.00	\$ -	\$ 2,000.00				\$ 2,000.00	\$ -	\$ 2,000.00
7. Occupancy	\$ 3,500.00	\$ -	\$ 3,500.00				\$ 3,500.00	\$ -	\$ 3,500.00
8. Current Expenses									
Telephone	\$ 1,000.00	\$ -	\$ 1,000.00				\$ 1,000.00	\$ -	\$ 1,000.00
Postage	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Insurance	\$ 1,500.00	\$ -	\$ 1,500.00				\$ 1,500.00	\$ -	\$ 1,500.00
Barn Expenses	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 150.00	\$ -	\$ 150.00				\$ 150.00	\$ -	\$ 150.00
11. Staff Education and Training	\$ 1,370.00	\$ -	\$ 1,370.00				\$ 1,370.00	\$ -	\$ 1,370.00
12. Subcontractor/Agreements	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
FERH annual fee	\$ 50.00	\$ -	\$ 50.00				\$ 50.00	\$ -	\$ 50.00
Printing	\$ 50.00	\$ -	\$ 50.00				\$ 50.00	\$ -	\$ 50.00
Admin / Indirect Fee for FRC	\$ -	\$ 16,282.00	\$ 16,282.00				\$ -	\$ 16,282.00	\$ 16,282.00
<b>TOTAL</b>	<b>\$ 162,830.00</b>	<b>\$ 16,282.00</b>	<b>\$ 179,112.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 162,830.00</b>	<b>\$ 16,282.00</b>	<b>\$ 179,112.00</b>
Indirect As A Percent of Direct		10.0%				3,875.75		13,840.18	

Contractor Initials PSDate 8-10-20

## Exhibit B-6, Budget Amendment #2

## New Hampshire Department of Health and Human Services

Contractor name: The Family Resource Center Gorham

Budget Request for: Healthy Families America (Gorham)

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

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect / Fixed	Total	Direct Incremental	Indirect / Fixed	Total	Direct Incremental	Indirect / Fixed	Total
1. Total Salary/Wages	\$ 140,000.00	\$ -	\$ 140,000.00				\$ 140,000.00		\$ 140,000.00
2. Employee Benefits	\$ 37,750.91	\$ -	\$ 37,750.91				\$ 37,750.91		\$ 37,750.91
3. Consultants	\$ 500.00	\$ -	\$ 500.00				\$ 500.00		\$ 500.00
4. Equipment:	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Office	\$ 500.00	\$ -	\$ 500.00				\$ 500.00		\$ 500.00
6. Travel	\$ 5,000.00	\$ -	\$ 5,000.00				\$ 5,000.00		\$ 5,000.00
7. Occupancy	\$ 4,500.00	\$ -	\$ 4,500.00				\$ 4,500.00		\$ 4,500.00
8. Current Expenses	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Telephone	\$ 1,000.00	\$ -	\$ 1,000.00				\$ 1,000.00		\$ 1,000.00
Postage	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Insurance	\$ 1,500.00	\$ -	\$ 1,500.00				\$ 1,500.00		\$ 1,500.00
Board Expenses	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 1,000.00	\$ -	\$ 1,000.00				\$ 1,000.00		\$ 1,000.00
11. Staff Education and Training	\$ 1,500.00	\$ -	\$ 1,500.00				\$ 1,500.00		\$ 1,500.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
13. Other (specific details mandatory)	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
FBNH annual fee	\$ 50.00	\$ -	\$ 50.00				\$ 50.00		\$ 50.00
Printing	\$ 400.00	\$ -	\$ 400.00				\$ 400.00		\$ 400.00
Admin / Indirect Fee for FRC	\$ -	\$ 19,370.09	\$ 19,370.09				\$ -	\$ 19,370.09	\$ 19,370.09
TOTAL	\$ 193,750.91	\$ 19,370.09	\$ 213,071.00	\$ -	\$ -	\$ 3,675.75	\$ 193,750.91	\$ 19,370.09	\$ 213,071.00
Indirect As A Percent of Direct			10.0%						

## Exhibit B-9, Budget Amendment #2

## New Hampshire Department of Health and Human Services

Contractor name: The Family Resource Center Gorham

Budget Request for: Healthy Families America (Cocoe)

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

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHRIS contract share		
	Direct / Incremental	Indirect / Fixed	Total	Direct / Incremental	Indirect / Fixed	Total	Direct / Incremental	Indirect / Fixed	Total
1. Total Salary/Wages	\$ 14,480.00	\$ -	\$ 14,480.00	\$ -	\$ -	\$ -	\$ 14,480.00	\$ -	\$ 14,480.00
2. Employee Benefits	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 100.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ 347.27	\$ -	\$ 347.27	\$ -	\$ -	\$ -	\$ 347.27	\$ -	\$ 347.27
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
6. Travel	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
7. Occupancy	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ 750.00	\$ -	\$ 750.00	\$ -	\$ -	\$ -	\$ 750.00	\$ -	\$ 750.00
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specify details mandatory)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PSNH annual fee	\$ 50.00	\$ -	\$ 50.00	\$ -	\$ -	\$ -	\$ 50.00	\$ -	\$ 50.00
Printing	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ 300.00	\$ -	\$ 300.00
Admin / Indirect Fee for FRC	\$ -	\$ 2,272.73	\$ 2,272.73	\$ -	\$ -	\$ -	\$ -	\$ 2,272.73	\$ 2,272.73
<b>TOTAL</b>	<b>\$ 22,727.27</b>	<b>\$ 2,272.73</b>	<b>\$ 25,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,727.27</b>	<b>\$ 2,272.73</b>	<b>\$ 25,000.00</b>
Indirect As A Percent of Direct		10.0%				3,875.75			

Contractor Initials *PS*Date 8-10-20

## Exhibit B-10, Budget Amendment #2

## New Hampshire Department of Health and Human Services

Contractor name: The Family Resource Center Gorham

Budget Request for: Healthy Families America (Coos)

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

Line Item	Total Program Cost			Contractor Share / Match			Funds Provided by DPHS contract where cost is shared		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 14,480.00	\$ -	\$ 14,480.00	\$ -	\$ -	\$ -	\$ 14,480.00	\$ -	\$ 14,480.00
2. Employee Benefits	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 100.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ 347.27	\$ -	\$ 347.27	\$ -	\$ -	\$ -	\$ 347.27	\$ -	\$ 347.27
5. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
6. Travel	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
7. Occupancy	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ 750.00	\$ -	\$ 750.00	\$ -	\$ -	\$ -	\$ 750.00	\$ -	\$ 750.00
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
12. Subcontract/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specify details mandatory)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FSNH annual fee	\$ 50.00	\$ -	\$ 50.00	\$ -	\$ -	\$ -	\$ 50.00	\$ -	\$ 50.00
Printing	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ 300.00	\$ -	\$ 300.00
Admin / Indirect Fee for FRC	\$ -	\$ 2,272.73	\$ 2,272.73	\$ -	\$ -	\$ -	\$ -	\$ 2,272.73	\$ 2,272.73
<b>TOTAL</b>	<b>\$ 23,727.27</b>	<b>\$ 2,272.73</b>	<b>\$ 26,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 23,727.27</b>	<b>\$ 2,272.73</b>	<b>\$ 26,000.00</b>
Indirect As A Percent of Direct		10.0%				3,675.75			

Contractor Initials PSDate 8-10-20

Exhibit B-11, Budget Amendment #2

New Hampshire Department of Health and Human Services									
Contractor name: The Family Resource Center Gorham									
Budget Request for: Healthy Families America (Coos)									
Budget Period: July 1, 2020 through June 30, 2022									
Line Item	Total Program Cost			Contractor Share / Match			Funded by DSHS		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
	Incremental	Fixed		Incremental	Fixed		Incremental	Fixed	
1. Total Salary/Wages	\$ 130,000.00	\$ -	\$ 130,000.00				\$ 130,000.00	\$ -	\$ 130,000.00
2. Employee Benefits	\$ 23,000.00	\$ -	\$ 23,000.00				\$ 23,000.00	\$ -	\$ 23,000.00
3. Consultants	\$ 100.00	\$ -	\$ 100.00				\$ 100.00	\$ -	\$ 100.00
4. Equipment	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Office	\$ 100.00	\$ -	\$ 100.00				\$ 100.00	\$ -	\$ 100.00
6. Travel	\$ 2,000.00	\$ -	\$ 2,000.00				\$ 2,000.00	\$ -	\$ 2,000.00
7. Occupancy	\$ 3,500.00	\$ -	\$ 3,500.00				\$ 3,500.00	\$ -	\$ 3,500.00
8. Current Expenses	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Telephone	\$ 1,000.00	\$ -	\$ 1,000.00				\$ 1,000.00	\$ -	\$ 1,000.00
Postage	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Insurance	\$ 1,500.00	\$ -	\$ 1,500.00				\$ 1,500.00	\$ -	\$ 1,500.00
Board Expenses	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 150.00	\$ -	\$ 150.00				\$ 150.00	\$ -	\$ 150.00
11. Staff Education and Training	\$ 1,370.00	\$ -	\$ 1,370.00				\$ 1,370.00	\$ -	\$ 1,370.00
12. Subcontracted/Agreements	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
13. Other (specify details mandatory)	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
FBNH annual fee	\$ 50.00	\$ -	\$ 50.00				\$ 50.00	\$ -	\$ 50.00
Renting	\$ 50.00	\$ -	\$ 50.00				\$ 50.00	\$ -	\$ 50.00
Admin/ Indirect Fee for FRC	\$ -	\$ 16,282.00	\$ 16,282.00				\$ -	\$ 16,282.00	\$ 16,282.00
<b>TOTAL</b>	<b>\$ 162,820.00</b>	<b>\$ 16,282.00</b>	<b>\$ 179,102.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 162,820.00</b>	<b>\$ 16,282.00</b>	<b>\$ 179,102.00</b>
Indirect As A Percent of Direct				10.0%					
							\$ 3,675.75		
							\$ 33,840.18		

## Exhibit B-12, Budget Amendment #2

## New Hampshire Department of Health and Human Services

Contractor name: The Family Resource Center Gathers

Budget Request for: Healthy Families America (Coos)

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

Line Item	Total Program Cost			Contractor Share / Match			Funded by DSHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 3,620.00	\$ -	\$ 3,620.00	\$ -	\$ -	\$ -	\$ 3,620.00	\$ -	\$ 3,620.00
2. Employee Benefits	\$ 25.00	\$ -	\$ 25.00	\$ -	\$ -	\$ -	\$ 25.00	\$ -	\$ 25.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ 86.78	\$ -	\$ 86.78	\$ -	\$ -	\$ -	\$ 86.78	\$ -	\$ 86.78
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 125.00	\$ -	\$ 125.00	\$ -	\$ -	\$ -	\$ 125.00	\$ -	\$ 125.00
6. Travel	\$ 1,250.00	\$ -	\$ 1,250.00	\$ -	\$ -	\$ -	\$ 1,250.00	\$ -	\$ 1,250.00
7. Occupancy	\$ 125.00	\$ -	\$ 125.00	\$ -	\$ -	\$ -	\$ 125.00	\$ -	\$ 125.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 50.00	\$ -	\$ 50.00	\$ -	\$ -	\$ -	\$ 50.00	\$ -	\$ 50.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ 175.00	\$ -	\$ 175.00	\$ -	\$ -	\$ -	\$ 175.00	\$ -	\$ 175.00
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 125.00	\$ -	\$ 125.00	\$ -	\$ -	\$ -	\$ 125.00	\$ -	\$ 125.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FBNH annual fee	\$ 12.00	\$ -	\$ 12.00	\$ -	\$ -	\$ -	\$ 12.00	\$ -	\$ 12.00
Printing	\$ 86.04	\$ -	\$ 86.04	\$ -	\$ -	\$ -	\$ 86.04	\$ -	\$ 86.04
Admin / Indirect Fee for FAC	\$ -	\$ 568.16	\$ 568.16	\$ -	\$ -	\$ -	\$ -	\$ 568.16	\$ 568.16
<b>TOTAL</b>	<b>\$ 4,841.83</b>	<b>\$ 568.16</b>	<b>\$ 5,410.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,841.83</b>	<b>\$ 568.16</b>	<b>\$ 5,410.00</b>
Indirect As A Percent of Direct		10.0%							
						\$ 3,675.15			\$ 6,250.00



## Exhibit B-13, Budget Amendment #2

New Hampshire Department of Health and Human Services									
Contractor name: The Family Resource Center Gorham									
Budget Request for: Healthy Families America (Coes)									
Budget Period: July 1, 2022 through September 30, 2022									
Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 32,500.00	\$ -	\$ 32,500.00				\$ 32,500.00		\$ 32,500.00
2. Employee Benefits	\$ 5,750.00	\$ -	\$ 5,750.00				\$ 5,750.00		\$ 5,750.00
3. Consultants	\$ 25.00	\$ -	\$ 25.00				\$ 25.00		\$ 25.00
4. Equipment:	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Office	\$ 25.00	\$ -	\$ 25.00				\$ 25.00		\$ 25.00
6. Travel	\$ 500.00	\$ -	\$ 500.00				\$ 500.00		\$ 500.00
7. Occupancy	\$ 875.00	\$ -	\$ 875.00				\$ 875.00		\$ 875.00
8. Current Expenses	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Telephone	\$ 250.00	\$ -	\$ 250.00				\$ 250.00		\$ 250.00
Postage	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Insurance	\$ 375.00	\$ -	\$ 375.00				\$ 375.00		\$ 375.00
Board Expenses	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 37.75	\$ -	\$ 37.75				\$ 37.75		\$ 37.75
11. Staff Education and Training	\$ 342.60	\$ -	\$ 342.60				\$ 342.60		\$ 342.60
12. Subcontracts/Agreements	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
FBHM annual fee	\$ 12.55	\$ -	\$ 12.55				\$ 12.55		\$ 12.55
Printing	\$ 12.55	\$ -	\$ 12.55				\$ 12.55		\$ 12.55
Admin / Indirect Fee for FRC	\$ -	\$ 4,070.55	\$ 4,070.55				\$ -	\$ 4,070.55	\$ 4,070.55
<b>TOTAL</b>	<b>\$ 40,768.48</b>	<b>\$ 4,070.55</b>	<b>\$ 44,778.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,768.48</b>	<b>\$ 4,070.55</b>	<b>\$ 44,778.00</b>
Indirect As A Percent of Direct									
		10.0%				\$ 3,675.75		\$ 33,640.18	

## Exhibit\_B-14, Amendment # 2

## New Hampshire Department of Health and Human Services

Contractor name: The Family Resource Center Gorham

Budget Request for: Healthy Families America (Grafton)

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

Line Item	Total Program Costs			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 31,000.53	\$ 200.00	\$ 31,200.53	\$ 2,000.00	\$ 200.00	\$ 2,200.00	\$ 29,000.53		\$ 29,000.53
2. Employee Benefits	\$ 704.02		\$ 704.02				\$ 704.02		\$ 704.02
3. Consultants									
4. Equipment:									
Rental									
Repair and Maintenance									
Purchase/Depreciation	\$ 1,200.00		\$ 1,200.00				\$ 1,200.00		\$ 1,200.00
5. Supplies:									
Educational									
Lab									
Pharmacy									
Medical									
Office	\$ 2,000.00		\$ 2,000.00				\$ 2,000.00		\$ 2,000.00
6. Travel	\$ 7,000.00		\$ 7,000.00				\$ 7,000.00		\$ 7,000.00
7. Occupancy	\$ 1,000.00		\$ 1,000.00				\$ 1,000.00		\$ 1,000.00
8. Current Expenses									
Telephone	\$ 200.00		\$ 200.00				\$ 200.00		\$ 200.00
Postage									
Subscriptions									
Audit and Legal	\$ 1,500.00		\$ 1,500.00				\$ 1,500.00		\$ 1,500.00
Insurance									
Board Expenses									
9. Software									
10. Marketing/Communications	\$ 1,000.00		\$ 1,000.00				\$ 1,000.00		\$ 1,000.00
11. Staff Education and Training	\$ 1,500.00		\$ 1,500.00				\$ 1,500.00		\$ 1,500.00
12. Subcontracts/Agreements									
13. Other (specific details mandatory):									
FSNH annual fee	\$ 50.00		\$ 50.00				\$ 50.00		\$ 50.00
Printing	\$ 300.00		\$ 300.00				\$ 300.00		\$ 300.00
Admin / Indirect Fee for FRC		\$ 4,545.45	\$ 4,545.45	\$ 2,000.00	\$ 200.00	\$ 2,200.00	\$ 4,545.45	\$ 4,545.45	\$ 9,090.90
TOTAL	\$ 47,454.55	\$ 4,745.45	\$ 52,200.00	\$ 2,000.00	\$ 200.00	\$ 2,200.00	\$ 45,454.55	\$ 4,545.45	\$ 50,000.00

Indirect As A Percent of Direct

10.0%

3,875.75

Contractor Initials

Date 8/21/20

## Exhibit B-15, Budget Amendment #2

## New Hampshire Department of Health and Human Services

Contractor name: The Family Resource Center Grafton

Budget Request for: Healthy Families America (Grafton)

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

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 29,000.53	\$ -	\$ 29,000.53				\$ 29,000.53		\$ 29,000.53
2. Employee Benefits	\$ 704.02	\$ -	\$ 704.02				\$ 704.02		\$ 704.02
3. Consultants	\$ -	\$ -	\$ -				\$ -		\$ -
4. Equipment	\$ -	\$ -	\$ -				\$ -		\$ -
Rental	\$ -	\$ -	\$ -				\$ -		\$ -
Repair and Maintenance	\$ -	\$ -	\$ -				\$ -		\$ -
Purchase/Depreciation	\$ 1,200.00	\$ -	\$ 1,200.00				\$ 1,200.00		\$ 1,200.00
5. Supplies	\$ -	\$ -	\$ -				\$ -		\$ -
Educational	\$ -	\$ -	\$ -				\$ -		\$ -
Lab	\$ -	\$ -	\$ -				\$ -		\$ -
Pharmacy	\$ -	\$ -	\$ -				\$ -		\$ -
Medical	\$ -	\$ -	\$ -				\$ -		\$ -
Office	\$ 2,000.00	\$ -	\$ 2,000.00				\$ 2,000.00		\$ 2,000.00
6. Travel	\$ 7,000.00	\$ -	\$ 7,000.00				\$ 7,000.00		\$ 7,000.00
7. Occupancy	\$ 1,000.00	\$ -	\$ 1,000.00				\$ 1,000.00		\$ 1,000.00
8. Current Expenses	\$ -	\$ -	\$ -				\$ -		\$ -
Telephone	\$ 200.00	\$ -	\$ 200.00				\$ 200.00		\$ 200.00
Postage	\$ -	\$ -	\$ -				\$ -		\$ -
Subscriptions	\$ -	\$ -	\$ -				\$ -		\$ -
Audit and Legal	\$ 1,500.00	\$ -	\$ 1,500.00				\$ 1,500.00		\$ 1,500.00
Insurance	\$ -	\$ -	\$ -				\$ -		\$ -
Board Expenses	\$ -	\$ -	\$ -				\$ -		\$ -
9. Software	\$ -	\$ -	\$ -				\$ -		\$ -
10. Marketing/Communications	\$ 1,000.00	\$ -	\$ 1,000.00				\$ 1,000.00		\$ 1,000.00
11. Staff Education and Training	\$ 1,500.00	\$ -	\$ 1,500.00				\$ 1,500.00		\$ 1,500.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -				\$ -		\$ -
13. Other (specific or pass mandatory)	\$ -	\$ -	\$ -				\$ -		\$ -
FSEH annual fee	\$ 50.00	\$ -	\$ 50.00				\$ 50.00		\$ 50.00
Printing	\$ 300.00	\$ -	\$ 300.00				\$ 300.00		\$ 300.00
Admin / Indirect Fee for FRC	\$ -	\$ 4,545.45	\$ 4,545.45				\$ -	\$ 4,545.45	\$ 4,545.45
<b>TOTAL</b>	<b>\$ 48,434.53</b>	<b>\$ 4,545.45</b>	<b>\$ 52,980.00</b>				<b>\$ 48,434.53</b>	<b>\$ 4,545.45</b>	<b>\$ 52,980.00</b>
Indirect At A Percent of Direct		10.0%				\$ 3,875.75			\$ 3,875.75

Contractor Initials PSDate 8-10-20

## Exhibit B-16, Budget Amendment #2

## New Hampshire Department of Health and Human Services

Contractor name: The Family Resource Center Gorham

Budget Request for: Healthy Families America (Gorham)

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

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHH contract share on		
	Direct (Incremental)	Indirect (Fixed %)	Total	Direct (Incremental)	Indirect (Fixed %)	Total	Direct (Incremental)	Indirect (Fixed %)	Total
1. Total Salary/Wages	\$ 140,000.00	\$ -	\$ 140,000.00				\$ 140,000.00		\$ 140,000.00
2. Employee Benefits	\$ 37,750.91	\$ -	\$ 37,750.91				\$ 37,750.91		\$ 37,750.91
3. Consultants	\$ 500.00	\$ -	\$ 500.00				\$ 500.00		\$ 500.00
4. Equipment:									
Rental	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
5. Supplies:									
Educational	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Office	\$ 500.00	\$ -	\$ 500.00				\$ 500.00	\$ -	\$ 500.00
6. Travel	\$ 5,000.00	\$ -	\$ 5,000.00				\$ 5,000.00	\$ -	\$ 5,000.00
7. Occupancy	\$ 4,500.00	\$ -	\$ 4,500.00				\$ 4,500.00	\$ -	\$ 4,500.00
8. Current Expenses									
Telephone	\$ 1,000.00	\$ -	\$ 1,000.00				\$ 1,000.00	\$ -	\$ 1,000.00
Postage	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Insurance	\$ 1,500.00	\$ -	\$ 1,500.00				\$ 1,500.00	\$ -	\$ 1,500.00
Board Expenses	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 1,000.00	\$ -	\$ 1,000.00				\$ 1,000.00	\$ -	\$ 1,000.00
11. Staff Education and Training	\$ 1,500.00	\$ -	\$ 1,500.00				\$ 1,500.00	\$ -	\$ 1,500.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
13. Other (specific detail mandatory):	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
FBIHQ annual fee	\$ 50.00	\$ -	\$ 50.00				\$ 50.00	\$ -	\$ 50.00
Printing	\$ 400.00	\$ -	\$ 400.00				\$ 400.00	\$ -	\$ 400.00
Admin / Indirect Fee for FRC	\$ -	\$ 19,370.09	\$ 19,370.09				\$ -	\$ 19,370.09	\$ 19,370.09
<b>TOTAL</b>	<b>\$ 183,750.91</b>	<b>\$ 19,370.09</b>	<b>\$ 213,071.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 183,750.91</b>	<b>\$ 19,370.09</b>	<b>\$ 213,071.00</b>
Indirect As A Percent of Direct		10.0%				\$ 1,875.75		33,640.15	

Contractor initials PSDate 8-10-20

## Exhibit B-17, Budget Amendment #2

## New Hampshire Department of Health and Human Services

Contractor name: The Family Resource Center Gorham

Budget Request for: Healthy Families America (Gorham)

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

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

Contractor Initials

PS

Date

8-10-20

## Exhibit B-18, Budget Amendment #2

## New Hampshire Department of Health and Human Services

Contractor name: The Family Resource Center Gorham

Budget Request for: Healthy Families America (Draft)

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

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS (net of share)		
	Direct / Incremental	Indirect / Fixed	Total	Direct / Incremental	Indirect / Fixed	Total	Direct / Incremental	Indirect / Fixed	Total
1. Total Salary/Wages	\$ 35,000.00	\$ -	\$ 35,000.00				\$ 35,000.00		\$ 35,000.00
2. Employee Benefits	\$ 9,437.72	\$ -	\$ 9,437.72				\$ 9,437.72		\$ 9,437.72
3. Consultants	\$ 125.00	\$ -	\$ 125.00				\$ 125.00		\$ 125.00
4. Equipment	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
5. Supplies	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Office	\$ 125.00	\$ -	\$ 125.00				\$ 125.00		\$ 125.00
6. Travel	\$ 750.23	\$ -	\$ 750.23				\$ 750.23		\$ 750.23
7. Occupancy	\$ 1,125.00	\$ -	\$ 1,125.00				\$ 1,125.00		\$ 1,125.00
8. Current Expenses	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Telephone	\$ 250.00	\$ -	\$ 250.00				\$ 250.00		\$ 250.00
Postage	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Insurance	\$ 375.00	\$ -	\$ 375.00				\$ 375.00		\$ 375.00
Board Expenses	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 250.00	\$ -	\$ 250.00				\$ 250.00		\$ 250.00
11. Staff Education and Training	\$ 375.00	\$ -	\$ 375.00				\$ 375.00		\$ 375.00
12. Subcontract/Agreements	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
13. Other (specific details mandatory)	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
FSNH annual fee	\$ 512.50	\$ -	\$ 512.50				\$ 512.50		\$ 512.50
Printing	\$ 100.00	\$ -	\$ 100.00				\$ 100.00		\$ 100.00
Admin / Indirect Fee for FRC	\$ -	\$ 4,842.55	\$ 4,842.55				\$ -	\$ 4,842.55	\$ 4,842.55
<b>TOTAL</b>	<b>\$ 48,425.48</b>	<b>\$ 4,842.55</b>	<b>\$ 53,268.03</b>				<b>\$ 48,425.48</b>	<b>\$ 5,685.10</b>	<b>\$ 54,110.58</b>
Indirect As A Percent of Direct									
		10.0%				\$ 5,685.10			

Contractor Initials

PS

Date

8-10-20



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Jeffrey A. Meyers  
Commissioner

Lisa M. Morris  
Director

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

29 HAZEN DRIVE, CONCORD, NH 03301  
603-271-4501 1-800-852-3345 Ext. 4501  
Fax: 603-271-4827 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

August 27, 2019

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Public Health Services, to amend existing **sole source** agreements with four (4) of the seven (7) vendors listed (in bold) below, to provide home visiting services to expectant women and newly parenting individuals by increasing the total price limitation by \$250,000 from \$4,407,387 to \$4,657,387 with no change to the contract completion dates of September 30, 2020, effective upon Governor and Executive Council approval. 100% Other Funds.

The agreements were originally approved by the Governor and Executive Council on June 20, 2018 (Item #27E).

Vendor Name	Vendor Number	Location	Current Budget Amount	Increase/ (Decrease) Amount	Modified Budget Amount
<b>Community Action of Belknap-Merrimack Counties Inc.</b>	<b>177203-B003</b>	<b>2 Industrial Park Drive Concord, NH 03302-1016</b>	<b>\$285,941</b>	<b>\$28,115</b>	<b>\$314,056</b>
<b>Community Action Partnership of Strafford County</b>	<b>177200-B004</b>	<b>642 Central Avenue Dover, NH 03820</b>	<b>\$424,152</b>	<b>\$68,575</b>	<b>\$492,727</b>
<b>Waypoint</b>	<b>177166-B002</b>	<b>City of Manchester, Hillsborough, Merrimack and Rockingham Counties</b>	<b>\$2,220,473</b>	<b>\$88,965</b>	<b>\$2,309,438</b>
<b>The Family Resource Center at Gorham</b>	<b>162412-B001</b>	<b>Grafton and Coos County</b>	<b>\$737,613</b>	<b>\$64,345</b>	<b>\$801,958</b>
TLC Family Resource Center	170625-B001	109 Pleasant Street Claremont, NH 03743	\$234,000	\$0	\$234,000
Central New Hampshire VNA & Hospice	177244-B002	780 North Main Street, Laconia, NH 03246	\$192,978	\$0	\$192,978
VNA at HCS, Inc.	177274-B002	312 Marlboro Street Keene, NH 03431	\$312,230	\$0	\$312,230
		<b>Totals</b>	<b>\$4,407,387</b>	<b>\$250,000</b>	<b>\$4,657,387</b>

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 2 of 3

Funds to support this request are anticipated to be available in the following accounts for State Fiscal Years 2020 and 2021 upon the availability and continued appropriation of funds in the future operating budget, with authority to adjust amounts within the price limitation and adjust encumbrances between state fiscal years through the Budget Office, if needed and justified.

**05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY  
SERVICES, ACA HOME VISITING**

Fiscal Year	Class	Title	Activity Code	Current (Modified) Budget	Increased/ (Decreased) Amount	Revised Modified Budget
2019	102-500731	Contracts for Program Svcs	90083200	\$1,958,839	\$0	\$1,958,839
2020	102-500731	Contracts for Program Svcs	90083201	\$1,958,839	\$0	\$1,958,839
2021	102-500731	Contracts for Program Svcs	90083201	\$489,709	\$0	\$489,709
			<i>Subtotals:</i>	<b>\$4,407,387</b>	<b>\$0</b>	<b>\$4,407,387</b>

**05-95-92-920510-3382 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: BEHAVIORAL HEALTH DIVISION, BUREAU OF DRUG & ALCHOL SVCS, GOVERNOR  
COMMISSION FUNDS**

Fiscal Year	Class	Title	Activity Code	Current (Modified) Budget	Increased/ (Decreased) Amount	Revised Modified Budget
2019	102-500734	Contracts for Social Svcs	92058502	\$0	\$0	\$0
2020	102-500734	Contracts for Social Svcs	92058502	\$0	\$250,000	\$250,000
2021	102-500734	Contracts for Social Svcs	92058502	\$0	\$0	\$0
			<i>Subtotals:</i>	<b>\$0</b>	<b>\$250,000</b>	<b>\$250,000</b>
			<b>Totals:</b>	<b>\$4,407,387</b>	<b>\$250,000</b>	<b>\$4,657,387</b>

**EXPLANATION**

This request is **sole source** because these Contractors are the only vendors certified to provide the evidence based home visiting model "Healthy Families America" as approved by the Division of Public Health Services and federal funders. Additionally, these vendors have been providing home visiting services in their respective counties and have developed collaborative referral networks, which can provide new mothers and their families with additional assistance programs in their community. Home Visiting utilizes an approved Maternal Infant Early Childhood Home Visiting model and along with permanent partners within each community, provides an array of services to assist in family support and strengthening services to New Hampshire citizens, statewide.

The purpose of this request is to increase capacity for community outreach in identified areas of need. The additional funding for the four (4) Contractors supports the requirement set forth by the Healthy Families America model to have staff trained in Parent Survey and Community Outreach (PSCO). Contractor staff will provide increased, dedicated allocation of time on community outreach.

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

The additional funding will allow the Department to provide services to a total of 255 households in need through September 30, 2020. The Contractors have demonstrated their ability to provide these services.

The services provided in these agreements improve maternal and child health, prevent child abuse and neglect, encourage positive parenting and promote child growth and development. Home visitation programs are an effective early-intervention strategy to improve the health and well-being of children, particularly if they are embedded in comprehensive community services to families at risk, referrals and linkages to necessary services is an integral part of the Healthy Families America model.

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

These original agreements contain language in Exhibit C-1, Revisions to General Provisions that allow the Department to renew the contracts for up to two (2) additional years, subject to the continued availability of funds, satisfactory performance of services and approval from the Governor and Executive Council. The Department is not exercising renewal options at this time.

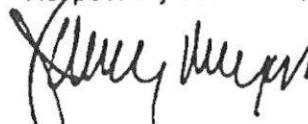
Should the Governor and Executive Council not approve this request, many of the most at risk New Hampshire families may not receive access to resources and family support and strengthening services necessary to raise children who are physically, socially and emotionally healthy, which can reduce juvenile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

Area Served: Statewide

Source of Funds: 100% Other Funds from the Governor's Commission on Alcohol and Other Drugs Fund.

In the event that other funds become no longer available, general funds will not be requested to support these agreements.

Respectfully Submitted,



Jeffrey A. Meyers  
Commissioner



Jeffrey A. Meyers  
Commissioner

Lisa M. Morris  
Director

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

29 HAZEN DRIVE, CONCORD, NH 03301  
603-271-4501 1-800-852-3345 Ext. 4501  
Fax: 603-271-4827 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

May 2, 2018

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Public Health Services, to enter into **sole source** agreements with the vendors listed below, in an amount not to exceed \$4,407,387, to provide the provision of home visiting services to expectant women and newly parenting individuals, July 1, 2018 upon Governor and Executive Council approval through September 30, 2020. 100% Federal Funds.

Vendor	Vendor Code	Address	Amount
Community Action of Belknap-Merrimack Counties Inc.	177203-B003	2 Industrial Park Drive Concord, NH 03302-1016	\$285,941
Community Action Partnership of Strafford County	177200-B004	642 Central Avenue Dover, NH 03820	\$424,152
Child and Family Services of New Hampshire	177166-B002	City of Manchester, Hillsborough, Merrimack and Rockingham Counties	\$2,220,473
The Family Resource Center at Gorham	162412-B001	Grafton and Coos County	\$737,613
TLC Family Resource Center	170625-B001	109 Pleasant Street Claremont, NH 03743	\$234,000
Central New Hampshire VNA & Hospice	177244-B002	780 North Main Street, Laconia, NH 03246	\$192,978
VNA at HCS, Inc.	177274-B002	312 Marlboro Street Keene, NH 03431	\$312,230
Total:			\$4,407,387

Her Excellency, Governor Christopher T. Sununu  
and the Honorable Executive Council  
Page 2 of 3

Funds are available in the following account in State Fiscal Years 2019 and are anticipated to be available in State Fiscal Years 2020 and 2021, upon availability and continued appropriation of funds in the future operating budget, with the ability to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified, without approval from Governor and Executive Council.

**05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY  
SERVICES, ACA HOME VISITING**

Fiscal Year	Class	Title	Activity Code	Amount
2019	102-500731	Contracts for Program Svcs	90083200	\$1,958,839
2020	102-500731	Contracts for Program Svcs	90083201	\$1,958,839
2021	102-500731	Contracts for Program Svcs	90083201	\$489,709
<b>Total:</b>				<b>\$4,407,387</b>

#### EXPLANATION

This request is **sole source** because these vendors are the only vendors certified to provide the evidence based home visiting model "Healthy Families America" as approved by the Division of Public Health Services and federal funders. Additionally, these vendors have been providing home visiting services in their respective counties and have developed collaborative referral networks, which can provide new mothers and their families with additional assistance programs available in their community. Home Visiting utilizes an approved Maternal Infant Early Childhood Home Visiting model along with permanent partners within each community providing an array of services to assist in family support and strengthening services to more New Hampshire citizens, statewide. Funds will allow the vendors to provide services to 255 households in need through September 30, 2020. The vendors have demonstrated their ability to provide these services.

The purpose of these agreements is to improve maternal and child health, prevent child abuse and neglect, encourage positive parenting and promote child growth and development. Home visitation programs can be an effective early-intervention strategy to improve the health and well-being of children, particularly if they are embedded in comprehensive community services to families at risk.

These agreements contain language in Exhibit C-1, Revisions to General Provisions that allow the Department to renew the contracts for up to two (2) additional years, subject to the continued availability of funds, satisfactory performance of services and approval from the Governor and Executive Council.

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

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

Area Served: Statewide



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

Source of Funds: 100% Federal Funds, CFDA # 93.870, US Department of Health and Human Services, Health Resources and Services Administration, FAIN #'s are: X10MC29490 (4/1/16 – 9/30/18) X10MC31156) (9/30/17 – 9/29/19).

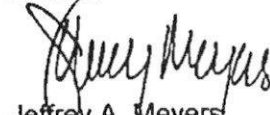
In the event that federal funds become no longer available, general funds will not be requested to support these agreements.

Respectfully Submitted,



Lisa Morris  
Director

Approved by:



Jeffrey A. Meyers  
Commissioner

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



**State of New Hampshire  
Department of Health and Human Services  
Amendment #2**

This Amendment to the Home Visiting Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and TLC Family Resource Center ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 20, 2018 (Item #27E), as amended on September 11, 2020, (Item #11), 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 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 1.8, Price Limitation, to read:

\$619,132

2. Modify Exhibit A, Scope of Services Section 1 Provisions Applicable to All Services, Subsection 1.5, to read:

- 1.5 The Contractor shall provide home visiting services as detailed in this Exhibit A, Scope of Services as follows:

Reference	Area of Service	Proposed Caseload SFY 2022 (Date of G&C Approval – 6/30/22)	Proposed Caseload SFY 2022 (7/1/2022 – 9/30/2022)
1.5.1	Sullivan County	15 families	15 families

3. Modify Exhibit A, Scope of Services Section 2 Scope of Work, by adding Subsection 2.10, to read:

- 2.10 The Contractor shall support program staff and participants by providing the following allowable expenses under MIECHV American Rescue Plan funding:

2.10.1 Service delivery.

2.10.2 Hazard pay or other staff costs.

2.10.3 Home visitor training.

2.10.4 Technology.

2.10.5 Emergency Supplies.

2.10.6 Diaper bank coordination (if not possible, barriers to coordination must be provided in writing).

2.10.7 Prepaid grocery cards.

4. Modify Exhibit A, Scope of Services Section 4 Reporting and Deliverable Requirements, Subsection 4.7, to read:

- 4.7 The Contractor shall submit annual reports by July 31<sup>st</sup> of each contract year, with the first report due on July 31, 2022.

5. Modify Exhibit A, Scope of Services Section 6 Performance Measures, Subsection 6.1 to read as

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follows with no change to Paragraph 6.1.1.:

- 6.1 All measures, consider services provided within the scope of this MCH contract during State Fiscal Year 2022, July 1, 2021 – June 30, 2022. Measures may be modified to reflect updates after October 1, 2021, to reflect new Federal updates.
6. Modify Exhibit A, Scope of Services Section 6 Performance Measures, Subsection 6.1 Paragraph 6.1.2, to read:

6.1.2 Performance Measure #2

HVNH-HFA Performance Measure #2 (Retention Report)

**HFA Standard 3-4.A**

**Measure:** Increase the percent of families who remain enrolled in HFA for at least six (6) months from the baseline<sup>1</sup>.

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

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

**Denominator-** The number of families who received a first home visit during the period for:

*Quarter 4 - 7/1/2021 – 9/30/2021*

*Quarter 1 - 10/1/2021 - 12/31/2021*

*Quarter 2 - 1/1/2022 – 3/31/2022*

**Data Source:** HVNH-HFA Data Records, HFA methodology for measuring retention rates.

7. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 1 to read:
  1. This Agreement is funded with:
    - 2.1 86% Federal Funds from Maternal, Infant and Early Childhood Home Visiting Grant Program as awarded on 5/18/2017, 9/15/2017, 8/26/2019, 2/4/2021, and 4/30/2021 by the Department of Health and Human Services, Health Resources and Services Administration; CDFA #93.870; FAIN #'s X1029490, X1031156, X1033595, X1039701, and X1141935.
    - 2.2 10% General Funds from Parental Assistance Funds.
    - 2.3 4% Other Funds (Governor Commission Funds).
8. Modify Exhibit B - Amendment #1, Methods and Conditions Precedent to Payment, Section 3, to read:
  3. Payment for expenses shall be on a cost reimbursement basis for allowable costs only in accordance with Exhibit B-1 Budget through Exhibit B-10 Budget – Amendment #2.
9. Add Exhibit B-9 Budget – Amendment #2 and Exhibit B-10 Budget – Amendment #2, which are attached hereto and incorporated by reference herein.

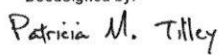
All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective upon Governor and Council approval.

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

3/21/2022

Date

DocuSigned by:  
  
Name: Patricia M. Tilley  
Title: Director

3/18/2022

Date

TLC Family Resource Center  
DocuSigned by:  
  
Name: Stephanie Slayton  
Title: Executive Director

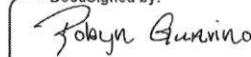
The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

3/22/2022

Date

DocuSigned by:



Name: Robyn Guarino

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-9, Amendment 2, SFY 2022 Budget

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

Contractor Name: TLC Family Resource Center

Project Title: Home Visiting New Hampshire - Healthy Families America

Budget Period: Date of G&C to June 30, 2022 (SFY 2022)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2. Employee Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ 888.00	\$ -	\$ 888.00	\$ -	\$ -	\$ -	\$ 888.00	\$ -	\$ 888.00
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 8,928.00	\$ -	\$ 8,928.00	\$ -	\$ -	\$ -	\$ 8,928.00	\$ -	\$ 8,928.00
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):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 9,816.00</b>	<b>\$ -</b>	<b>\$ 9,816.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,816.00</b>	<b>\$ -</b>	<b>\$ 9,816.00</b>

Indirect As A Percent of Direct

0.0%

## Exhibit B-10, Amendment 2, SFY 2023 Budget

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

Contractor Name: TLC Family Resource Center

Project Title: Home Visiting New Hampshire - Healthy Families America

Budget Period: July 1, 2022 to June 30, 2023 (SFY 2023)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2. Employee Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 7,816.00	\$ -	\$ 7,816.00	\$ -	\$ -	\$ -	\$ 7,816.00	\$ -	\$ 7,816.00
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):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 9,816.00</b>	<b>\$ -</b>	<b>\$ 9,816.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,816.00</b>	<b>\$ -</b>	<b>\$ 9,816.00</b>

Indirect As A Percent of Direct

0.0%



# State of New Hampshire

## Department of State

### CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that TLC FAMILY RESOURCE CENTER is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on January 14, 2004. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: **461338**

Certificate Number: **0005420526**



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 11th day of August A.D. 2021.

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

William M. Gardner  
Secretary of State

### CERTIFICATE OF AUTHORITY

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

1. I am a duly elected Clerk/Secretary/Officer of TLC Family Resource Center.  
(Corporation/LLC Name)

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on March 16, 2022, at which a quorum of the Directors/shareholders were present and voting.  
(Date)

**VOTED:** That Stephanie Slayton (may list more than one person)  
(Name and Title of Contract Signatory)

is duly authorized on behalf of TLC Family Resource Center to enter into contracts or agreements with the State  
(Name of Corporation/ LLC)

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

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

Dated: 03-18-2022

Mariah Davis  
Signature of Elected Officer  
Name: Mariah Davis  
Title: Vice President



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/16/2022

**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).**

<b>PRODUCER</b> Clark Mortenson Insurance PO Box 606  Keene NH 03431	<b>CONTACT NAME:</b> Lisa Wyman, ACSR <b>PHONE (A/C, No, Ext):</b> (603) 352-2121 <b>FAX (A/C, No):</b> (603) 357-8491 <b>E-MAIL ADDRESS:</b> lwyman@hilbgroup.com														
<b>INSURED</b> TLC Family Resource Center P.O. Box 1098  Claremont NH 03743	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: Philadelphia Indemnity Insurance Co.</td> <td>18058</td> </tr> <tr> <td>INSURER B:</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(S) AFFORDING COVERAGE	NAIC #	INSURER A: Philadelphia Indemnity Insurance Co.	18058	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Philadelphia Indemnity Insurance Co.	18058														
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

**COVERAGES**
**CERTIFICATE NUMBER:** CL2212197608

**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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <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:			PHPK2266732	07/01/2021	07/01/2022	EACH OCCURRENCE \$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 2,000,000
							GENERAL AGGREGATE \$ 4,000,000
							PRODUCTS - COMP/OP AGG \$ 4,000,000
							Employee Benefit LiabPA \$ 1,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

Professional Liability Coverage is included in the Commercial Package Policy with limits of \$2,000,000 each professional incident and \$4,000,000 aggregate.

**CERTIFICATE HOLDER**
**CANCELLATION**

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

DATE (MM/DD/YYYY)

03/21/2022

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).

<b>PRODUCER</b> E & S Insurance Services LLC 21 Meadowbrook Lane P O Box 7425 Gilford NH 03247-7425	<b>CONTACT NAME:</b> Fairley Kenneally <b>PHONE (A/C, No, Ext):</b> (603) 293-2791 <b>FAX (A/C, No):</b> (603) 293-7188 <b>E-MAIL ADDRESS:</b> fairley@esinsurance.net
<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURER A:</b> FirstComp <span style="float: right;"><b>NAIC #</b> 27626</span>	
<b>INSURER B:</b>	
<b>INSURER C:</b>	
<b>INSURER D:</b>	
<b>INSURER E:</b>	
<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** 2021 **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
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input 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"/> AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	WC0093557-13	07/01/2021	07/01/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 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)

<b>CERTIFICATE HOLDER</b>  State of NH Dept of Health and Human Services 129 Pleasant Street  Concord NH 03301	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> 
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#### MISSION STATEMENT

The mission of TLC Family Resource Center (TLC) is to promote the optimal health and development of children and families in our region of New Hampshire.

**TLC FAMILY RESOURCE CENTER, INC.**

Financial Statements  
(With Independent Auditors' Report)

June 30, 2021 and 2020



**TLC FAMILY RESOURCE CENTER, INC.**

June 30, 2021 and 2020

Table of Contents

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Statement of Activities and Changes in Net Assets	4
Statement of Functional Expenses	5
Statement of Cash Flows	6
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**McSOLEY McCOY**

Certified Public Accountants and Business Advisors



## Independent Auditors' Report

To the Board of Directors of  
TLC Family Resource Center, Inc.  
Claremont, NH

### Opinion

We have audited the accompanying financial statements of TLC Family Resource Center, Inc. (a nonprofit corporation, the "Center"), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities and changes in net assets, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of TLC Family Resource Center, Inc. as of June 30, 2021, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditors' Responsibility section of our report. We are required to be independent of the Center and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Responsibilities of Management 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, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Center's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

### Auditors' Responsibility

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material

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Certified Public Accountants and Business Advisors



misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Center's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Center's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

#### **Report on Summarized Comparative Information**

We have previously audited the Center's 2020 financial statements and we expressed an unmodified opinion on them in our report dated January 26, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2020, is consistent, in all material respects, with the audited financial statements from which it has been derived.

*McSoley McCoy & Co.*

November 9, 2021  
South Burlington, Vermont  
VT Reg. No. 92-349

**TLC Family Resource Center, Inc.**  
Statement of Financial Position  
June 30, 2021  
(With Summarized Comparative Totals as of June 30, 2020)

	<b>June 30, 2021</b>			<b>As of June 30, 2020</b>
	<b>Without Donor Restrictions</b>	<b>With Donor Restrictions</b>	<b>Total</b>	<b>Totals (Summarized)</b>
<b>Assets:</b>				
Cash and cash equivalents	\$ 669,982	\$ 75,323	\$ 745,305	\$ 587,841
Accounts receivable	129,646	-	129,646	169,451
Grants receivable	-	133,440	133,440	149,168
Security deposit	1,350	-	1,350	1,350
Property and equipment, net	<u>505,336</u>	<u>-</u>	<u>505,336</u>	<u>35,293</u>
<b>Total assets</b>	<u>\$ 1,306,314</u>	<u>\$ 208,763</u>	<u>\$ 1,515,077</u>	<u>\$ 943,103</u>
<b>Liabilities and net assets</b>				
<b>Liabilities:</b>				
Accrued expenses	\$ 62,729	\$ -	\$ 62,729	\$ 48,867
Accounts payable	141,479	-	141,479	11,570
Advances refundable	35,561	-	35,561	-
Fiscal sponsor funds	-	-	-	6,271
Bank loan payable	<u>100,000</u>	<u>-</u>	<u>100,000</u>	<u>231,500</u>
<b>Total liabilities</b>	<u>339,769</u>	<u>-</u>	<u>339,769</u>	<u>298,208</u>
<b>Net assets:</b>				
Without donor restrictions	966,545	-	966,545	422,179
With donor restrictions	<u>-</u>	<u>208,763</u>	<u>208,763</u>	<u>222,716</u>
<b>Total net assets</b>	<u>966,545</u>	<u>208,763</u>	<u>1,175,308</u>	<u>644,895</u>
<b>Total liabilities and net assets</b>	<u>\$ 1,306,314</u>	<u>\$ 208,763</u>	<u>\$ 1,515,077</u>	<u>\$ 943,103</u>

See accompanying notes to financial statements

**TLC Family Resource Center, Inc.**  
Statement of Activities and Changes in Net Assets  
For the Year Ended June 30, 2021  
(With Summarized Comparative Totals for the Year Ended June 30, 2020)

	<b>Year Ended June 30, 2021</b>			<b>Year Ended June 30, 2020</b>
	<b>Without Donor Restrictions</b>	<b>With Donor Restrictions</b>	<b>Total</b>	<b>Totals (Summarized)</b>
<b>Support and revenue</b>				
Governmental support	\$ 1,058,616	\$ -	\$ 1,058,616	\$ 457,370
Program fees	427,826	-	427,826	415,997
Foundations and trusts	141,747	233,032	374,779	477,975
Contributions	37,739	56,677	94,416	62,730
Interest income	471	-	471	2,256
In-kind contributions	4,730	-	4,730	-
Facility sublease income	-	-	-	9,788
Net assets released from restrictions	303,662	(303,662)	-	-
<b>Total support and revenue</b>	<b>1,974,791</b>	<b>(13,953)</b>	<b>1,960,838</b>	<b>1,426,116</b>
<b>Expenses</b>				
Program services				
Family Support	782,985	-	782,985	647,028
Recovery Programs	305,299	-	305,299	300,967
Youth Programs	81,520	-	81,520	63,954
	1,169,804	-	1,169,804	1,011,949
Fundraising	42,331	-	42,331	25,016
Management and general	218,290	-	218,290	206,128
<b>Total expenses</b>	<b>1,430,425</b>	<b>-</b>	<b>1,430,425</b>	<b>1,243,093</b>
<b>Change in net assets</b>	<b>544,366</b>	<b>(13,953)</b>	<b>530,413</b>	<b>183,023</b>
Net assets, beginning of year	422,179	222,716	644,895	461,872
<b>Net assets, end of year</b>	<b>\$ 966,545</b>	<b>\$ 208,763</b>	<b>\$ 1,175,308</b>	<b>\$ 644,895</b>

See accompanying notes to financial statements

**TLC Family Resource Center, Inc.**  
Statement of Functional Expenses  
For the Year Ended June 30, 2021  
(With Summarized Comparative Totals for the Year Ended June 30, 2020)

	Year Ended June 30, 2021							Year Ended June 30, 2020
	Program Services							Totals (Summarized)
	Family Support	Recovery Programs	Youth Programs	Total Program Services	Mgt. & General	Fund- raising	Total Expenses	
Advertising and marketing	\$ 37,371	\$ 2,426	\$ 9,352	\$ 49,149	\$ 3,500	\$ 26	\$ 52,675	\$ 18,417
Computer and technology expenses	12,959	3,998	2,346	19,303	21,883	144	41,330	26,559
Contract services	2,207	7,362	500	10,069	3,300	-	13,369	27,264
Depreciation	7,166	2,883	628	10,677	1,384	496	12,557	9,963
Direct assistance	31,207	11,206	-	42,413	297	-	42,710	31,503
Employee benefits	19,321	9,253	1,666	30,240	4,896	512	35,648	33,567
Equipment rental and maintenance	1,744	821	152	2,717	221	25	2,963	2,893
In-kind materials	-	-	4,730	4,730	-	-	4,730	-
Insurance	6,171	2,200	601	8,972	2,498	107	11,577	7,308
Loss on disposal of assets	-	-	-	-	7,668	-	7,668	-
Mileage reimbursement	3,540	1,795	1,088	6,423	25	-	6,448	12,319
Occupancy	32,211	20,269	2,843	55,323	7,453	978	63,754	75,247
Operating supplies and expenses	24,603	4,892	4,582	34,077	12,391	2,792	49,260	38,454
Payroll taxes	43,243	14,810	3,623	61,676	7,586	508	69,770	63,373
Postage	905	129	221	1,255	79	-	1,334	799
Printing	1,231	651	184	2,066	410	-	2,476	3,136
Professional fees	14,094	5,064	1,169	20,327	19,608	37	39,972	28,029
Salaries and wages	526,911	211,961	46,151	785,023	101,742	36,458	923,223	836,476
Telephone	7,529	4,231	930	12,690	459	107	13,256	14,858
Theft loss	-	-	-	-	22,765	-	22,765	-
Training and development	10,572	1,348	441	12,361	125	141	12,627	12,298
Vehicle expense	-	-	313	313	-	-	313	630
<b>Total expenses</b>	<b>\$ 782,985</b>	<b>\$ 305,299</b>	<b>\$ 81,520</b>	<b>\$ 1,169,804</b>	<b>\$ 218,290</b>	<b>\$ 42,331</b>	<b>\$ 1,430,425</b>	<b>\$ 1,243,093</b>

See accompanying notes to financial statements



**TLC Family Resource Center, Inc.**  
Statement of Cash Flows  
For the Year Ended June 30, 2021  
(With Summarized Comparative Totals for the Year Ended June 30, 2020)

	<b>Year Ended June 30, 2021</b>			<b>Year Ended June 30, 2020</b>
	<b>Without Donor Restrictions</b>	<b>With Donor Restrictions</b>	<b>Total</b>	<b>Totals (Summarized)</b>
<b>Cash flows from operating activities:</b>				
Change in net assets	\$ 544,366	\$ (13,953)	\$ 530,413	\$ 183,023
Adjustments to reconcile change in net assets to net cash provided by operating activities:				
Depreciation	12,557	-	12,557	9,963
Paycheck Protection Loan forgiveness	(231,500)	-	(231,500)	-
Loss on disposal of assets	7,668	-	7,668	-
Decrease in accounts receivable	39,805	-	39,805	10,507
(Increase) decrease in grants receivable	-	15,728	15,728	(149,168)
Increase in accounts payable	129,909	-	129,909	7,548
Increase in accrued expenses	13,862	-	13,862	14,182
Increase in advances refundable	35,561	-	35,561	-
Decrease in fiscal sponsor funds	(6,271)	-	(6,271)	-
<b>Net cash provided by operating activities</b>	<u>545,957</u>	<u>1,775</u>	<u>547,732</u>	<u>76,055</u>
<b>Cash flows used by investing activities</b>				
Equipment and leasehold improvement additions	<u>(490,268)</u>	<u>-</u>	<u>(490,268)</u>	<u>(9,982)</u>
<b>Cash flows from financing activities</b>				
Proceeds from bank loan	<u>100,000</u>	<u>-</u>	<u>100,000</u>	<u>231,500</u>
<b>Increase in cash and cash equivalents</b>	<u>155,689</u>	<u>1,775</u>	<u>157,464</u>	<u>297,573</u>
Cash and cash equivalents, beginning of year	<u>514,293</u>	<u>73,548</u>	<u>587,841</u>	<u>290,268</u>
<b>Cash and cash equivalents, end of year</b>	<u>\$ 669,982</u>	<u>\$ 75,323</u>	<u>\$ 745,305</u>	<u>\$ 587,841</u>

See accompanying notes to financial statements

**TLC Family Resource Center, Inc.**

Notes to Financial Statements

June 30, 2021 and 2020

1. Summary of Operations and Significant Accounting Policies

TLC Family Resource Center, Inc., (the "Center") is a non-profit organization established in 2004 for the purpose of promoting the physical and emotional health and safety of women and families expecting infants or with young children. The Center serves individuals in New Hampshire's Sullivan and lower Grafton counties. Approximately 54% of the Center's revenue and support comes from governmental financial assistance, 22% from program services, and 24% from contributions.

(a) Basis of Accounting

The accompanying financial statements are prepared using the accrual basis of accounting under U.S. generally accepted accounting principles (U.S. GAAP). Under the accrual basis of accounting, revenues are recorded as earned and expenses are recorded at the time liabilities are incurred.

(b) Basis of Presentation

The Center reports information regarding its financial position and activities according to two classes of net assets: net assets with donor restrictions, which represent resources restricted by donors as to purpose or by the passage of time; and net assets without donor restrictions, which represent the expendable resources that are available for operations at management's discretion.

(c) 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 disclosures 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.

(d) Property and Equipment

Property and equipment are stated at cost. Donations of property and equipment are recorded at their estimated fair value. Depreciation is computed using the straight-line method over the assets' estimated useful lives. Additions and betterments with a value in excess of \$500 and with a useful life greater than one year are capitalized, and expenditures for repairs and maintenance are expensed when incurred. Upon sale or retirement, the costs and related accumulated depreciation are eliminated from the respective accounts, and the resulting gain or loss is included in income.

(e) Accrued Compensated Absences

The Center provides each eligible employee with vacation time, which is accumulated on a pro-rata basis as actual hours are worked. Compensated absences accrue when amounts can be reasonably estimated and payment of compensation is probable.

(f) Cash and cash equivalents

Cash and cash equivalents include all certificates of deposits and highly liquid investments with maturities of three months or less at the date of purchase. The Center maintains cash and cash equivalents in bank deposit accounts which, at times, may exceed federally insured limits. The Center has not experienced any losses with these accounts. Management believes the Center is not exposed to any significant credit risk on cash.

**TLC Family Resource Center, Inc.**  
Notes to Financial Statements  
June 30, 2021 and 2020

Summary of Operations and Significant Accounting Policies (continued)

(g) Comparative Data

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 U.S. GAAP. Accordingly, such information should be read in conjunction with the Center's financial statements for the year ended June 30, 2020 from which the summarized information was derived

(h) Revenue Recognition

The Center's fees for programs and services provided are recognized when earned, which is within the time period covered by the services or program. The Center records contributions as with donor restriction or without donor restriction support depending on the existence or nature of donor restrictions. The Center reports gifts and grants of cash or other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is when a stipulated restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restriction.

Contributions of non-cash assets are recorded at their fair values in the period received. Contributions of services that create or enhance non-financial assets or that require specialized skills, which are provided by individuals possessing those skills and would typically need to be purchased if not provided by donation, are recorded at their fair values in the period received. Donated investments are also reported at fair value at the date of receipt, which is then treated as the Center's cost basis.

(i) Functional Expenses

The costs of providing programs and other activities have been summarized on a functional basis in the statements of activities and functional expenses. In addition to the allocation of direct cost to programs and supporting services, certain costs have been allocated indirectly based on an analysis of personnel time related to these programs and supporting services. Certain prior year amounts have been reclassified for consistency with the current period presentation. These reclassifications had no effect on the reported changes in net assets.

(j) Income Taxes

The Center is a not-for-profit organization as described under Section 501(c)(3) of the Internal Revenue Code and is exempt from federal income taxes on income related to the fulfillment of the Center's mission. Accordingly, no provision for income taxes has been recorded in the accompanying financial statements.

The Center annually files an Internal Revenue Service Form 990, Return of Organization Exempt From Income Tax, tax return in the U.S. Federal jurisdiction. The Center is no longer subject to U.S. Federal income tax examination by tax authorities for the years prior to June 30, 2018. In the normal course of business, the Center is subject to examination by various taxing authorities. Although the outcome of tax audits is always uncertain, the management of the Center believes that there are no significant unrecognized tax liabilities at June 30, 2021.

**TLC Family Resource Center, Inc.**

Notes to Financial Statements

June 30, 2021 and 2020

Summary of Operations and Significant Accounting Policies (continued)

(k) Allowance for Doubtful Accounts

It is the policy of management to review the outstanding receivables at year end, as well as the bad debt write offs experienced in the past, and establish an allowance for doubtful accounts for uncollectible amounts. Based on management's estimates, no amounts have been recorded as an allowance for doubtful accounts at June 30, 2021 and 2020.

(l) Recently Issued Accounting Standards

In February 2016, the FASB issued ASU 2016-02, *Leases (Topic 842)*, which requires lessees to recognize leases on-balance sheet and disclose key information about leasing arrangements. The new standard establishes a right of use (ROU) model that requires a lessee to recognize a ROU asset and lease liability on the balance sheet for all leases with a term longer than 12 months. Leases will be classified as finance or operating, with classification affecting the pattern and classification of expense recognition in the income statement.

The new standard is effective for the Center on July 1, 2022.

(m) Subsequent Events

Management has evaluated subsequent events through November 9, 2021, which is the date the financial statements were available to be issued.

2. Fair Value Measurements

In accordance with FASB ASC 820, *Fair Value Measurements and Disclosures*, the Center is required to disclose certain information about its financial assets and liabilities. As of June 30, 2021 and 2020, the Center had no financial instruments subject to the disclosure requirements. Cash and cash equivalents, grants and accounts receivable, accounts payable, accrued expenses, advances refundable, and fiscal agency funds are reported in the statements of financial position approximate fair values because of the short maturities of those instruments or because of the fixed rate of interest required to be paid.

3. Fiscal Sponsor Funds

The Center has administered several grant agreements to serve as a fiscal sponsor for a local initiative. Under these agreements the Center receives the funds to be administered and charges an administration fee for their work. The agreements were completed during the year ended June 30, 2021 and there is no liability related to these agreements as of the year end.

4. Concentration of Support

The Center receives a significant portion of its support from federal and state programs. A significant reduction in the level of this support, if this were to occur, may have an effect on the Center's ability to continue its program and activities.

**TLC Family Resource Center, Inc.**

## Notes to Financial Statements

June 30, 2021 and 2020

5. Net Assets With Donor Restrictions

Net assets with donor restrictions are available to support a future period or a specific activity not yet completed by the Center. Net assets with donor restrictions at June 30, 2021 and 2020 consisted of:

	2021	2020
Couch Family Foundation	\$ 77,241	\$ 190,281
Byrne Foundation	-	15,000
New program support	24,274	-
New Hampshire Charitable Foundation	40,000	-
Rural outright program	16,545	9,624
Donley Foundation	20,000	-
Rocking Chair Project	30,703	7,811
Totals	<u>\$ 208,763</u>	<u>\$ 222,716</u>

6. Retirement Plan

Effective January 1, 2019, the Center established a Simple IRA Retirement Plan for which all employees are eligible to participate in the Plan. Under the Plan, the Center provides a contribution equal to 2% of the employee's compensation. Employees are eligible to participate in the plan on the next entry date following the date of their employment. Total retirement plan expense was \$16,429 and \$12,788 for the years ending June 30, 2021 and 2020, respectively.

7. Commitments and Contingencies

The Center receives funds under various state and federal programs. Under the terms of these programs, the Center is required to expend the funds within the designated period for purposes specified in the grant proposal. If expenditures of the funds are found not in compliance with the proposal, the Center may be required to return those funds to the grantor. The amount, if any, of expenses which may be disallowed by the granting agency cannot be determined at this time, although the Center expects such amounts, if any, to be immaterial.

8. Liquidity and Availability

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the financial position date, comprise the following:

Cash and cash equivalents	\$ 669,982
Accounts receivable	<u>129,646</u>
Total financial assets	<u>\$ 799,628</u>

**TLC Family Resource Center, Inc.**

## Notes to Financial Statements

June 30, 2021 and 2020

Liquidity and Availability (continued)

The Center regularly monitors liquidity required to meet its operating needs and other contractual commitments, while also striving to maximize the investment of its available funds. The Center has various sources of liquidity at its disposal, including cash and cash equivalents, and various receivables.

In addition to financial assets available to meet general expenditures over the next 12 months, the Center operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures. The Center strives to maintain liquid cash reserves sufficient to cover 90 days of general expenditures. General expenditures include administrative, fundraising and operating expenses.

The Center receives the majority of its funding from grants and contributions which are available to meet annual cash needs for general expenditures. Some funding sources are restricted to specific programs, and are used in accordance with the associated purpose restrictions.

9. Property and Equipment

Property and equipment consisted of the following at June 30:

	Useful Life (Years)	2021	2020
Office equipment & software	2-5	\$ 72,754	\$ 51,364
Office furniture	7	71,002	57,441
Leasehold improvements	39	413,834	-
Total property and equipment		557,590	108,805
Less accumulated depreciation		(52,254)	(73,512)
Property and equipment, net		\$ 505,336	\$ 35,293

Depreciation expense totaled \$12,557 and \$9,963 for the years ended June 30, 2021 and 2020, respectively.

10. Operating Lease Arrangements

On August 16, 2020, the Center entered into a leasing arrangement for office space and gave written notice to terminate the existing office space lease as of November 30, 2020. The lease is a ten year lease with the option to renew at the end of the term with monthly rental payments of \$3,788, for an annual lease commitment of \$45,456. The first lease payment was due March 1, 2021. Commencing January 1, 2022, the Center will occupy additional square footage with monthly rental payments of \$4,713, for an annual lease commitment of \$56,556. Per the lease agreement, rent will be adjusted annually using the all urban consumers year over year percentage change published by the Bureau of Labor Statistics for the month prior to the commencement of the ten year term.



**TLC Family Resource Center, Inc.**

## Notes to Financial Statements

June 30, 2021 and 2020

Operating Lease Arrangements (continued)

On July 1, 2019 the Center entered into a lease agreement for office space for the Recovery Coaching program. The lease is a one year term with monthly rental payments of \$1,428, for a lease commitment of \$10,016. This lease was extended on July 1, 2020 on a month to month arrangement.

Facility lease payments for the years ended June 30, 2021 and 2020 totaled \$41,835 and \$40,140, respectively.

The Center entered into a photocopier lease agreement on October 14, 2018 for a term of 48 months at \$192 per month. Total lease payments for the fiscal years ended June 30, 2021 and 2020 totaled \$1,728 and \$1,728, respectively.

The Center entered into a leasing arrangement for a client database management program and related support in January 2019 at a cost of \$11,962 per year for seven years. Total lease payments for the fiscal years ended June 30, 2021 and 2020 totaled \$11,962 and \$11,962, respectively.

Future minimum lease payments are as follows:

Fiscal 2022	\$ 63,994
Fiscal 2023	68,518
Fiscal 2024	68,518
Fiscal 2025	68,518
Fiscal 2026	56,556
Thereafter	<u>280,670</u>
Total	<u>\$ 606,774</u>

**11. Bank Loan Payable**

In April 2020, the Center received a loan of \$231,500 under the Paycheck Protection Program issued by the Small Business Administration. The loan was forgiven by the Small Business Administration on April 1, 2021, and accordingly, the Center has recognized the loan forgiveness on the accompanying statement of activities and changes in net assets as government support.

In August 2020, the Center entered into a line of credit agreement with a local bank in the amount of \$100,000 with a term of ten and a half years maturing on February 14, 2031. For the first five and a half years the interest rate is 3.25% with a monthly payment of principal and interest of \$977, for the remaining five years the interest rate will be the Wall Street Journal Prime Rate (currently 3.25%) with a monthly payment of principal and interest of \$977. The Center drew down the \$100,000 line of credit on June 9, 2021, with monthly payments commencing on July 9, 2021.

**TLC Family Resource Center, Inc.**

## Notes to Financial Statements

June 30, 2021 and 2020

Bank Loan Payable (continued)

Maturities by year are as follows:

Fiscal 2022	\$ 8,603
Fiscal 2023	8,887
Fiscal 2024	9,180
Fiscal 2025	9,483
Fiscal 2026	9,796
Thereafter	<u>54,051</u>
Totals	<u>\$ 100,000</u>

12. Advances Refundable

The Center receives advance payments on various service contracts which are recorded as revenue without restrictions when received. The unexpended portion of the advance payments as of the end of the Center's fiscal year are reported as advances refundable, a liability on the statement of financial position, and subsequently recognized as revenue in the following fiscal year when earned. As of June 30, 2021 and 2020, advances refundable totaled \$35,561 and \$0, respectively.

13. Related Party

The Treasurer of the Board of Directors is branch manager at the bank which holds the Center's note payable and other cash accounts owned by the Center. Management believes these are arm's length transactions.

TLC Family Resource Center  
BOARD OF DIRECTORS  
January 2022

Megan Blood  
President (term Expires 1/2023)  
AP Analyst, Hypertherm

Mariah Davis  
Vice President (term expires 1/2023)  
Mascoma Bank

Zachariah Johnson  
Treasurer (term expires 3/2024)  
Mascoma Bank Branch Manager II and Bank Officer

Sue Elliott  
Secretary (term expires 01/2024)  
Retired, Quinnipiac University

Beth Hoyt- Flewelling  
Member (Term expires 1/2023)  
Retired, Granite State College

Laura Hagley  
Member (term expires 1/2023)  
Valley Regional Hospital, Director of Quality and  
Project Manager.

Sara Harkins  
Member (term expires 1/2023)

Peter Nelson  
Member (Term Expires 1/2023)  
Retired Federally Qualified Health Centers

Jane Van Bremen  
Member (term expires 1/2023)  
Parent Child Development Specialist

Carol Wood  
Member (1/2023)  
Retired Educator

Brooke Salls  
Member (term expires 01/2024)  
Assistant Director, Recognition and Stewardship  
Dartmouth College, Tuck School of Business

**TLC FAMILY RESOURCE CENTER****Home Visiting New Hampshire - Healthy Families America**Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract (Fed&General Funds)
Diane Edwards	Family Support Team Director	\$68,640	25%	\$17,160
Melony Williams	Clinical Supervisor	\$59,511	17%	\$10,296
Rene Couitt	Intake Coordinator/Kinship Navigator	\$57,304	10%	\$5,730
Erin Kelly	Family Assessment Worker	\$29,172	100%	\$29,172
Karen Jameson	Registered Nurse	\$53,383	22%	\$11,925
Samantha Palmer	Family Support Specialist	\$36,400	100%	\$36,400
Brenda Foley	Quality Improvement Manager	\$34,320	19%	\$6,493

## DR. DIANE EDWARDS

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### Areas of Expertise

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- |                            |                                     |                        |
|----------------------------|-------------------------------------|------------------------|
| ▪ Professional Development | ▪ Teacher Education                 | ▪ Grant Proposals      |
| ▪ Program Development      | ▪ Research/Projects                 | ▪ Financial Management |
| ▪ Staff Supervision        | ▪ Project Management/Administration | ▪ Industry Networking  |
| ▪ Compliance/Licensing     | ▪ Course Instruction Development    | ▪ Teaching Advisement  |
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### Key Skills Assessment

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**LEADERSHIP** – Direct and manage teams to successfully achieve organizational goals and foster collaboration.

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### Professional Experience

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**CLAREMONT SCHOOL DISTRICT**, Claremont, NH

2017- present

**DIRECTOR OF PRESCHOOL**

- Direct and supervise 1 special education coordinator, 3 early childhood special educators, 8 paraprofessionals, 5 support service providers, and 1 administrative assistant.
- Develop program handbooks and brochures for families and staff, develop program marketing materials.
- Implement and support best practices for service delivery, staffing, and professional development.
- Report to the Director of Special Education for developing and monitoring preschool's services and growth.
- Steer and coordinate grant projects, including identifying, applying and documenting outcomes.
- Steer and coordinate curriculum selection and implementation according to the program's action plan, district and state requirements.
- Contribute to district-level discussions to align screening tools and assessments utilized in preschool with kindergarten (Brigance and ASQ-2SE), and data collection to assess the impact of preschool.
- Collaborate with community partners for community outreach, including student teachers, weekly programming, monthly newsletters and annual report.
- Facilitate professional development, conduct weekly staff meetings, attend administrative team meetings, supervise teachers on Alt 4 plans, participate in leadership team meetings and present to the school board as needed.

**COLBY-SAWYER COLLEGE**, NEW LONDON, NH

2013 – 2017

**DIRECTOR, TEACHER EDUCATION & WINDY HILL LABORATORY SCHOOL**

- Directed and supervised 8 teachers and twenty-four student workers and substitute teachers per semester and manage a wide scope of financial responsibilities.
- Coordinated licensing operations and ensure compliance with the state's licensing and accreditation standards.
- Steered and coordinated all research and projects, as well as related documentation.
- Compile Title II reports for the teacher education program and supervise program compliance.
- Placed and mentored teacher-education candidates.
- Recommend students for teacher certification.
- Taught a variety of courses aligned with certification standards, and model best practices.

**COLBY-SAWYER COLLEGE**, NEW LONDON, NH

2013 – 2017

**ASSOCIATE PROFESSOR**

- Developed and instructed educational courses, "Exceptional Students," "Literacy Education," "Foundations of Education," "Introduction to Early Childhood Education," "Atypical Development and Behavior I," "Student Teaching," "Health Safety and Nutrition for Young Children," "Language and Creative Arts Birth-5," and "Early Childhood Internships," "Integrated Practicum I and II," and "Student Teaching Internship."
- Key participant in the review process and curriculum conversion for student's major and minor coursework.
- Collaborated with social sciences and education faculty.
- Advised students in the early childhood development program.

- Represented the institution on State early childhood committees, collaborate with 2-year institutions to develop program to program articulation agreements, and collaborate with community partners for service-learning projects.
- Created child development talking points/career paths for admissions, provide tours and participate in recruitment activities.
- Networked with local and regional agencies to develop partnerships for internship placements.

**EASTERN NEW MEXICO UNIVERSITY, PORTALES, NM**

2008 – 2012

**DIRECTOR, CHILD DEVELOPMENT LABORATORY SCHOOL**

- Directed 2 master teachers, sixteen student workers and substitute teachers per semester, while managing financial responsibilities, such as budget, billing, payroll and monthly food claims compilation.
- Coordinated licensing operations, and ensured compliance with the state's licensing and standards, as well as the compliance for the kitchen guidelines, state food program requirements and high-quality rating standards.
- Led and coordinated all research and projects, and managed child and parent administration.

**EASTERN NEW MEXICO UNIVERSITY, PORTALES, NM**

2008 – 2012

**ASSOCIATE PROFESSOR WITH TENURE**

- Garnered subject matter expertise on key educational courses for early childhood education, including "Practicum in Early Childhood Education," "Quality Early Education for All" (completely online), "Health, Safety and Nutrition," (completely online), "Curriculum Development and Implementation I," "Curriculum Development and Implementation II," (hybrid), and "Family and Community Collaboration (hybrid).
- Developed teacher license guide to assist early childhood education students, and coached licensure candidates.
- Converted traditional courses to online versions, resulting in a significant increase in attendance, and created other online courses to prepare students for competency exams.

**LAKE SUMTER COMMUNITY COLLEGE, LEESBURG, FL**

2005 – 2008

**SENIOR MANAGER, EDUCATOR PREPARATION INSTITUTE, TEACHER CERTIFICATION PROGRAM**

- Developed a competency-based certification program for students with four-year college degrees seeking career changes, as well as for students seeking a K-12 teaching position, including online professional development for practicing teachers seeking recertification.
  - Accomplished through a contract attained from grant funding.
- Awarded with the president's "innovation" award for successful program development and expansion.
- Collaborated with the Dean of Arts and Sciences to develop an infrastructure for new programs, to create job descriptions, and oversee the faculty and budget and write grants.
- Obtained training related to mandates and certification, and alternative course delivery options.
- Networked with various departments to ensure optimal service delivery to students.

**LAKE SUMTER COMMUNITY COLLEGE, LEESBURG, FL**

2004 – 2008

**FACULTY/MANAGER, EARLY CHILDHOOD EDUCATION**

- Developed associate science and applied science degree programs in early childhood education with specialty options in childcare management and pre-school curriculum.
- Conceptualized and instructed courses, while managing and promoting new programs to childcare providers.
- Liaised with adjunct ECE faculty and collaborated with children's community organizations.
- Trained childcare providers and networked and assisted with developing articulation agreements and credit.

**SALEM STATE COLLEGE, SALEM, MA**

2001 – 2004

**DIRECTOR, ADVANCING THE FIELD OF EARLY CARE & EDUCATION**

- Led a three-year project, contracted by the MA Department of Education, focused on advancing the educational level of practitioners (PK-3) who did not complete their education.
  - Developed and managed a variety of services in collaboration with college administration and faculty, community agencies and state regulatory agencies.
- Advised students with a variety of learning needs, oversaw the budget, published a bi-monthly online newsletter, and reported program activities at state-wide conferences.
- Wrote grant proposals, researched new course development, scripted and produced a video demonstrating the history and success of the program, and assisted with meeting accreditation requirements.



**NATIONAL COALITION FOR EDUCATIONAL & CULTURAL PROGRAMS, STONEHAM, MA**

1991 – 2004

**FOUNDER/PRESIDENT**

- As a non-profit agency, earned recognition as a professional development provider, an agency that granted early childhood continuing education units and a provider of scholarships.
- Developed numerous courses, including instructor teacher education, recruitment and training, grant writing, long range business planning, fiscal development, and establishing business partners.
- Networked within the community to market services, spearheaded the collaboration with Reading Rainbow, resulting in co-sponsorship for a TV program, "Words that Cook! Parenting with Children's Books."
- Created and provided professional training and mentoring for staff, focused on consensus building and conflict resolution, and established a series of distant education early childhood courses, "Preschool Curriculum," "Behavior Management," "Creating Learning Environments," "Supervision and Staff Development," "Time Management and Goal Setting," and "Children with Special Needs."

**SALEM STATE COLLEGE, NORTH SHORE COMMUNITY COLLEGE, DANVERS, MA**

1989 – 2004

**VISITING LECTURER**

- Instructed graduate and undergraduate-level courses on a continuous basis, utilizing administrative and educational technology during traditional semesters and intensive sessions.

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**Education & Training**


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**Students' Behavioral Health**, New Hampshire School Administrators Association Conference (2019)

**Principals' Academy**, Drummond & Woodsum Attorneys At Law, (2018)

**Pyramid Model Coach, Certified Trainer, Teaching Pyramid Observation Tool**, New Hampshire Department of Education/ CSEFEL (2017, 2018)

**Infant/Toddler Development Specialist Certificate**, University of Central Florida, Orlando, FL (2007)

**Doctor of Education**, Leadership in Higher Education Administration,

University of Massachusetts, Boston, MA (2004)

**Master of Arts**, Education, Lesley University, Cambridge, MA (1987)

**BACHELOR OF ARTS, ENGLISH**, MERRIMACK COLLEGE, NORTH ANDOVER, MA (1981)

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**Grants**


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**New Hampshire**

(Spring 2019) Couch Family Foundation, MA, \$23,000.00 to support a collaboration between the SRVRTC and preschool whereby students in the Building and Trades program construct playground materials for preschool and preschool teachers describe the benefits of the play materials to children's development in video clips to be aired on Claremont TV- application in process.

(Fall 2018) Hannaford Bros, ME, \$750.00 to support nutrition curriculum, including gardening, food groups, portion sizes and healthy choices.

(Spring 2018) Jack and Dorothy Byrnes Foundation, NH, \$5,000.00 to enhance playground accessibility & safety.

(Fall 2017) Jack and Dorothy Byrnes Foundation, NH, \$13,500.00 to create a sensory room for use by preschool, and other district programs, to calm the senses and adjust energy levels to improve focus, mood and behavior.

(Summer 2015) Community Wellness Mini-Grant, New London Hospital, NH \$2,500.00 to purchase commercial equipment for use in preparing healthy snacks for children as part of a new course, Health Safety and Nutrition, which will be required by NH Child Care Licensing. Locally grown produce will be the focus of food and nutrition education for children based on daily snacks that will be prepared by students and teachers.

**New Mexico**

(Spring 2012) Project Learning Tree & ENMU College of Education grant award \$2,000.00 to develop a science/nutrition curriculum with materials, in collaboration with students, and make it available throughout NM

(Spring 2011) Daniel's Fund grant award \$8,469.00 to renovate lab school bathrooms

(Spring 2010) ENMU internal grant award \$700.00 to enhance distance learning

(Fall 2009) New Mexico Department of Health, competitive grant award \$5,000.00 to develop a preschool health and wellness curriculum

(Fall 2008) ENMU internal competitive grant award \$2,925.00 research/teaching/learning  
(Fall 2008) ENMU internal competitive grant award \$1,000.00 student success

Florida

(7/07-6/08) Florida Department of Education (FLDOE) competitive grant award \$264,039.00 for Educator Preparation Institute (EPI) expansion  
(7/06-6/07) FLDOE grant award \$86,261.00 for EPI continuation  
(7/06-6/07) FLDOE competitive grant award \$268,650.00 for EPI expansion  
(7/05-6/06) FLDOE grant award \$54,261.00 for EPI continuation  
(7/05-6/06) FLDOE competitive grant award \$154,151.00 for EPI start up

### **Publications**

Edwards, D. & Greata J. (2012) Administration of Preschool Programs in A Handbook of Early Childhood Education, (pp.175-186). New York, NY: Nova

Edwards, D. & Greata J. (2012) **Preschool Curriculum** in A Handbook of Early Childhood Education, (pp.154-174). New York, NY: Nova

(Spring 2010). **"Vic & Tory"** a big book for preschool children featuring ENMU's greyhound mascots. Written for use by ENMU's Marketing Department.

(Spring 2008). **"Best Practices in Teacher Certification Programs"** accepted for publication in SACS online journal, premier edition.

(September 2004). **"Testing the Limits: The Impact of Education Reform on Massachusetts Early Childhood Teacher Preparatory Programs in Public Schools of Higher Education."** Doctoral Dissertation, *University of Massachusetts Boston*.

(Fall 1999). **"Public Factors That Contribute to School Readiness,"** *Early Childhood Research & Practice*. V. 1, N. 2.  
(<http://ecrp.uiuc.edu/v1n2/edwards.html>).

(Winter 1996). **"Sharing the Wealth of Knowledge: Turning early childhood continuing education units into teaching tools."** *Exchange*. Newsletter of Title I. V.1, N. 2.

## **Melony Lawlor Williams, MA, LCMHC**

### **Summary**

- Highly skilled licensed clinician with 18 years of experience working with children, adults and families.
- Experienced treating children and families in multiple setting including residential treatment, outpatient and home-based.
- Passionate about interventions focused on prevention and early intervention strategies.

### **Certification**

Licensed Clinician Mental Health Counselor (NH), # 650

### **Employment History**

#### **10/2005 - Present      Clinical Supervisor/Parent Educator/ Therapist**

*TLC Family Resource Center/Good Beginnings, Claremont, NH*

Provide home based services to pregnant women and families with young children. Focus of home visits is attachment, education about fetal and child development, parenting education and connection to community resources. Utilize videotaping as an intervention to improve attachment . Trained in Child Parent Psychotherapy by Dr. Joy Osofsky and Dr. Patricia Van Horn and facilitate home and office based therapy with agency clients. Trained by ALIVE! To implement the Miss Kendra curriculum and have facilitated Miss Kendra programming in 4 kindergarten classrooms for one year. Have provided individual and group clinical supervision to staff of five.

#### **3/04- 12/03      Program Coordinator/Clinical Coordinator**

*Harbour House, Springfield, VT*

Coordinated this six bed stabilization unit for children six to sixteen years old who were experiencing mental health crises. Focused on short term interventions as length of stay was 7-10 days. Completed diagnostic evaluations and facilitated individual, group and family therapy sessions as clinically indicated. Case management was a key element in this position and I conducted team meetings on a regular basis, working closely with local mental health agencies as well as Department of Children and Families. I was also responsible for hiring and supervision of employees.

#### **6/02-12/03      Art Therapist/ Child and Family Therapist**

*Namaqua Center, Loveland, CO*

Created the art therapy program at this residential treatment facility for emotionally disturbed children ages three through twelve. Facilitated individual and group art therapy sessions, while also supervising graduate level interns from a local university. As a child and family therapist I worked with a caseload of five children in the residence and their families and also gained experience working with outpatient clients from the community. Provided training on sexualized behavior in children to the center's employees after being trained in this curriculum.

#### **8/01- 6/02      Acute Treatment Unit Clinician**

*North Range Behavioral Health, Greeley, CO*

Conducted individual and group therapy sessions with mentally ill adults at this short-term

inpatient psychiatric center. Completed intake assessments and treatment plans, conducted case management services and attended daily consultations with the psychiatrist to assess patients' medication needs. Also created and facilitated art therapy group interventions aimed at meeting the needs of the population in attendance at the center, which continually shifted.

**5/01- 9/03 HeART Talks Program Coordinator**

*Colorado Heritage Camps, Denver, CO*

Assisted in the development of age appropriate therapeutic art interventions for transracially/transculturally adopted children and created a manual about this work. Also implemented these interventions with over 500 transracially/transculturally adopted children per summer at culture camps. Part of this position included speaking with parents about the art sessions as well as discussions about handling adoption issues effectively and empathically.

**8/00- 4/01 Family Therapist**

*Youth and Family Services, Skowhegan, ME*

Facilitated intensive home-based therapy sessions for thirteen week intervals with families at risk of losing a child to out of home placement, working with a co-therapist throughout the treatment process. Also provided case management services during treatment and upon discharge. Utilized creative arts interventions when appropriate and beneficial for the clients.

**1/98- 9/01 Toddler Teacher**

*The Elm Tree, Boulder, CO*

Implemented developmentally appropriate activities for eleven children ages 18 months to three years old. Created positive relationships with parents that enabled open communication about successes and challenges of their children. Joined the National Association for Education of Young Children and attended annual conferences to gain up to date information about developments in the field.

**Education**

- |      |   |
|------|---|
| 2000 | M.A. Transpersonal Counseling Psychology/ Art Therapy<br>Naropa University, Boulder, CO |
| 1996 | B.A., Art Therapy<br>Mercyhurst College, Erie, PA                                       |

**Professional Presentations/Publications**

Williams, M. (2016). Using the Rocking Chair Project with Healthy Families America Participants to Increase Attachment: Prevent Child Abuse America National Conference: Cincinnati, OH.

Williams, M. (2010). Child parent psychotherapy at good beginnings: The Sunapee/ Kearsarge League of Women Voters Annual Meeting: Claremont, NH.

Gassett, S., Jameson, K, Williams, M & Van Bremen, J. (2010). Two interventions to promote attachment: Videotaping and mother's journal: New Hampshire Association for Infant Mental Health Conference: Lincoln, NH.

Gasset, S, Williams, M & Van Bremen, J. (2009). Mother's journaling manual. Claremont, NH: Good Beginnings of Sullivan County.

Lawlor, M. (2003). The heart talks manual: A guide to utilizing art therapy techniques with transracially/transculturally adopted children. Denver, CO: Colorado Heritage Camps, Inc.

Farrelly Hansen, M. & Lawlor, M. (2003). "Art therapy support groups for transculturally and/or transracially adopted children" In D. Betts (Ed.), Creative arts therapies approaches in adoption and foster care: Contemporary strategies for working with individuals and families. Springfield, IL: Charles C. Thomas.

Lawlor, M. (2001). Broadening therapeutic boundaries to bring art home: Home based art therapy: American Art Therapy Association Conference: Albuquerque, NM.

Lawlor, M. (2000). Art and meditation in the passageway: A student's internship experience: American Art Therapy Association: St. Louis, MO.

## RENE COUITT

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### EXPERIENCE

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2007-Present    TLC Family Resource Center    *Prog. Mgr./Family Assessment Worker/Intake Coordinator*    Claremont, NH

- Manage and respond to all referrals received by the agency.
- Collect, manage and report on agency data, documentation & statistics.
- Provide training and support to parent educators.

1999-2007    Good Beginnings of Sullivan County    Claremont, NH  
*Parent Educator/ Assistant Program Director*

- Case Manager and Parent Educator for 50 families annually.
- Program management in absence of Executive Director.

1997-1999    Spurwink School    Newport, NH  
*Case Manager-*

- Devise and implement treatment plans & goals for students & families.
- Provide therapeutic intervention for children and families.
- Coordinate services for children with schools and community agencies.

1995-1997    Valley Regional Hospital    Claremont, NH  
*Case Manager*

- Conduct assessments and plan treatment goals for at-risk adolescents.
- Provide home visits including crisis management as needed.
- Participate in inter-agency collaboration with DCYF and mental health providers

1993-1995    Milestones Children's Center    Newport, NH  
*Teacher*

- Managed daily routine of classroom for children ages three to five.
- Collaborated with preschool special education team.
- Implemented and directed newly established summer program.

### EDUCATION

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1989-1983    Quinnipiac College    New Haven, CT

- B.A., Psychology.
- Graduated Cum Laude.

### CERTIFICATIONS

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CPR, First Aid and SOLVE.



## ERIN A. KELLY

### SUMMARY

Enthusiastic, personable and dedicated professional with 10+ years experience in supporting and advocating for clients with a wide range of skills and goals. Proven track record in dependability, communication and organizational skills. Ability to multi-task, prioritize and analyze to obtain best possible outcomes.

### SKILLS

- Active listening
- Reading Comprehension
- Service Orientation
- Familiar with confidentiality procedures
- Critical Thinking
- Writing
- Excellent Time Management Skills
- Judgement and Decision Making
- Coordination
- Problem Sensitivity
- Organizational skills,
- Excellent Communication skills
- Ability to analyze situations from multiple vantage points
- Very versed in experience with the public, from varied socio-economic classes
- Recent CPR and First Aid Certification
- Life long learner- have attended countless conferences, seminars, and panel as well as collaboration efforts with other area organizations.

### WORK EXPERIENCE

April 2016 - Present

TLC Family Resource Center

Family Assessment Worker/Family Support Specialist

- Active listening
- Assist clients in meeting a wide range of goals
- Trained as a Healthy Families America home visitor- to promote child well-being and prevent the abuse and neglect of our nation's children through home visiting services.
- Trained in Growing Great Kids evidence-based curriculum for building strong attachment bonds, supporting their child's development, meeting their basic care needs, and developmental assessments.
- Build and sustain community partnerships to systematically engage overburdened families prenatally or at birth. Enhance family functioning by reducing risk and building protective factors. Promote healthy childhood growth and development through GSK curriculum, Ages & Stages developmental screenings and assistance getting to Well Child Checks.
- Work closely with RN and supervisor to provide quality services to families in Sullivan and Grafton counties.

January 2007 - April 2016

Southwestern Community Services - Head Start

Family Advocate

- Assist families in goal setting, finding available resources, educational opportunities, referrals to outside agencies
- Familiarity with social service agencies in the area
- 100% success rate in program wide federal reviews
- Maintain clients' records from application to graduation from the program
- Manage client database
- Compliance with Office of Head Start initiatives, policies and procedures.

Summer 2008 & 2009

West Central Behavioral Health

Behavioral Support

&

Summer 2004 & 2005

Health Care and Rehabilitation Services of Southeastern Vermont

Behavioral Support

- Assisted children with their therapeutic goals as outlined by their treatment plan
- Provide support, role modeling, and help identifying strengths
- Offer advice in overcoming challenges and support growing self-confidence
- Implemented daily activities including group ad confidence building exercises for youth at risk

Summer to Fall 2006

Connecticut Valley Home Care and Hospice

Companion & Homemaker

- Assist the elderly and disabled with household chores, errands
- Acted as companion and friend to help maintain their safety and lifestyle

Summer 2004

Upwey Farms

Milker

- Daily milking upwards of 60 head
- Light farm chores

2003-2006

Griswald Library, Green Mountain College

Librarian/Archival Assistant

- Cataloging, circulation of materials, archiving, and interlibrary loans

## EDUCATION

2003-2006 Green Mountain College Poultney, Vermont

*Sociology/Anthropology*

- B.A.
- Cumulative GPA 3.6

2007 -Present

- Professional development documentation, training certificates in a wide variety of topics available upon request.

## AWARDS

- Magna Cum Laude
- Sociology/Anthropology Senior Award
- President's List: 2 Semesters
- Dean's List: 2 Semesters

## EXTRACURRICULAR/VOLUNTEER WORK

- Poultney Partners Mentoring Club 2004-2006
- Kiwanis Club of Claremont, member 2008-2011
- Claremont Cares gift giving program 2007 - present

## RELATED EXPERIENCE AND COURSE WORK

*Practicum*, The Poultney Historical Society, VT March 2006

Interviewed Poultney residents regarding personal and community history  
as part of Oral History Project

*Ethnographic Field Studies in China* Summer 2005

Yancheng China, Jiangsu Province

*Adirondack Block Course*: Fall 2004

In-depth historical, social, and environmental study of the Adirondacks.

*Upper-level course work*

Area Studies, Social Research I & II, Human Ecology, Criminology, Social Theory,  
Senior Seminar in Behavioral Science

**Karen W. Jameson, M.Ed, RN**

**Education:**

University of Maine, Orono, ME  
Bachelor of Science in Animal, Veterinary and Aquatic Sciences May 1991

New Hampshire Community Technical College, Claremont, NH  
Associate degree in nursing May 2001

Plymouth State University, NH  
M.Ed/ in Health Education – May 2009

**Professional**

**Experience:** **TLC Family Resource Center(Good Beginnings of Sullivan County),  
Claremont, NH 03743**

(9/02- present)

*Registered Nurse/Lactation Counselor/Home Visiting Coord.:* Function as a member of a dynamic team providing comprehensive health and parenting support to pregnant women, children and families. Provides health education and encouragement to ensure the best possible outcomes for infant and mother. Network with other social service agencies.

**Valley Regional Hospital, Claremont, NH 03743**

(6/01-12/02)

*Registered Nurse:* Assessed, diagnosed, planned, implemented and evaluated health care strategies for patients in a fast-paced medical and surgical unit.

**Planned Parenthood of Northern New England, West Lebanon, NH 03784**

(9/94-5/03)

*Health care Assistant/ Registered Nurse:* Performed a variety of medical, clerical, and administrative functions in a busy health care facility. Responsible for client safety, education and advocacy.

**Dartmouth College, Biology Department, Hanover, NH 03755**

(1/93-1/94)

*Laboratory technician:* Directly responsible for the efficient operation of a cell biology research lab. Supervised and trained several undergraduate students, ordered and inventoried supplies, performed various scientific assays. Assisted in grant application process.

**Avian farms International, Waterville, ME 04989**

(12/91-7/92)

*Barn Manager:* Independently supervised three employees in the care of 4,000 genetic research chickens. Responsible for barn safety, flock health, record keeping, egg production and egg hatchability. Member of company safety committee.

Samantha Palmer

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## EDUCATION AND CERTIFICATION

### Social Work

Masters Degree, University of New Hampshire, Durham, NH *anticipated December 2022*

*Credits Earned and In Progress: 24*

### Human Services with Early Childhood Development Specialty

Bachelors Degree, Granite State College, Concord, NH *June 2020*

### Early Childhood Education

Associates Degree, Granite State College, Concord, NH *2012*

## PROFESSIONAL EXPERIENCE

### TLC Family Resource Center, Family Support Specialist, (Claremont, NH)

October 2020- present

- Provide case management and connect families to community resources.
- Complete required electronic documentation and program specific forms thoroughly, accurately and on time using Apricot, and other data platforms as required by contract.
- Conduct visits during times that are convenient to parents, including days, early evening and weekends, to provide program specific resources designed to strengthen families.
- Help families set goals and action steps.
- Participate in required program specific trainings and approved professional development.
- Facilitate parenting education groups

### Pearls Little Angels/Creative Kids Adventure, Inc., Lead Toddler Teacher, (Grantham, NH)

January 2018- October 2020

- Develop and implement individual education plans for children ages 13 months- 2 years until transition to older Toddler classroom, which encourage their social, emotional, physical, linguistic, and intellectual development in a manner appropriate to their age and stage of development.
- Ensures the teaching team (Child care assistant, substitutes, etc) provides a safe, stimulating, and nurturing environment enriched by a high quality early language experience and an emphasis on social and emotional growth.
- Held responsible for implementing all program requirements in adherence to performance and outcome standards as prescribed by Pearl's Little Angels
- Successfully communicate, orally or in writing, with parents or guardians each day about their child's day at the Center.
- Perform monthly ASQ evaluations on each child with corresponding goals.

### Concord Family YMCA, Lead Preschool Teacher (Concord, NH)

August 2014- June 2017

- Develop and implement individual education plans for children ages 3 years until transition to pre-kindergarten classroom, which encourage their social, emotional, physical, linguistic, and intellectual development in a manner appropriate to their age and stage of development.
- Ensures the teaching team (Child care assistant, substitutes, etc) provides a safe, stimulating, and nurturing environment enriched by a high quality early language experience and an emphasis on social and emotional growth.
- Held responsible for implementing all program requirements in adherence to performance and outcome standards as prescribed by Creative Curriculum and the YMCA.
- Successfully communicate, orally or in writing, with parents or guardians each day about their child's day at the Center.

### Early Intervention and Education Network, Mentorship

June 2014- November 2014; per diem

- Mentorship through Early Intervention and Education Network
- Mentor professionals in the Early Childhood field
- Answer questions, provide guidance and provide materials to help professionals better understand behavior in children

#### **Cinnamon Street Childcare Center (Newport, NH)**

February 2014- August 2015

- Develop and implement individual education plans for children ages 2 years until transition to preschool, which encourage their social, emotional, physical, linguistic, and intellectual development in a manner appropriate to their age and stage of development.
- Ensures the teaching team (Child care assistant, substitutes, etc) provides a safe, stimulating, and nurturing environment enriched by a high quality early language experience and an emphasis on social and emotional growth.
- Held responsible for implementing all program requirements in adherence to performance and outcome standards as prescribed by Creative Curriculum.

### **PROFESSIONAL SKILLS**

Proficient in MS Word, Excel, Photo Editing & Graphic Design Experience, CPR and First Aid Certified

### **PROFESSIONAL CREDENTIALS**

Early Childhood Master Teacher Level 2, Infant & Toddler Foundational Level I, Early Childhood Master Professional Credential with the following endorsements: Individual Mentor, Workshop Trainer, Program Consultant

### **PROFESSIONAL TRAININGS**

- HIPAA *fall 2020*
- Know & Tell *fall 2020*
- Concreate Support *fall 2020*
- Bringing the Protective Factors Framework to Life in Your Work: Introduction and Overview *fall 2020*
- Knowledge of Parenting and Child Development *fall 2020*
- Parental Resilience *fall 2020*
- Social and Emotional Competence of Children *fall 2020*
- Social Connections *fall 2020*
- Strengthening Families Wrap Up: Moving From Knowledge Into Action *fall 2020*
- Protective Factors Survey, 2<sup>nd</sup> Edition *fall 2020*
- Standards of Quality for Family Strengthening & Support Certification *fall 2020*
- Maternal Mental Health 101 *winter 2020*
- Community Development and Early Childhood: Partnering for Better Outcomes *winter 2020*
- Sudden Infant Death Syndrome (SIDS): Reducing the Risk *winter 2020*
- Perinatal Mood Disorder: Components of Care *spring 2021*
- Advanced Perinatal Mental Health Psychotherapy Training *spring 2021*
- Period of Purple Crying Training for Implementation *spring 2021*



BRENDA L. FOLEY

SKILLS & EXPERIENCE as acquired and demonstrated through trainings, education, and life/work history.  
\*Strong ability to communicate effectively with diverse populations\*Interpersonal relationship building and conflict resolution\*Ability to adapt to difficult situations\*Detail oriented\*Capable problem solver\*Good organizational skills\*Efficient computer abilities\*Effective time and project management\*Leadership skills\*

EDUCATION

Granite State College, Claremont, NH

- Bachelor of Science degree in Health & Human Services.
- Graduation: December 2006. Summa Cum Laude
- Recipient of Granite State College's 2006-2007 Merit Scholarship Award.

Andover College, Portland, ME

- Associate in Applied Science degree. Medical Assisting major/Human Services minor.
- Graduation: May 2002. GPA 4.0
- Recipient of Andover College's President Cup Award 2002.

EMPLOYMENT

Quality Improvement Manager, TLC Family Resource Center, Claremont, NH (8/15 – Present)

Resident Services Coordinator, POAH Communities at Sugar River Mills Claremont, NH (5/13-4/15)

- Develop and implement supportive service programming in collaboration with residents, site staff and management and local community service providers.
- Identify, assess and coordinate the delivery of services with service providers and contractors
- Maintain all necessary information and reports in a confidential manner following the regulatory guidance provided by HUD.

Economic Independence / Direct Services Coordinator, TPN Claremont, NH (12/03-6/05; 12/09-5/13)

- Developed, coordinated and supervised the EIP, a grant funded program designed to promote and assist victim/survivors of domestic abuse, sexual assault, and stalking with whatever s/he may identify in order to reach self sufficiency and economic independence.
- Educated and trained community and businesses of trauma informed services.
- Coordinated and supervised agency D.S. staff and services including 24-hour crisis and support line, individual peer support counseling; group facilitation; outreach services, social services, legal, medical, law enforcement, and court advocacy and mediation, transportation; shelter and safe home placement; and referrals and follow up.
- Established and maintained collaborative working relationships with community providers including police, courts, attorneys, clergy, and medical mental health and social service providers.
- Recruited, trained, and retained 24-hour volunteer task force.

Independent Services Coordinator, Self-employed Contractor, Claremont, NH (12/09-present)

- Provide services as described below for two individuals who with the agreement and consent of their guardians requested I continue as their case manager by contracting independently with PathWays.

Family Services Coordinator, PathWays of the River Valley, Claremont, NH (12/06-12/09)

- Provided comprehensive case management social role valorization, and advocacy for persons with developmental disabilities and /or traumatic brain injury, ensuring the preservation of civil rights and those rights to treatment and services as set forth in NH RSA 171-A.
- Facilitated planning meetings, individual budgets, legal processes; and acted as a liaison between the individual, community, state agencies, and service providers.

COMMUNITY SERVICE & VOLUNTEERISM

- Notary Public, State of New Hampshire, Commission expires February 2, 2016
- Crisis Intervention Volunteer Advocate, TPN Sullivan County 2005-2009, 2013-present
- Team Leader: Steppin Up to End Violence annual walk, TPN 2007-present



Lori A. Shihinette  
Commissioner

Lisa M. Morris  
Director

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

29 HAZEN DRIVE, CONCORD, NH 03301  
603-271-4501 1-800-852-3345 Ext. 4501  
Fax: 603-271-4827 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

August 25, 2020

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

**REQUESTED ACTION**

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

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

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

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 2 of 3

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

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

See attached fiscal details.

#### EXPLANATION

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

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

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

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

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

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

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

Area served: Statewide

Source of Funds: CFDA #93.870, FAIN #X10MC33595

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

Respectfully submitted,

  
Lori A. Shibinette  
Commissioner

**FINANCIAL DETAIL ATTACHMENT SHEET**  
Home Visiting-HFA

05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, ACA HOME VISITING  
FAIN # X10MC29490 and X10MC31166 & X10MC33595  
CFDA #93.870 -100% Federal

**Community Action Belknap Merrimack Counties - Vendor #177203-B003**

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

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

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

**Waypoint - City of Manchester - Vendor #177166-B002**

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$271,404.00	\$0.00	\$271,404.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$271,404.00	\$0.00	\$271,404.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$67,851.00	\$203,553.00	\$271,404.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$271,404.00	\$271,404.00
SFY 2023	102-500731	Contracts for Program Svcs	tbd	\$0.00	\$67,851.00	\$67,851.00
		<b>Subtotal</b>		<b>\$610,659.00</b>	<b>\$642,808.00</b>	<b>\$1,163,467.00</b>

**Waypoint - Hillaboro - Vendor #177166-B002**

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$278,493.00	\$0.00	\$278,493.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$278,493.00	\$0.00	\$278,493.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$69,823.00	\$198,523.00	\$268,146.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$268,146.00	\$268,146.00
SFY 2023	102-500731	Contracts for Program Svcs	tbd	\$0.00	\$67,036.00	\$67,036.00
		<b>Subtotal</b>		<b>\$626,609.00</b>	<b>\$533,705.00</b>	<b>\$1,160,314.00</b>

**Waypoint - Merrimack Vendor #177166-B002**

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$252,164.00	\$0.00	\$252,164.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$252,164.00	\$0.00	\$252,164.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$63,041.00	\$205,105.00	\$268,146.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$268,146.00	\$268,146.00
SFY 2023	102-500731	Contracts for Program Svcs	tbd	\$0.00	\$67,036.00	\$67,036.00
		<b>Subtotal</b>		<b>\$667,369.00</b>	<b>\$540,289.00</b>	<b>\$1,107,658.00</b>

**Waypoint - Rockingham Vendor #177166-B002**

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$184,816.00	\$0.00	\$184,816.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$184,816.00	\$0.00	\$184,816.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$46,204.00	\$221,942.00	\$268,146.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$268,146.00	\$268,146.00
SFY 2023	102-500731	Contracts for Program Svcs	tbd	\$0.00	\$67,036.00	\$67,036.00
		<b>Subtotal</b>		<b>\$415,836.00</b>	<b>\$557,124.00</b>	<b>\$972,960.00</b>



## FINANCIAL DETAIL ATTACHMENT SHEET

## Home Visiting-HFA

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

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

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

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$148,927.00	\$0.00	\$148,927.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$148,927.00	\$0.00	\$148,927.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$36,732.00	\$142,370.00	\$179,102.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$179,102.00	\$179,102.00
SFY 2023	102-500731	Contracts for Program Svcs	tbd	\$0.00	\$44,776.00	\$44,776.00
		<b>Subtotal</b>		<b>\$330,586.00</b>	<b>\$366,248.00</b>	<b>\$696,834.00</b>

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

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

## TLC Family Resource Center - Vendor #170625-B001

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

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

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



## FINANCIAL DETAIL ATTACHMENT SHEET

Home Visiting-HFA

05-95-92-920510-3382 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: BEHAVIORAL HEALTH DIVISION  
100% OTHER FUNDS (GOVERNOR COMMISSION FUNDS)

Community Action Belknap Merrimack Counties Vendor #177203-B003

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

Community Action Partnership of Strafford County Vendor #177200-B004

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

Waypoint- Rockingham County Vendor #177166-B002

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

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

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

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

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

## FINANCIAL DETAIL ATTACHMENT SHEET

Home Visiting-HFA

05-95-042-421010-29580000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN

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

100% General Funds

Waypoint- Merrimack County

Vendor #177166-B002

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

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

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

Community Action Partnership of Strafford County

Vendor #177200-B004

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$0.00	\$60,553.00	\$60,553.00
SFY 2022	645-504004	General Funds for Other	42105746	\$0.00	\$60,553.00	\$60,553.00
SFY 2023	645-504004	General Funds for Other	42105746	\$0.00	\$15,138.00	\$15,138.00
		<b>Subtotal</b>		\$0.00	\$136,244.00	\$136,244.00

Community Action Belknap Merrimack Counties

Vendor #177203-B003

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

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

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

The Family Resource Center at Gorham - Coos County

Vendor #162412-B001

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

The Family Resource Center at Gorham - Grafton County

Vendor #162412-B001

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

TLC Family Resource Center - Vendor #170625-B001

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

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



**State of New Hampshire  
Department of Health and Human Services  
Amendment #1 to the Home Visiting Services Contract**

This 1<sup>st</sup> Amendment to the Home Visiting Services contract (hereinafter referred to as "Amendment #1") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and TLC Family Resource Center, (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 109 Pleasant Street, Claremont, NH 03743.

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

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

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

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

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
September 30, 2022.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$599,500.
3. Modify Exhibit A, Scope of Services, Section 1 Provisions Applicable to All Services, Subsection 1.5., to read:
  - 1.5. The Contractor shall provide home visiting services in Sullivan County to a minimum of 15 families per contract year.
4. Modify Exhibit A, Scope of Services, Section 2 Scope of Work, Subsection 2.2, Paragraph 2.2.4., to read:
  - 2.2.4. Ensure the twelve (12) critical elements that make up the essential components of the HFA Model are addressed in agency policies.
5. Modify Exhibit A, Scope of Services, Section 2 Scope of Work, Subsection 2.2, by adding Paragraph 2.2.6., to read:
  - 2.2.6 Participate in Continuous Quality Improvement Projects and collaborative efforts to serve families within designated catchment areas. The Contractor shall:
    - 2.2.6.1. Ensure staff are available to provide relevant data as well as key data and metrics, as requested by the Department.
    - 2.2.6.2. Ensure staff are available to review data, discuss performance, learn from their

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8/12/20

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



peers, and identify action-steps that may improve client outcomes.

6. Modify Exhibit A, Scope of Services, Section 3 Staffing Requirements, Subsection 3.5 to read:  
3.5. Reserved.
7. Modify Exhibit A, Scope of Services, Section 3 Staffing Requirements, Subsection 3.6, to read  
3.6. Reserved.
8. Modify Exhibit A, Scope of Services, Section 4 Reporting and Deliverable Requirements, by adding Subsection 4.8., to read:  
4.8 The Contractor shall participate in sub-recipient monitoring activities, as coordinated by the Department. The Contractor shall:
  - 4.8.1 Provide fiscal documentation demonstrating that MIECHV funding is utilized solely to support activities under this contract, as requested by the Department.
  - 4.8.2 Ensure expenses are reasonable, allowable and allocable per 45 CFR 75.
  - 4.8.3 Provide documentation of funding utilization and reasonable expenses to the Department upon request.
9. Modify Exhibit A, Scope of Services, Section 5 Work Plan, Subsection 5.2. to read:  
5.2. The Contractor shall submit a Work Plan, utilizing a template as provided by the Department, that includes, but is not limited to:
  - 5.2.1. Activities.
  - 5.2.2. Performance Measures (Outcomes).
  - 5.2.3. Action Plan for Improvement.
10. Modify Exhibit A-2 Work Plan Template by deleting it in its entirety and replacing it with Exhibit A-2 Performance Measures, which is attached hereto and incorporated by reference herein.
11. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 1, to read:
  1. This Contract is funded with federal funds. Department access to supporting funding for this project is dependent upon the criteria set forth in the Catalog of Federal Domestic Assistance (CFDA) # 93.870 (<https://www.cfda.gov>), U.S. Department of Health and Human Services, Health Resources and Services Administration (HRSA) and General Funds from Parental Assistance Funds.
12. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 3, to read:
  3. Payment for expenses shall be on a cost reimbursement basis for allowable costs only in accordance with Exhibit B-1, Budget through Exhibit B-8 – Amendment #1.
13. Modify Exhibit B-3, Budget by deleting it in its entirety and replacing it with Exhibit B-3 Budget – Amendment #1, which is attached hereto and incorporated by reference herein.
14. Add Exhibit B-4 Budget – Amendment #1.
15. Add Exhibit B-5 Budget – Amendment #1.
16. Add Exhibit B-6 Budget – Amendment #1.
17. Add Exhibit B-7 Budget – Amendment #1.
18. Add Exhibit B-8 Budget – Amendment #1.

SS  
8/17/20

New Hampshire Department of Health and Human Services  
Home Visiting Services



All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #1 remain in full force and effect. This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire  
Department of Health and Human Services

8/13/22  
Date

[Signature]  
Name: Ann Lander  
Title: KSAC Chair  
TLC Family Resource Center

8/12/20  
Date

[Signature]  
Name: Stephanie Slayton  
Title: Executive Director

New Hampshire Department of Health and Human Services  
Home Visiting Services



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

OFFICE OF THE ATTORNEY GENERAL

08/24/20  
Date

Catherine Pinos  
Name:  
Title: Catherine Pinos, Attorney

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

OFFICE OF THE SECRETARY OF STATE

\_\_\_\_\_  
Date

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





New Hampshire Department of Health and Human Services  
Home Visiting Services

Exhibit A-2 Performance Measures

1. Performance Measures

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

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

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

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

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

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

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

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

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

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

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

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

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

Quarter 2 1/1/2020– 3/31/2020

Quarter 3 4/1/2020 – 6/30/2020

Quarter 4 7/1/2020 – 9/30/2020.

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

SS  
8/12/20

New Hampshire Department of Health and Human Services  
Home Visiting Services



Exhibit A-2 Performance Measures

Performance Measure #3

HFA Best Practice Standard 6-6.B

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

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

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

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

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

Performance Measure #4

HFA Standard 12-1.B

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

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

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

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

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

## Exhibit B-3 Budget - Amendment #1

New Hampshire Department of Health and Human Services									
Contractor name: TLC Family Resource Center									
Budget Request for: Home Visiting New Hampshire - Healthy Families America									
Budget Period: October 1, 2020 - June 30, 2021									
Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 86,077.00	\$ 8,711.00	\$ 94,788.00		\$ 8,711.00	\$ 8,711.00	\$ 86,077.00	\$ -	\$ 86,077.00
2. Employee Benefits	\$ 17,923.00	\$ 1,742.00	\$ 19,665.00		\$ 1,742.00	\$ 1,742.00	\$ 17,923.00	\$ -	\$ 17,923.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 104,000.00	\$ 10,453.00	\$ 114,453.00	\$ -	\$ 10,453.00	\$ 10,453.00	\$ 104,000.00	\$ -	\$ 104,000.00

Indirect As A Percent of Direct

10.1%

## Exhibit B-4 Budget - Amendment #1

New Hampshire Department of Health and Human Services									
Contractor name: TLC Family Resource Center									
Budget Request for: Home Visiting New Hampshire - Healthy Families America									
Budget Period: July 1, 2020 - June 30, 2021 GENERAL FUNDING									
Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 31,099.00	\$ -	\$ 31,099.00	\$ -	\$ -	\$ -	\$ 31,099.00	\$ -	\$ 31,099.00
2. Employee Benefits	\$ 5,512.00	\$ -	\$ 5,512.00	\$ -	\$ -	\$ -	\$ 5,512.00	\$ -	\$ 5,512.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ 323.00	\$ -	\$ 323.00	\$ -	\$ -	\$ -	\$ 323.00	\$ -	\$ 323.00
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ 700.00	\$ -	\$ 700.00	\$ -	\$ -	\$ -	\$ 700.00	\$ -	\$ 700.00
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 1,300.00	\$ -	\$ 1,300.00	\$ -	\$ -	\$ -	\$ 1,300.00	\$ -	\$ 1,300.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 1,270.00	\$ -	\$ 1,270.00	\$ -	\$ -	\$ -	\$ 1,270.00	\$ -	\$ 1,270.00
6. Travel	\$ 2,153.00	\$ -	\$ 2,153.00	\$ -	\$ -	\$ -	\$ 2,153.00	\$ -	\$ 2,153.00
7. Occupancy	\$ -	\$ 8,840.00	\$ 8,840.00	\$ -	\$ -	\$ -	\$ -	\$ 8,840.00	\$ 8,840.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 1,727.00	\$ -	\$ 1,727.00	\$ -	\$ -	\$ -	\$ 1,727.00	\$ -	\$ 1,727.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ 2,240.00	\$ 2,240.00	\$ -	\$ -	\$ -	\$ -	\$ 2,240.00	\$ 2,240.00
Insurance	\$ -	\$ 1,170.00	\$ 1,170.00	\$ -	\$ -	\$ -	\$ -	\$ 1,170.00	\$ 1,170.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 2,887.00	\$ -	\$ 2,887.00	\$ -	\$ -	\$ -	\$ 2,887.00	\$ -	\$ 2,887.00
10. Marketing/Communications	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
11. Staff Education and Training	\$ 4,043.00	\$ -	\$ 4,043.00	\$ -	\$ -	\$ -	\$ 4,043.00	\$ -	\$ 4,043.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Emergency funds for family assistance	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00
HFA Affiliation fees	\$ 1,836.00	\$ -	\$ 1,836.00	\$ -	\$ -	\$ -	\$ 1,836.00	\$ -	\$ 1,836.00
HFA Accreditation costs	\$ 2,400.00	\$ -	\$ 2,400.00	\$ -	\$ -	\$ -	\$ 2,400.00	\$ -	\$ 2,400.00
TOTAL	\$ 57,750.00	\$ 12,250.00	\$ 70,000.00	\$ -	\$ -	\$ -	\$ 57,750.00	\$ 12,250.00	\$ 70,000.00
Indirect As A Percent of Direct 21.2%									

## Exhibit B-5 Budget - Amendment #1

New Hampshire Department of Health and Human Services									
Contractor name: TLC Family Resource Center									
Budget Request for: Home Visiting New Hampshire - Healthy Families America									
Budget Period: July 1, 2021 - June 30, 2022									
Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 86,077.00	\$ 8,711.00	\$ 94,788.00	\$ 8,711.00	\$ 8,711.00	\$ 17,422.00	\$ 86,077.00	\$ -	\$ 86,077.00
2. Employee Benefits	\$ 17,923.00	\$ 1,742.00	\$ 19,665.00	\$ 1,742.00	\$ 1,742.00	\$ 3,484.00	\$ 17,923.00	\$ -	\$ 17,923.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 104,000.00</b>	<b>\$ 10,453.00</b>	<b>\$ 114,453.00</b>	<b>\$ -</b>	<b>\$ 10,453.00</b>	<b>\$ 10,453.00</b>	<b>\$ 104,000.00</b>	<b>\$ -</b>	<b>\$ 104,000.00</b>
Indirect As A Percent of Direct 10.1%									

## Exhibit B-6 Budget - Amendment #1

New Hampshire Department of Health and Human Services										
Contractor name: TLC Family Resource Center										
Budget Request for: Home Visiting New Hampshire - Healthy Families America										
Budget Period: July 1, 2021 - June 30, 2022 GENERAL FUNDING										
Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share			
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total	Total
1. Total Salary/Wages	\$ 31,099.00	\$ -	\$ 31,099.00	\$ -	\$ -	\$ -	\$ 31,099.00	\$ -	\$ -	\$ 31,099.00
2. Employee Benefits	\$ 5,512.00	\$ -	\$ 5,512.00	\$ -	\$ -	\$ -	\$ 5,512.00	\$ -	\$ -	\$ 5,512.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ 323.00	\$ -	\$ 323.00	\$ -	\$ -	\$ -	\$ 323.00	\$ -	\$ -	\$ 323.00
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ 700.00	\$ -	\$ 700.00	\$ -	\$ -	\$ -	\$ 700.00	\$ -	\$ -	\$ 700.00
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 1,300.00	\$ -	\$ 1,300.00	\$ -	\$ -	\$ -	\$ 1,300.00	\$ -	\$ -	\$ 1,300.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 1,270.00	\$ -	\$ 1,270.00	\$ -	\$ -	\$ -	\$ 1,270.00	\$ -	\$ -	\$ 1,270.00
6. Travel	\$ 2,153.00	\$ -	\$ 2,153.00	\$ -	\$ -	\$ -	\$ 2,153.00	\$ -	\$ -	\$ 2,153.00
7. Occupancy	\$ -	\$ 8,840.00	\$ 8,840.00	\$ -	\$ -	\$ -	\$ -	\$ 8,840.00	\$ -	\$ 8,840.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 1,727.00	\$ -	\$ 1,727.00	\$ -	\$ -	\$ -	\$ 1,727.00	\$ -	\$ -	\$ 1,727.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ 2,240.00	\$ 2,240.00	\$ -	\$ -	\$ -	\$ -	\$ 2,240.00	\$ -	\$ 2,240.00
Insurance	\$ -	\$ 1,170.00	\$ 1,170.00	\$ -	\$ -	\$ -	\$ -	\$ 1,170.00	\$ -	\$ 1,170.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 2,887.00	\$ -	\$ 2,887.00	\$ -	\$ -	\$ -	\$ 2,887.00	\$ -	\$ -	\$ 2,887.00
10. Marketing/Communications	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ 500.00
11. Staff Education and Training	\$ 4,043.00	\$ -	\$ 4,043.00	\$ -	\$ -	\$ -	\$ 4,043.00	\$ -	\$ -	\$ 4,043.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Emergency funds for family assistance	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
HFA Affiliation fees	\$ 1,836.00	\$ -	\$ 1,836.00	\$ -	\$ -	\$ -	\$ 1,836.00	\$ -	\$ -	\$ 1,836.00
HFA Accreditation costs	\$ 2,400.00	\$ -	\$ 2,400.00	\$ -	\$ -	\$ -	\$ 2,400.00	\$ -	\$ -	\$ 2,400.00
TOTAL	\$ 57,750.00	\$ 12,250.00	\$ 70,000.00	\$ -	\$ -	\$ -	\$ 57,750.00	\$ 12,250.00	\$ 70,000.00	\$ 70,000.00
Indirect As A Percent of Direct 21.2%										

SS  
 8/12/20



## Exhibit B-7 Budget - Amendment #1

New Hampshire Department of Health and Human Services										
Contractor name: TLC Family Resource Center										
Budget Request for: Home Visiting New Hampshire - Healthy Families America										
Budget Period: July 1, 2022 - September 30, 2023										
Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share			Total
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total	
1. Total Salary/Wages	\$ 21,519.00	\$ 2,192.00	\$ 23,711.00	\$ -	\$ 2,192.00	\$ 2,192.00	\$ 21,519.00	\$ -	\$ -	\$ 21,519.00
2. Employee Benefits	\$ 4,481.00	\$ 438.00	\$ 4,919.00	\$ -	\$ 438.00	\$ 438.00	\$ 4,481.00	\$ -	\$ -	\$ 4,481.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 26,000.00</b>	<b>\$ 2,630.00</b>	<b>\$ 28,630.00</b>	<b>\$ -</b>	<b>\$ 2,630.00</b>	<b>\$ 2,630.00</b>	<b>\$ 26,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 26,000.00</b>

Indirect As A Percent of Direct

10.1%

## Exhibit B-8 Budget - Amendment #1

New Hampshire Department of Health and Human Services											
Contractor name: TLC Family Resource Center											
Budget Request for: Home Visiting New Hampshire - Healthy Families America											
Budget Period: July 1, 2022 - Sept 30, 2023 GENERAL FUNDING											
Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share				
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total		
1. Total Salary/Wages	\$ 7,774.75	\$ -	\$ 7,774.75	\$ -	\$ -	\$ -	\$ 7,774.75	\$ -	\$ -	\$ 7,774.75	
2. Employee Benefits	\$ 1,378.00	\$ -	\$ 1,378.00	\$ -	\$ -	\$ -	\$ 1,378.00	\$ -	\$ -	\$ 1,378.00	
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Rental	\$ 80.75	\$ -	\$ 80.75	\$ -	\$ -	\$ -	\$ 80.75	\$ -	\$ -	\$ 80.75	
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ 175.00	\$ -	\$ 175.00	\$ -	\$ -	\$ -	\$ 175.00	\$ -	\$ -	\$ 175.00	
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Educational	\$ 325.00	\$ -	\$ 325.00	\$ -	\$ -	\$ -	\$ 325.00	\$ -	\$ -	\$ 325.00	
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Office	\$ 317.50	\$ -	\$ 317.50	\$ -	\$ -	\$ -	\$ 317.50	\$ -	\$ -	\$ 317.50	
6. Travel	\$ 538.25	\$ -	\$ 538.25	\$ -	\$ -	\$ -	\$ 538.25	\$ -	\$ -	\$ 538.25	
7. Occupancy	\$ -	\$ 2,210.00	\$ 2,210.00	\$ -	\$ -	\$ -	\$ -	\$ 2,210.00	\$ 2,210.00	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Telephone	\$ 431.75	\$ -	\$ 431.75	\$ -	\$ -	\$ -	\$ 431.75	\$ -	\$ -	\$ 431.75	
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ 560.00	\$ 560.00	\$ -	\$ -	\$ -	\$ -	\$ 560.00	\$ 560.00	\$ -	
Insurance	\$ -	\$ 292.50	\$ 292.50	\$ -	\$ -	\$ -	\$ -	\$ 292.50	\$ 292.50	\$ -	
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
9. Software	\$ 721.75	\$ -	\$ 721.75	\$ -	\$ -	\$ -	\$ 721.75	\$ -	\$ -	\$ 721.75	
10. Marketing/Communications	\$ 125.00	\$ -	\$ 125.00	\$ -	\$ -	\$ -	\$ 125.00	\$ -	\$ -	\$ 125.00	
11. Staff Education and Training	\$ 1,010.75	\$ -	\$ 1,010.75	\$ -	\$ -	\$ -	\$ 1,010.75	\$ -	\$ -	\$ 1,010.75	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Emergency funds for family assistance	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ 500.00	
HFA Affiliation fees	\$ 459.00	\$ -	\$ 459.00	\$ -	\$ -	\$ -	\$ 459.00	\$ -	\$ -	\$ 459.00	
HFA Accreditation costs	\$ 600.00	\$ -	\$ 600.00	\$ -	\$ -	\$ -	\$ 600.00	\$ -	\$ -	\$ 600.00	
TOTAL	\$ 14,437.50	\$ 3,062.50	\$ 17,500.00	\$ -	\$ -	\$ -	\$ 14,437.50	\$ 3,062.50	\$ 17,500.00		
Indirect As A Percent of Direct 21.2%											

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Jeffrey A. Meyers  
Commissioner

Lisa M. Morris  
Director

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

29 HAZEN DRIVE, CONCORD, NH 03301  
603-271-4501 1-800-852-3345 Ext. 4501  
Fax: 603-271-4827 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

August 27, 2019

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Public Health Services, to amend existing **sole source** agreements with four (4) of the seven (7) vendors listed (in bold) below, to provide home visiting services to expectant women and newly parenting individuals by increasing the total price limitation by \$250,000 from \$4,407,387 to \$4,657,387 with no change to the contract completion dates of September 30, 2020, effective upon Governor and Executive Council approval. 100% Other Funds.

The agreements were originally approved by the Governor and Executive Council on June 20, 2018 (Item #27E).

Vendor Name	Vendor Number	Location	Current Budget Amount	Increase/ (Decrease) Amount	Modified Budget Amount
<b>Community Action of Belknap-Merrimack Counties Inc.</b>	<b>177203-B003</b>	<b>2 Industrial Park Drive Concord, NH 03302-1016</b>	<b>\$285,941</b>	<b>\$28,115</b>	<b>\$314,056</b>
<b>Community Action Partnership of Strafford County</b>	<b>177200-B004</b>	<b>642 Central Avenue Dover, NH 03820</b>	<b>\$424,152</b>	<b>\$68,575</b>	<b>\$492,727</b>
<b>Waypoint</b>	<b>177166-B002</b>	<b>City of Manchester, Hillsborough, Merrimack and Rockingham Counties</b>	<b>\$2,220,473</b>	<b>\$88,965</b>	<b>\$2,309,438</b>
<b>The Family Resource Center at Gorham</b>	<b>162412-B001</b>	<b>Grafton and Coos County</b>	<b>\$737,613</b>	<b>\$64,345</b>	<b>\$801,958</b>
TLC Family Resource Center	170625-B001	109 Pleasant Street Claremont, NH 03743	\$234,000	\$0	\$234,000
Central New Hampshire VNA & Hospice	177244-B002	780 North Main Street, Laconia, NH 03246	\$192,978	\$0	\$192,978
VNA at HCS, Inc.	177274-B002	312 Marlboro Street Keene, NH 03431	\$312,230	\$0	\$312,230
		<b>Totals</b>	<b>\$4,407,387</b>	<b>\$250,000</b>	<b>\$4,657,387</b>

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 2 of 3

Funds to support this request are anticipated to be available in the following accounts for State Fiscal Years 2020 and 2021 upon the availability and continued appropriation of funds in the future operating budget, with authority to adjust amounts within the price limitation and adjust encumbrances between state fiscal years through the Budget Office, if needed and justified.

**05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY  
SERVICES, ACA HOME VISITING**

Fiscal Year	Class	Title	Activity Code	Current (Modified) Budget	Increased/ (Decreased) Amount	Revised Modified Budget
2019	102-500731	Contracts for Program Svcs	90083200	\$1,958,839	\$0	\$1,958,839
2020	102-500731	Contracts for Program Svcs	90083201	\$1,958,839	\$0	\$1,958,839
2021	102-500731	Contracts for Program Svcs	90083201	\$489,709	\$0	\$489,709
			Subtotals:	\$4,407,387	\$0	\$4,407,387

**05-95-92-920510-3382 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: BEHAVIORAL HEALTH DIVISION, BUREAU OF DRUG & ALCHOL SVCS, GOVERNOR  
COMMISSION FUNDS**

Fiscal Year	Class	Title	Activity Code	Current (Modified) Budget	Increased/ (Decreased) Amount	Revised Modified Budget
2019	102-500734	Contracts for Social Svcs	92058502	\$0	\$0	\$0
2020	102-500734	Contracts for Social Svcs	92058502	\$0	\$250,000	\$250,000
2021	102-500734	Contracts for Social Svcs	92058502	\$0	\$0	\$0
			Subtotals:	\$0	\$250,000	\$250,000
			Totals:	\$4,407,387	\$250,000	\$4,657,387

**EXPLANATION**

This request is **sole source** because these Contractors are the only vendors certified to provide the evidence based home visiting model "Healthy Families America" as approved by the Division of Public Health Services and federal funders. Additionally, these vendors have been providing home visiting services in their respective counties and have developed collaborative referral networks, which can provide new mothers and their families with additional assistance programs in their community. Home Visiting utilizes an approved Maternal Infant Early Childhood Home Visiting model and along with permanent partners within each community, provides an array of services to assist in family support and strengthening services to New Hampshire citizens, statewide.

The purpose of this request is to increase capacity for community outreach in identified areas of need. The additional funding for the four (4) Contractors supports the requirement set forth by the Healthy Families America model to have staff trained in Parent Survey and Community Outreach (PSCO). Contractor staff will provide increased, dedicated allocation of time on community outreach.

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

The additional funding will allow the Department to provide services to a total of 255 households in need through September 30, 2020. The Contractors have demonstrated their ability to provide these services.

The services provided in these agreements improve maternal and child health, prevent child abuse and neglect, encourage positive parenting and promote child growth and development. Home visitation programs are an effective early-intervention strategy to improve the health and well-being of children, particularly if they are embedded in comprehensive community services to families at risk, referrals and linkages to necessary services is an integral part of the Healthy Families America model.

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

These original agreements contain language in Exhibit C-1, Revisions to General Provisions that allow the Department to renew the contracts for up to two (2) additional years, subject to the continued availability of funds, satisfactory performance of services and approval from the Governor and Executive Council. The Department is not exercising renewal options at this time.

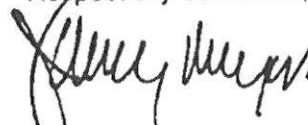
Should the Governor and Executive Council not approve this request, many of the most at risk New Hampshire families may not receive access to resources and family support and strengthening services necessary to raise children who are physically, socially and emotionally healthy, which can reduce juvenile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

Area Served: Statewide

Source of Funds: 100% Other Funds from the Governor's Commission on Alcohol and Other Drugs Fund.

In the event that other funds become no longer available, general funds will not be requested to support these agreements.

Respectfully Submitted,



Jeffrey A. Meyers  
Commissioner





Jeffrey A. Meyers  
Commissioner

Lisa M. Morris  
Director

JUN11 '18 PM12:51 DAS  
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**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**DIVISION OF PUBLIC HEALTH SERVICES**

29 HAZEN DRIVE, CONCORD, NH 03301  
603-271-4501 1-800-852-3345 Ext. 4501  
Fax: 603-271-4827 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

May 2, 2018

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Public Health Services, to enter into **sole source** agreements with the vendors listed below, in an amount not to exceed \$4,407,387, to provide the provision of home visiting services to expectant women and newly parenting individuals, July 1, 2018 upon Governor and Executive Council approval through September 30, 2020. 100% Federal Funds.

Vendor	Vendor Code	Address	Amount
Community Action of Belknap-Merrimack Counties Inc.	177203-B003	2 Industrial Park Drive Concord, NH 03302-1016	\$285,941
Community Action Partnership of Strafford County	177200-B004	642 Central Avenue Dover, NH 03820	\$424,152
Child and Family Services of New Hampshire	177166-B002	City of Manchester, Hillsborough, Merrimack and Rockingham Counties	\$2,220,473
The Family Resource Center at Gorham	162412-B001	Grafton and Coos County	\$737,613
TLC Family Resource Center	170625-B001	109 Pleasant Street Claremont, NH 03743	\$234,000
Central New Hampshire VNA & Hospice	177244-B002	780 North Main Street, Laconia, NH 03246	\$192,978
VNA at HCS, Inc.	177274-B002	312 Marlboro Street Keene, NH 03431	\$312,230
<b>Total:</b>			<b>\$4,407,387</b>



Her Excellency, Governor Christopher T. Sununu  
and the Honorable Executive Council  
Page 2 of 3

Funds are available in the following account in State Fiscal Years 2019 and are anticipated to be available in State Fiscal Years 2020 and 2021, upon availability and continued appropriation of funds in the future operating budget, with the ability to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified, without approval from Governor and Executive Council.

**05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY  
SERVICES, ACA HOME VISITING**

Fiscal Year	Class	Title	Activity Code	Amount
2019	102-500731	Contracts for Program Svcs	90083200	\$1,958,839
2020	102-500731	Contracts for Program Svcs	90083201	\$1,958,839
2021	102-500731	Contracts for Program Svcs	90083201	\$489,709
<b>Total:</b>				<b>\$4,407,387</b>

**EXPLANATION**

This request is **sole source** because these vendors are the only vendors certified to provide the evidence based home visiting model "Healthy Families America" as approved by the Division of Public Health Services and federal funders. Additionally, these vendors have been providing home visiting services in their respective counties and have developed collaborative referral networks, which can provide new mothers and their families with additional assistance programs available in their community. Home Visiting utilizes an approved Maternal Infant Early Childhood Home Visiting model along with permanent partners within each community providing an array of services to assist in family support and strengthening services to more New Hampshire citizens, statewide. Funds will allow the vendors to provide services to 255 households in need through September 30, 2020. The vendors have demonstrated their ability to provide these services.

The purpose of these agreements is to improve maternal and child health, prevent child abuse and neglect, encourage positive parenting and promote child growth and development. Home visitation programs can be an effective early-intervention strategy to improve the health and well-being of children, particularly if they are embedded in comprehensive community services to families at risk.

These agreements contain language in Exhibit C-1, Revisions to General Provisions that allow the Department to renew the contracts for up to two (2) additional years, subject to the continued availability of funds, satisfactory performance of services and approval from the Governor and Executive Council.

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

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

Area Served: Statewide

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

Source of Funds: 100% Federal Funds, CFDA # 93.870, US Department of Health and Human Services, Health Resources and Services Administration, FAIN #'s are: X10MC29490 (4/1/16 – 9/30/18) X10MC31156) (9/30/17 – 9/29/19).

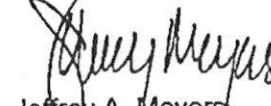
In the event that federal funds become no longer available, general funds will not be requested to support these agreements.

Respectfully Submitted,



Lisa Morris  
Director

Approved by:



Jeffrey A. Meyers  
Commissioner

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

**State of New Hampshire  
Department of Health and Human Services  
Amendment #2**

This Amendment to the Home Visiting Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and VNA at HCS, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 20, 2018 (Item #27E), as amended on September 11, 2020, (Item #11), 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 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 1.8, Price Limitation, to read:

\$640,050

2. Modify Exhibit A, Scope of Services Section 1 Provisions Applicable to All Services, Subsection 1.5, to read:

1.5 The Contractor shall provide home visiting services as detailed in this Exhibit A, Scope of Services as follows:

Reference	Area of Service	Proposed Caseload SFY 2022 (Date of G&C approval – 6/30/22)	Proposed Caseload SFY 2023 (7/1/2022 – 9/30/2022)
1.5.1	Cheshire County	24 families	24 families

3. Modify Exhibit A, Scope of Services Section 2 Scope of Work, Subsection 2.2 Paragraph 2.2.4, to read:

2.2.4 Ensure the 12 critical elements that make up the essential components of the HFA Model are addressed in agency policies.

4. Modify Exhibit A, Scope of Services Section 2 Scope of Work, by adding Subsection 2.10, to read:

2.10 The Contractor shall support program staff and participants by providing the following allowable expenses under MIECHV American Rescue Plan funding:

2.10.1 Service delivery.

2.10.2 Hazard pay or other staff costs.

2.10.3 Home visitor training.

2.10.4 Technology.

2.10.5 Emergency supplies.

2.10.6 Diaper bank coordination (if not possible, barriers to coordination must be provided in writing).

2.10.7 Prepaid grocery cards.

5. Modify Exhibit A, Scope of Services Section 4 Reporting and Deliverable Requirements,

Subsection 4.7, to read:

- 4.7 The Contractor shall submit annual reports by July 31 of each contract year, with the first report due on July 31, 2022.
6. Modify Exhibit A, Scope of Services Section 6 Performance Measures, Subsection 6.1, to read:
  - 6.1 All measures, consider services provided within the scope of this MCH contract during State Fiscal year 2022, July 1, 2021 – June 30, 2022. Measures may be modified to reflect updates after October 1, 2021 to reflect new Federal updates.
7. Modify Exhibit A, Scope of Services Section 6 Performance Measures, Subsection 6.1 Paragraph 6.1.2, to read:

6.1.2 Performance Measure #2

HVNH-HFA Performance Measure #2 (Retention Report)

**HFA Standard 3-4.A**

**Measure:** Increase the percent of families who remain enrolled in HFA for at least six (6) months from the baseline<sup>1</sup>.

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

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

**Denominator-** The number of families who received a first home visit during the period for:


*Quarter 4 - 7/1/2021 – 9/30/2021*

*Quarter 1 - 10/1/2021 - 12/31/2021*

*Quarter 2 - 1/1/2022 – 3/31/2022*

**Data Source:** HVNH-HFA Data Records, HFA methodology for measuring retention rates.

8. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 2, as follows:
  2. This Agreement is funded with:
    - 2.1 86% Federal Funds from Maternal, Infant and Early Childhood Home Visiting Grant Program as awarded on 5/18/2017, 9/15/2017, 8/26/2019, 2/4/2021, and 4/30/2021 by the Department of Health and Human Services, Health Resources and Services Administration; CDFA #93.870; FAIN #'s X1029490, X1031156, X1033595, X1039701, and X1141935.
    - 2.2 10% General Funds from Parental Assistance Funds.
    - 2.3 4% Other Funds (Governor Commission Funds).
9. Modify Exhibit B - Amendment #1, Methods and Conditions Precedent to Payment, Section 3, to read:
  3. Payment for expenses shall be on a cost reimbursement basis for allowable costs only in accordance with Exhibit B-1 Budget through Exhibit B-10 Budget – Amendment #2.
10. Add Exhibit B-9 Budget – Amendment #2 and Exhibit B-10 Budget – Amendment #2, which are attached hereto and incorporated by reference herein.

DS  
  
3/17/2022

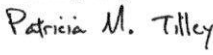
All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective upon Governor and Council approval.

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


3/21/2022

Date

DocuSigned by:  
  
846FB2955DFD4C8  
Name: Patricia M. Tilley  
Title: Director

3/17/2022

Date

VNA at HCS, Inc.  
DocuSigned by:  
  
571D90C2AF57414  
Name: Maura McQueen  
Title: CEO/CEO HCS

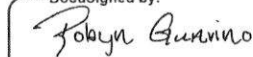
The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

3/23/2022

Date

DocuSigned by:



Name: Robyn Guarino

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-9, Amendment 2, SFY 2022 Budget

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

Contractor Name: VNA at HCS, Inc.

Project Title: Home Visiting New Hampshire - Healthy Families America

Budget Period: Date of G&amp;C to June 30, 2022 (SFY 2022)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 5,952.00	\$ -	\$ 5,952.00	\$ -	\$ -	\$ -	\$ 5,952.00	\$ -	\$ 5,952.00
2. Employee Benefits	\$ 450.00	\$ -	\$ 450.00	\$ -	\$ -	\$ -	\$ 450.00	\$ -	\$ 450.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ 2,225.00	\$ -	\$ 2,225.00	\$ -	\$ -	\$ -	\$ 2,225.00	\$ -	\$ 2,225.00
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 5,160.00	\$ -	\$ 5,160.00	\$ -	\$ -	\$ -	\$ 5,160.00	\$ -	\$ 5,160.00
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	\$ 2,574.00	\$ -	\$ 2,574.00	\$ -	\$ -	\$ -	\$ 2,574.00	\$ -	\$ 2,574.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 16,361.00</b>	<b>\$ -</b>	<b>\$ 16,361.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,361.00</b>	<b>\$ -</b>	<b>\$ 16,361.00</b>

Indirect As A Percent of Direct

0.0%

## Exhibit B-10, Amendment 2, SFY 2023 Budget

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

Contractor Name: VNA at HCS, Inc.

Project Title: Home Visiting New Hampshire - Healthy Families America

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

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 6,071.00	\$ -	\$ 6,071.00	\$ -	\$ -	\$ -	6,071.00	\$ -	\$ 6,071.00
2. Employee Benefits	\$ 470.00	\$ -	\$ 470.00	\$ -	\$ -	\$ -	470.00	\$ -	\$ 470.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
Educational	\$ 6,320.00	\$ -	\$ 6,320.00	\$ -	\$ -	\$ -	6,320.00	\$ -	\$ 6,320.00
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	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -	\$ -	\$ -	3,500.00	\$ -	\$ 3,500.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 16,361.00</b>	<b>\$ -</b>	<b>\$ 16,361.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,361.00</b>	<b>\$ -</b>	<b>\$ 16,361.00</b>

Indirect As A Percent of Direct

0.0%

# State of New Hampshire

## Department of State

### CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that VNA AT HCS, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on November 18, 1981. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 67798

Certificate Number: 0005684444



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 1st day of March A.D. 2022.

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

William M. Gardner  
Secretary of State

### CERTIFICATE OF AUTHORITY

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

1. I am a duly elected Clerk/Secretary/Officer of VNA at HCS  
(Corporation/LLC Name)

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on September 2, 2021, at which a quorum of the Directors/shareholders were present and voting.  
(Date)

**VOTED:** That Maura McQueeney, CEO (may list more than one person)  
(Name and Title of Contract Signatory)

is duly authorized on behalf of VNA at HCS to enter into contracts or agreements with the State  
(Name of Corporation/ LLC)

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

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

Dated: 3/9/22

Jane G. Larmon  
Signature of Elected Officer

Name: Jane G. Larmon

Title: Interim Board Chair



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/23/2022

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).

<b>PRODUCER</b> Dowd Agencies, LLC 14 Bobala Road Holyoke MA 01040  License#: BR-1201657 HOMEHEA-03	<b>CONTACT</b> NAME: Jessica Reid, CISR, CPIA PHONE (A/C, No, Ext): 413-437-1070 E-MAIL: jreid@dowd.com ADDRESS:  FAX (A/C, No): 413-437-1470
INSURER(S) AFFORDING COVERAGE	
INSURER A : Philadelphia Insurance Companies	
INSURER B : Philadelphia Indemnity Insurance Company	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

**INSURED**  
Home Healthcare Hospice & Community Services  
& VNA at HCS, Inc.  
PO Box 564  
312 Marlboro Street  
Keene NH 03431

## COVERAGES

CERTIFICATE NUMBER: 377038655

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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:			PHPK2365630	1/4/2022	1/4/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			PHPK2365634	1/4/2022	1/4/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB798916	1/4/2022	1/4/2023	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Directors & Officers Liability Employment Practices Liability Fiduciary Liability			PHSD1684801	1/4/2022	1/4/2023	\$20,000.00 Retention \$25,000.00 Retention \$0 \$5,000,000 \$5,000,000 \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Certificate holder is an additional insured, per written contract.

## CERTIFICATE HOLDER

## CANCELLATION

State of NH Department of Health and Human Services 129 Pleasant Stree Conford 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.  <b>AUTHORIZED REPRESENTATIVE</b> 
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HOMEHEA-02

MCORMIER



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/7/2022

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).

<b>PRODUCER</b> Berkshire Insurance Group a Division of Brown & Brown PO Box 4889 Pittsfield, MA 01202		<b>CONTACT NAME:</b> Maureen Cormier <b>PHONE (A/C, No, Ext):</b> (866) 636-0244 <b>FAX (A/C, No):</b> (413) 447-1977 <b>E-MAIL ADDRESS:</b>	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A : ATLANTIC CHARTER INSURANCE GROUP</b>	
		<b>INSURER B :</b>	
		<b>INSURER C :</b>	
		<b>INSURER D :</b>	
		<b>INSURER E :</b>	
		<b>INSURER F :</b>	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <b>N</b>	N/A	WCA00539810	7/1/2021	7/1/2022	<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

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Named insured:  
 Home Healthcare Hospice & Community Services, Inc. & VNA at HCS, Inc.  
 PO Box 564  
 Keene, NH 03431

## CERTIFICATE HOLDER

State of New Hampshire  
 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

*Maureen Cormier*





**Mission of Home Healthcare, Hospice and Community Services**  
**and VNA at HCS:**

To provide services which enable people to function throughout life at their optimal level of health, well-being and independence, according to their personal beliefs and choices.



CONSOLIDATED FINANCIAL STATEMENTS

June 30, 2021 and 2020

With Independent Auditor's Report



## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
Home Healthcare, Hospice & Community Services, Inc. and Affiliate

We have audited the accompanying consolidated financial statements of Home Healthcare, Hospice & Community Services, Inc. and Affiliate (the Association), which comprise the consolidated balance sheets as of June 30, 2021 and 2020, and the related consolidated statements of operations, changes in net assets, and cash flows for the years then ended, and the related notes to the consolidated financial statements.

### ***Management's Responsibility for the Consolidated Financial Statements***

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with U.S. generally accepted accounting principles; 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.

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on these consolidated 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 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 auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Board of Directors

Home Healthcare, Hospice & Community Services, Inc. and Affiliate

Page 2

***Opinion***

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Home Healthcare, Hospice & Community Services, Inc. and Affiliate as of June 30, 2021 and 2020, and the results of their operations, changes in their net assets and their cash flows for the years then ended, in accordance with U.S. generally accepted accounting principles.

*Berry Dunn McNeil & Parker, LLC*

Manchester, New Hampshire

December 2, 2021

**HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE****Consolidated Balance Sheets****June 30, 2021 and 2020****ASSETS**

	<u>2021</u>	<u>2020</u>
Current assets		
Cash and cash equivalents	\$ 2,485,863	\$ 2,916,261
Short-term investments	18,174	16,486
Patient accounts receivable, net	1,862,056	1,598,291
Other receivables	343,852	380,859
Prepaid expenses	<u>278,005</u>	<u>231,568</u>
Total current assets	4,987,950	5,143,465
Assets limited as to use	14,413,813	11,514,211
Property and equipment, net	<u>2,657,347</u>	<u>2,455,254</u>
Total assets	\$ <u>22,059,110</u>	\$ <u>19,112,930</u>

**LIABILITIES AND NET ASSETS**

Current liabilities		
Accounts payable and accrued expenses	\$ 437,955	\$ 890,003
Accrued payroll and related expenses	1,240,725	1,094,280
CARES Act refundable advances and other deferred revenue	<u>33,582</u>	<u>2,211,990</u>
Total current liabilities	<u>1,712,262</u>	<u>4,196,273</u>
Net assets		
Without donor restrictions	19,429,941	14,033,130
With donor restrictions	<u>916,907</u>	<u>883,527</u>
Total net assets	<u>20,346,848</u>	<u>14,916,657</u>
Total liabilities and net assets	\$ <u>22,059,110</u>	\$ <u>19,112,930</u>

---

The accompanying notes are an integral part of these consolidated financial statements.

**HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE****Consolidated Statements of Operations****Years Ended June 30, 2021 and 2020**

	<u>2021</u>	<u>2020</u>
Operating revenue		
Net patient service revenue	\$ 12,849,959	\$ 11,583,216
CARES Act Funding and other operating revenue	4,893,371	2,792,163
Net assets released for operations	<u>54,350</u>	<u>177,847</u>
Total operating revenue	<u>17,797,680</u>	<u>14,553,226</u>
Operating expenses		
Salaries and related expenses	11,380,022	11,520,776
Other operating expenses	4,117,321	4,324,791
Depreciation	<u>378,194</u>	<u>393,511</u>
Total operating expenses	<u>15,875,537</u>	<u>16,239,078</u>
Operating gain (loss)	<u>1,922,143</u>	<u>(1,685,852)</u>
Other revenue and gains		
Contributions and fundraising income	594,666	678,399
Investment income, net	146,960	183,351
Change in fair value of investments	<u>2,623,567</u>	<u>589,401</u>
Total other revenue and gains	<u>3,365,193</u>	<u>1,451,151</u>
Excess (deficit) of revenue over expenses	5,287,336	(234,701)
Net assets released for capital acquisition	<u>109,475</u>	<u>-</u>
Increase (decrease) in net assets without donor restrictions	<u>\$ 5,396,811</u>	<u>\$ (234,701)</u>

---

The accompanying notes are an integral part of these consolidated financial statements.



## HOME HEALTHCARE, HOSPICE &amp; COMMUNITY SERVICES, INC. AND AFFILIATE

## Consolidated Statements of Changes in Net Assets

Years Ended June 30, 2021 and 2020

	<u>2021</u>	<u>2020</u>
Net assets without donor restrictions		
Excess (deficit) of revenue over expenses	\$ 5,287,336	\$ (234,701)
Net assets released for capital acquisition	<u>109,475</u>	<u>-</u>
Change in net assets without donor restrictions	<u>5,396,811</u>	<u>(234,701)</u>
Net assets with donor restrictions		
Contributions	139,750	118,821
Investment income	2,975	3,364
Change in fair value of investments	54,480	11,023
Net assets released for operations	(54,350)	(177,847)
Net assets released for capital acquisition	<u>(109,475)</u>	<u>-</u>
Change in net assets with donor restrictions	<u>33,380</u>	<u>(44,639)</u>
Change in net assets	<u>5,430,191</u>	<u>(279,340)</u>
Net assets, beginning of year	<u>14,916,657</u>	<u>15,195,997</u>
Net assets, end of year	<u>\$ 20,346,848</u>	<u>\$ 14,916,657</u>

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The accompanying notes are an integral part of these consolidated financial statements.

## HOME HEALTHCARE, HOSPICE &amp; COMMUNITY SERVICES, INC. AND AFFILIATE

## Consolidated Statements of Cash Flows

Years Ended June 30, 2021 and 2020

	<u>2021</u>	<u>2020</u>
Cash flows from operating activities		
Change in net assets	\$ 5,430,191	\$ (279,340)
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Depreciation	378,194	393,511
Change in fair value of investments	(2,678,047)	(600,424)
Investment income restricted for reinvestment	(2,975)	(3,364)
(Increase) decrease in the following assets:		
Investments	(1,688)	781
Patient accounts receivable	(263,765)	239,655
Other receivables	37,007	(39,886)
Prepaid expenses	(46,437)	(7,539)
Increase (decrease) in the following liabilities:		
Accounts payable and accrued expenses	(452,048)	(410,308)
Accrued payroll and related expenses	146,445	92,086
CARES Act refundable advances and other deferred revenue	<u>(2,178,408)</u>	<u>2,180,728</u>
Net cash provided by operating activities	<u>368,469</u>	<u>1,565,900</u>
Cash flows from investing activities		
Purchase of investments	(3,646,348)	(5,092,124)
Proceeds from sale of investments	3,427,768	6,824,248
Capital expenditures	<u>(580,287)</u>	<u>(191,727)</u>
Net cash (used) provided by investing activities	<u>(798,867)</u>	<u>1,540,397</u>
Cash flows from financing activities		
Repayments on line of credit	<u>-</u>	<u>(533,503)</u>
Net (decrease) increase in cash and cash equivalents	(430,398)	2,572,794
Cash and cash equivalents, beginning of year	<u>2,916,261</u>	<u>343,467</u>
Cash and cash equivalents, end of year	\$ <u>2,485,863</u>	\$ <u>2,916,261</u>

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The accompanying notes are an integral part of these consolidated financial statements.

## HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE

### Notes to Consolidated Financial Statements

June 30, 2021 and 2020

#### 1. Summary of Significant Accounting Policies

##### Organization

Home Healthcare, Hospice & Community Services, Inc. is a non-stock, non-profit corporation in New Hampshire whose primary purpose is to act as a holding company and provide management services to its affiliate.

##### Affiliate

VNA at HCS, Inc., is a non-stock, non-profit corporation in New Hampshire whose primary purposes are to provide home healthcare, hospice and community services.

##### Principles of Consolidation

The consolidated financial statements include the accounts of the Home Healthcare, Hospice & Community Services, Inc., and its affiliate, VNA at HCS, Inc. (collectively, the "Association"). They are related through a common board membership and common management. All significant intercompany balances and transactions have been eliminated in consolidation.

The Association prepares its consolidated financial statements in accordance with U.S. generally accepted accounting principles (U.S. GAAP) established by the Financial Accounting Standards Board (FASB). References to U.S. GAAP in these notes are to the FASB Accounting Standards Codification (ASC).

##### Basis of Presentation

The consolidated financial statements of the Association have been prepared in accordance with U.S. GAAP, which requires the Association to report information regarding its financial position and activities according to the following net asset classification:

**Net assets without donor restrictions:** Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Association. These net assets may be used at the discretion of the Association's management and the Board of Directors (Board).

**Net assets with donor restrictions:** Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions are to be met by actions of the Association or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity. Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the consolidated statements of operations and changes in net assets.

## HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE

### Notes to Consolidated Financial Statements

June 30, 2021 and 2020

#### **Income Taxes**

The Association is a public charity under Section 501(c)(3) of the Internal Revenue Code (IRC). As a public charity, the Association is exempt from state and federal income taxes on income earned in accordance with its tax-exempt purpose. Unrelated business income is subject to state and federal income tax. Management has evaluated the Association's tax positions and concluded that the Association has no unrelated business income or uncertain tax positions that require adjustment to the consolidated financial statements.

#### **Use of Estimates**

The preparation of consolidated financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements. Estimates also affect the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

#### **Cash and Cash Equivalents**

Cash and cash equivalents include highly liquid investments with an original maturity of three months or less, excluding assets limited as to use.

The Association has cash deposits in a major financial institution which may exceed federal depository insurance limits. The Association has not experienced any losses in such accounts. Management believes it is not exposed to any significant risk with respect to these accounts.

#### **Patient Accounts Receivable**

Accounts receivable are stated at the amount management expects to collect from outstanding balances. Management provides a reserve for payment adjustments by analyzing past history and identification of trends for all funding sources in the aggregate. Management regularly reviews data about revenue in evaluating the sufficiency of the reserve which is netted against accounts receivable. Amounts not collected after all reasonable collection efforts have been exhausted are applied against the allowance for payment adjustments.

Patient accounts receivable were \$1,862,056; \$1,598,291; and \$1,837,946 at June 30, 2021, 2020, and 2019, respectively.

#### **Investments**

Investments in short-term investment options are reported as current assets. Investments held for long-term return are reported as non-current assets.

The Association reports investments at fair value and has elected to report all gains and losses in the excess (deficit) of revenue over expenses to simplify the presentation of these amounts in the consolidated statement of operations, unless otherwise stipulated by the donor or State law.

## HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE

### Notes to Consolidated Financial Statements

June 30, 2021 and 2020

Investments, in general, are exposed to various risks, such as interest rate, credit, and overall market volatility risks. As such, it is reasonably possible that changes in the values of investments will occur in the near term and that such changes could materially affect the amounts reported in the consolidated balance sheets.

#### **Assets Limited as to Use**

Assets limited as to use include designated assets set aside by the Board of Directors and donor contributions.

#### **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. Depreciation expense is computed using the straight-line method over the useful lives of the related assets.

Property is reviewed for impairment whenever events or changes in circumstances indicate the related carrying amount may not be recoverable. When required, impairment losses on assets to be held and used are recognized based on the excess of the assets' carrying amount over the fair value of the asset.

#### **Net Patient Service Revenue**

Services to all patients are recorded as revenue when services are rendered at the estimated net realizable amounts from patients, third-party payors and others, including estimated retroactive adjustments under reimbursement agreements with third-party payors. Retroactive adjustments are accrued on an estimated basis in the period the related services are rendered and in future periods as final settlements are determined. Patients unable to pay full charge, who do not have other third-party resources, are charged a reduced amount based on the Association's published sliding fee scale. Reductions in full charge are recognized when the service is rendered.

Performance obligations are determined based on the nature of the services provided by the Association. Revenue for performance obligations satisfied over time is recognized based on actual services rendered. Generally, performance obligations satisfied over time relate to patients receiving skilled and non-skilled services in their home or facility. The Association measures the period over which the performance obligation is satisfied from admission to the point when it is no longer required to provide services to that patient, which is generally at the time of discharge.

Providers of home health services to clients eligible for Medicare home health benefits are paid on a prospective basis, with no retrospective settlement. The prospective payment is based on the scoring attributed to the acuity level of the client at a rate determined by federal guidelines. As the performance obligations for home health services are met, revenue is recognized based upon the portion of the transaction price allocated to the performance obligation. The transaction price is the prospective payment determined for the medically necessary services.

## HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE

### Notes to Consolidated Financial Statements

June 30, 2021 and 2020

Providers of hospice services to clients eligible for Medicare hospice benefits are paid on a per-diem basis, with no retrospective settlement, provided the Association's aggregate annual Medicare reimbursement is below a predetermined aggregate capitated rate. Revenue is recognized as the services are performed based on the fixed rate amount. As the performance obligations for hospice services are met, revenue is recognized based upon the portion of the transaction price allocated to the performance obligation. The transaction price is the predetermined aggregate capitated rate per day.

Because all of the Association's performance obligations relate to short-term periods of care, the Association has elected to apply the optional exemption provided in FASB ASC Subtopic 606-10-50-14 (a) and, therefore, is not required to disclose the aggregate amount of the transaction price allocated to performance obligations that are unsatisfied or partially unsatisfied at the end of the reporting period.

#### 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 the 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 released from restrictions. Donor-restricted contributions whose restrictions are met in the same year as received are reflected as contributions without donor restrictions in the accompanying consolidated financial statements.

#### COVID-19

On March 11, 2020, the World Health Organization declared the Coronavirus disease (COVID-19) a global pandemic. In response to the global pandemic, The Centers for Medicare & Medicaid Services (CMS) implemented certain relief measures and also issued guidance for limiting the spread of COVID-19.

Local, U.S., and world governments encouraged self-isolation to curtail the spread of COVID-19, by mandating the temporary shut-down of business in many sectors and imposing limitations on travel and the size and duration of group meetings. Many sectors are experiencing disruption to business operations and may feel further impacts related to delayed government reimbursement, volatility in investment returns, and reduced philanthropic support. There is unprecedented uncertainty surrounding the duration of the pandemic, its potential economic ramifications, and any government actions to mitigate them.



## HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE

### Notes to Consolidated Financial Statements

June 30, 2021 and 2020

The U.S. government has responded with several phases of relief legislation as a response to the COVID-19 outbreak. Legislation enacted into law on March 27, 2020, called the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), a statute to address the economic impact of the COVID-19 outbreak. The CARES Act, among other things, 1) authorizes emergency loans to distressed businesses by establishing, and providing funding for, forgivable bridge loans; 2) provides additional funding for grants and technical assistance; 3) delays due dates for employer payroll taxes and estimated tax payments for corporations; and 4) revises provisions of the IRC, including those related to losses, charitable deductions, and business interest. The Association has received emergency federal grant funding under the CARES Act totaling \$600,871 to offset the cost impact of COVID-19. Management believes the Association met the conditions necessary to recognize these grant funds. The grants funds are reported as CARES Act funding and other operating revenue within the consolidated statement of operations for the for the current year ended June 30, 2021 based on its understanding of the requirements related to lost revenues and COVID-related expenses. Management believes the position taken is a reasonable interpretation of the rules, subject to any further clarification.

On December 31, 2020, the U.S. Department of Health and Human Services issued reporting requirements related to the CARES Act funds. Due to the complexity of the reporting requirements and continued issuance of clarifying guidance, there is at least a reasonable possibility the amount recognized may change by a material amount. Any difference between amounts previously estimated and amounts subsequently determined to be recoverable or payable will be included in income in the year that such amounts become known.

The Association also received advance funding from CMS totaling \$400,000 as of June 30, 2020, which was to be paid back over a one year period. The advance funding from CMS was paid back in full as of June 30, 2021.

On April 16, 2020, the Association received a loan from the U.S. Small Business Association (SBA) within the CARES Act under the Paycheck Protection Program (PPP) in the amount of \$1,496,000. The loan are to be used for payroll and other allowable costs authorized in the PPP rules, and forgiveness of the loan balances is dependent upon compliance with this and other terms and conditions of the CARES Act. The Association is following the conditional contribution model to account for the PPP and determined the conditions for forgiveness were met during the year ended June 30, 2021. The refundable advance was recognized as CARES Act funding and other operating revenue for the year ended June 30, 2021. The Association was notified in June 2021 the PPP was fully forgiven by the SBA.

#### 2. Availability and Liquidity of Financial Assets

As of June 30, 2021, the Association has working capital of \$3,275,688 and average days (based on normal expenditures) cash and liquid investments on hand of 59 which includes only cash and cash equivalents and excludes assets limited as to use, which are assets designated for long-term investment by the board of directors or restricted by donors.

**HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE****Notes to Consolidated Financial Statements****June 30, 2021 and 2020**

Financial assets and liquidity resources available within one year for general expenditure, such as operating expenses and capital acquisitions not financed with debt or restricted funds (unfunded capital expenditures), were as follows:

	<u>2021</u>	<u>2020</u>
Cash and cash equivalents	\$ <u>2,485,863</u>	\$ 2,916,261
Short-term investments	18,174	16,486
Patient accounts receivable, net	1,862,056	1,598,291
Other receivables	<u>343,852</u>	<u>380,859</u>
Financial assets available to meet cash needs for general expenditures within one year	<u>\$ 4,709,945</u>	<u>\$ 4,911,897</u>

The Association has board designated long-term investments that could be made available for general expenditure upon Board approval. Since these investments are currently intended for long-term investments, they have not been included in the information above. The Association has other long-term investments and assets for restricted use, more fully described in Note 3, which are not available for general expenditure within the next year and are not reflected in the amount above.

The Association has a \$1,000,000 line of credit available to meet short-term needs, as disclosed in Note 5.

**3. Investments and Assets Limited as to Use**

Investments and assets limited as to use, stated at fair value, are as follows:

	<u>2021</u>	<u>2020</u>
Cash and cash equivalents	\$ 1,151,816	\$ 624,939
U.S. Government and corporate bonds	2,132,950	2,382,139
Marketable securities	8,726,603	5,818,290
Mutual funds	<u>2,420,618</u>	<u>2,705,329</u>
Total investments and assets limited as to use	<u>\$ 14,431,987</u>	<u>\$ 11,530,697</u>

**HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE****Notes to Consolidated Financial Statements****June 30, 2021 and 2020**

	<u>2021</u>	<u>2020</u>
Investments without restrictions or designations	\$ <u>18,174</u>	\$ <u>16,486</u>
Assets limited as to use		
Board-designated for future use	13,496,906	10,630,684
Donor-restricted, time or purpose	350,833	334,461
Endowment investments - unappropriated spending	331,843	314,835
Donor-restricted, perpetual in nature	<u>234,231</u>	<u>234,231</u>
Total assets limited as to use	<u>14,413,813</u>	<u>11,514,211</u>
Total investments and assets limited as to use	<u>\$ 14,431,987</u>	<u>\$ 11,530,697</u>

**Fair Value**

FASB ASC Topic 820, *Fair Value Measurement*, defines fair value as the price that would be received to sell an asset or paid to transfer a liability (an exit price) in an orderly transaction between market participants and also establishes a fair value hierarchy which requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value. The fair value hierarchy within ASC Topic 820 distinguishes three levels of inputs that may be utilized when measuring fair value:

- Level 1: Quoted prices (unadjusted) for identical assets or liabilities in active markets that the entity has the ability to access as of the measurement date.
- Level 2: Significant observable inputs other than Level 1 prices, such as quoted prices for similar assets or liabilities, quoted prices in markets that are not active, and other inputs that are observable or can be corroborated by observable market data.
- Level 3: Significant unobservable inputs that reflect an entity's own assumptions about the assumptions that market participants would use in pricing an asset or liability.

The fair values of all of the Association's investments, which are presented in the following table, are measured on a recurring basis using Level 1 inputs with the exception of corporate bonds which are valued based on quoted market prices of similar investments and categorized as level 2 investments.

## HOME HEALTHCARE, HOSPICE &amp; COMMUNITY SERVICES, INC. AND AFFILIATE

## Notes to Consolidated Financial Statements

June 30, 2021 and 2020

Assets at Fair Value as of June 30, 2021

	<u>Level 1</u>	<u>Level 2</u>	<u>Total</u>
Cash and cash equivalents	\$ 1,151,816	\$ -	\$ 1,151,816
U.S. Government and corporate bonds	-	2,132,950	2,132,950
Equity securities	8,726,603	-	8,726,603
Mutual funds	<u>2,420,618</u>	-	<u>2,420,618</u>
Total	<u>\$ 12,299,037</u>	<u>\$ 2,132,950</u>	<u>\$ 14,431,987</u>

Assets at Fair Value as of June 30, 2020

	<u>Level 1</u>	<u>Level 2</u>	<u>Total</u>
Cash and cash equivalents	\$ 624,939	\$ -	\$ 624,939
U.S. Government and corporate bonds	-	2,382,139	2,382,139
Equity securities	5,818,290	-	5,818,290
Mutual funds	<u>2,705,329</u>	-	<u>2,705,329</u>
Total	<u>\$ 9,148,558</u>	<u>\$ 2,382,139</u>	<u>\$ 11,530,697</u>

Investment income and gains for cash equivalents and investments consist of the following:

	<u>2021</u>	<u>2020</u>
Net assets without donor restrictions		
Investment income, net of fees	\$ 146,960	\$ 183,351
Change in fair value of investments	<u>2,623,567</u>	<u>589,401</u>
Restricted net assets		
Investment income	2,975	3,364
Change in fair value of investments	<u>54,480</u>	<u>11,023</u>
Total	<u>\$ 2,827,982</u>	<u>\$ 787,139</u>

**HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE****Notes to Consolidated Financial Statements****June 30, 2021 and 2020****4. Property and Equipment**

Property and equipment consists of the following:

	<u>2021</u>	<u>2020</u>
Land	\$ 489,311	\$ 482,961
Building and improvements	5,693,516	5,384,931
Furniture, fixtures, and equipment	<u>3,422,332</u>	<u>3,193,917</u>
Total cost	9,605,159	9,061,809
Less accumulated depreciation	<u>6,947,812</u>	<u>6,606,555</u>
Total property and equipment, net	<u>\$ 2,657,347</u>	<u>\$ 2,455,254</u>

**5. Line of Credit**

The Association has an unsecured \$1,000,000 line of credit payable on demand with a local bank with interest at 1% above the bank's base rate (4.25% at June 30, 2021). There was no outstanding balance at June 30, 2021 and 2020.

**6. Net Assets with Donor Restrictions**

Net assets with donor restrictions consists of the following:

	<u>2021</u>	<u>2020</u>
Time or purpose restrictions for:		
Haskell fund accumulated earnings - for office rent	\$ 313,372	\$ 304,618
Johnson Family fund accumulated earnings - for capital expenditures	7,750	7,009
Dementia program	26,480	-
Sewer line replacement	20,000	-
Transportation	72,785	-
Hospice accumulated earnings	3,934	3,208
Capital acquisition	10,525	105,000
Operations	627	-
Jones fund accumulated earnings - for equipment	2,529	-
Bednar fund accumulated earnings - for general purposes	3,631	-
Hospice memorial garden	125,227	130,154
Barbara Duckett scholarship	<u>95,816</u>	<u>99,307</u>
Total	<u>\$ 682,676</u>	<u>\$ 649,296</u>

**HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE****Notes to Consolidated Financial Statements****June 30, 2021 and 2020**

Restrictions that are perpetual in nature for:

Hospice	\$ 10,000	\$ 10,000
Operations	8,623	8,623
Johnson Family fund - for capital expenditures	10,202	10,202
Bednar endowment fund - income for general purposes	50,000	50,000
Haskell endowment fund - for office rent	120,570	120,570
Jones endowment fund - for equipment	<u>34,836</u>	<u>34,836</u>
Total	<u>\$ 234,231</u>	<u>\$ 234,231</u>

**7. Endowments**

The Association has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds, absent explicit donor stipulations to the contrary. As a result of this interpretation, the Association classifies as a donor-restricted endowment (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent donor-restricted endowment gifts, and (c) accumulations to the donor-restricted endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund is classified as net assets with donor restrictions until those amounts are appropriated for expenditure by the Association in a manner consistent with the standard of prudence prescribed by UPMIFA.

In accordance with the UPMIFA, the Association considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

- (1) The duration and preservation of the fund;
- (2) The purposes of the organization and the donor-restricted endowment fund;
- (3) General economic conditions;
- (4) The possible effect of inflation and deflation;
- (5) The expected total return from income and the appreciation of investments;
- (6) Other resources of the Association;
- (7) The investment policies of the Association;
- (8) The spending policy; and
- (9) Funds with deficiencies.

**Return Objectives and Risk Parameters**

The investment portfolio is managed to provide for the long-term support of the Association. Accordingly, these funds are managed with disciplined, longer-term investment objectives and strategies designed to meet cash flow and spending requirements. Management of the assets is designed to attain the maximum total return consistent with acceptable and agreed-upon levels of risk. The Association benchmarks its portfolio performance against a number of commonly used indices.



## HOME HEALTHCARE, HOSPICE &amp; COMMUNITY SERVICES, INC. AND AFFILIATE

## Notes to Consolidated Financial Statements

June 30, 2021 and 2020

**Strategies Employed for Achieving Objectives**

To satisfy its long-term rate-of-return objectives, the Association relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The Association targets an asset allocation strategy wherein assets are diversified among several asset classes. The pursuit of maximizing total return is tempered by the need to minimize the volatility of returns and preserve capital. As such, the Association seeks broad diversification among assets having different characteristics with the intent to endure lower relative performance in strong markets in exchange for greater downside protection in weak markets.

**Spending Policy**

The Association's spending policy is equal to investment returns. All available investment returns earned on endowments are expended, or released from endowment in the year earned.

The following summarizes changes in endowment assets:

	Without Donor Restrictions	<u>With Donor Restrictions</u>		
		Purpose Restrictions	Perpetual in Nature	Total
Balance June 30, 2019	\$ 11,760,468	\$ 314,835	\$ 234,231	\$ 12,309,534
Investment income, net	183,351	3,364	-	186,715
Realized and unrealized gains on investments	589,401	11,023	-	600,424
Net assets released from restrictions	-	(14,387)	-	(14,387)
Use of board designated funds for operations	<u>(1,902,536)</u>	<u>-</u>	<u>-</u>	<u>(1,902,536)</u>
Balance June 30, 2020	10,630,684	314,835	234,231	11,179,750
Investment income, net	140,168	2,975	-	143,143
Realized and unrealized gains on investments	2,623,654	54,480	-	2,678,134
Contributions	102,400	-	-	102,400
Net assets released from restrictions	<u>-</u>	<u>(40,447)</u>	<u>-</u>	<u>(40,447)</u>
Balance June 30, 2021	<u>\$ 13,496,906</u>	<u>\$ 331,843</u>	<u>\$ 234,231</u>	<u>\$ 14,062,980</u>

**HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE****Notes to Consolidated Financial Statements****June 30, 2021 and 2020****8. Net Patient Service Revenue**

Net patient service revenue is as follows:

	<u>2021</u>	<u>2020</u>
Medicare	\$ 9,949,738	\$ 8,644,749
Medicaid	447,348	607,871
Other third-party payers	2,271,722	2,033,186
Private pay	<u>181,151</u>	<u>297,410</u>
Total	<u>\$ 12,849,959</u>	<u>\$ 11,583,216</u>

Laws and regulations governing the Medicare and Medicaid programs are complex and subject to interpretation. Compliance with such laws and regulations can be subject to future government review and interpretation as well as significant regulatory action including fines, penalties and exclusion from the Medicare and Medicaid programs. The Association believes that it is in substantial compliance with all applicable laws and regulations. However, there is at least a reasonable possibility that recorded estimates could change by a material amount in the near term. Differences between amounts previously estimated and amounts subsequently determined to be recoverable or payable are included in net patient service revenue in the year that such amounts become known.

The Association provides care to patients who meet certain criteria under its charity care policy without charge or at amounts less than its established rates. Because the Association does not pursue collection of amounts determined to qualify as charity care, they are not reported as revenue.

The Association provided services in other health-related activities, primarily to indigent patients, at rates substantially below cost. For certain activities, services were provided without charge. The Association estimates the costs associated with providing the other health-related activities by applying Medicare cost report methodology to determine program costs less any net patient revenue generated by the program. The estimated costs incurred in these activities amounted to \$442,134 and \$908,362 for the years June 30, 2021 and 2020, respectively.

The Association is able to provide these services with a component of funds received through local community support and state grants. Local community support consists of contributions received directly from the public, United Way, municipal appropriations, and investment income earned from assets limited as to use. Federal and state grants consisted of monies received from the State of New Hampshire.

**HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE****Notes to Consolidated Financial Statements****June 30, 2021 and 2020**

In assessing collectability, the Association has elected the portfolio approach. This portfolio approach is being used as the Association has similar contracts with similar classes of patients. The Association reasonably expects that the effect of applying a portfolio approach to a group of contracts would not differ materially from considering each contract separately. Management's judgment to group the contracts by portfolio is based on the payment behavior expected in each portfolio category. As a result, management believes aggregating contracts (which are at the patient level) by the particular payor or group of payors results in the recognition of revenue approximating that which would result from applying the analysis at the individual patient level.

**9. Functional Expenses**

The Association provides various services to residents within its geographic location. Expenses related to providing these services are as follows:

	<u>2021</u>	<u>2020</u>
Program services		
Salaries and benefits	\$ 9,677,790	\$ 9,899,498
Program supplies	626,624	541,049
Travel	355,613	382,312
Contract services	1,105,855	1,248,462
Other operating expenses	995,528	1,019,549
Depreciation	<u>321,616</u>	<u>338,144</u>
Total program services	<u>13,083,026</u>	<u>13,429,014</u>
Administrative and general		
Salaries and benefits	1,702,232	1,621,278
Travel	81,515	66,783
Contract services	777,056	899,697
Other operating expenses	175,130	166,939
Depreciation	<u>56,578</u>	<u>55,367</u>
Total administrative and general	<u>2,792,511</u>	<u>2,810,064</u>
Total	<u>\$15,875,537</u>	<u>\$16,239,078</u>

Management's estimate of cost allocations at a functional level is based on Medicare cost report methodology.

**HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE****Notes to Consolidated Financial Statements****June 30, 2021 and 2020****10. Contingencies****Malpractice Insurance**

The Association maintains medical malpractice insurance coverage on a claims-made basis. The Association is subject to complaints, claims, and litigation due to potential claims which arise in the normal course of business. U.S. GAAP requires the Association to accrue the ultimate cost of malpractice claims when the incident that gives rise to claim occurs, without consideration of insurance recoveries. Expected recoveries are presented as a separate asset. The Association has evaluated its exposure to losses arising from potential claims and determined no such accrual is necessary at June 30, 2021 and 2020. The Association intends to renew coverage on a claims-made basis and anticipates that such coverage will be available in future periods.

**11. Retirement Plan**

The Association sponsors a defined contribution plan. The retirement contributions by the Association amounted to \$147,868 and \$130,516 for 2021 and 2020, respectively.

**12. Concentration of Risk**

The Association grants credit without collateral to its patients, most of whom are local residents and are insured under third-party payer agreements. Following is a summary of accounts receivable, by funding source:

	<u>2021</u>	<u>2020</u>
Medicare	53 %	62 %
Medicaid and other third-party payers	<u>47</u>	<u>38</u>
Total	<u><u>100 %</u></u>	<u><u>100 %</u></u>

**13. Subsequent Events**

For financial reporting purposes, subsequent events have been evaluated by management through December 2, 2021, which is the date the consolidated financial statements were available to be issued.



Know us before you need us...  
HCS *is more than you can imagine*

**Home Healthcare, Hospice and Community Services/VNA at HCS, Inc.  
2022/2023 Board of Directors**

**Chair:**

Jane Larmon

**Vice Chair:**

David Therrien

**Treasurer:**

Eric Horne

**Secretary:**

Julie Green

**Directors:**

Michael Chelstowski  
Mary Ann Davis  
Bonnie Fecowicz  
Julie Greenwood  
Ann Heffernon  
Virginia Jordan  
Allen Mendelson  
Judy Sadoski  
David Stinson  
Julie Tewksbury

**Ex Officios:**

Maura McQueeney, CEO  
Dawn Michelizzi, CFO

312 Marlboro Street  
PO Box 564  
Keene, NH 03431  
603-352-2253 • 800-541-4145

33 Arborway  
Charlestown, NH 03603  
603-828-3322

9 Vose Farm Road  
PO Box 496  
Peterborough, NH 03458  
603-532-8353

## Therese Drotts

### Education

National Louis University – Evanston, IL

Earned Masters in Special Education

North Park College – Chicago, IL

Earned Bachelors in Elementary Education

Masconomet Regional High School – Boxford, MA

Graduated

### Experience

#### **Home Healthcare, Hospice and Community Services – Keene, NH**

**2018 to present**

##### Development Coordinator

August 2018 to April 2020

Responsible for grants to raise funds for the agency. Searched for grants, managed the application process and submitted the final reports according to requirements from the grantors.

##### Administrative Assistant, Community Relations Department Support

April 2020 to present

the Director of Community Relations

##### Family Resource Center Coordinator and Administrative Assistant

October 2020 to present

Coordinating the process for applying for the designation of Family Resource Center of Quality for the program for Healthy Starts. Also, providing Administrative support for Healthy Starts.

#### **Zpizza - Raleigh and Cary, NC**

**2006 to 2018**

##### Manager and Director of Catering

This was a family run business growing to three restaurants during its tenure. During this time, I wore a variety of hats. I managed stores, spearheaded the HR work for the business, created reports showing the store's performance, and managed the catering.

#### **Elementary School Educator – Apex, NC and Winnetka, IL**

**1993-2000 and 2002-2006**

##### Olive Chapel Elementary School Apex, NC

2005-2006

Taught third grade

##### Winnetka Public Schools Winnetka, IL

1994-2000 and 2002-2005

Taught third grade. For three years taught children with learning disabilities in a resource setting.

#### **The Genesis Fund – Canton, MA**

**2000-2002**

##### Special Events Coordinator

Planned special events for a non-profit in Boston. Lead event planner on four events, and support staff on the other events hosted by the organization.

#### **Covenant Home - Chicago, IL**

**1991-1993**

##### Social Service Designee

Developed and implemented a Social Service Department at a small nursing home with assisted and skilled nursing care. Worked under the supervision of a consultant.



**CONTRACTOR NAME**

Key Personnel – FY 22 HFA amendment

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Therese Drotts	Administrative Assistant	\$17,854.20	36%	\$5,952.00

**CONTRACTOR NAME**

Key Personnel – FY 23 HFA amendment

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Therese Drotts	Administrative Assistant	\$18,213.00	37%	\$6,071.00



Lori A. Shibinette  
Commissioner

Lisa M. Morris  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF PUBLIC HEALTH SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301  
603-271-4501 1-800-852-3345 Ext. 4501  
Fax: 603-271-4827 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

August 25, 2020

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Public Health Services, to amend existing **Sole Source** agreements with the vendors listed below in bold to provide home visiting services to expectant women and newly parenting individuals, by increasing the total price limitation by \$5,088,194 from \$4,657,387 to \$9,745,581 and by extending the completion dates from September 30, 2020 to September 30, 2022 effective upon Governor and Council approval. 81% Federal Funds. 19% General Funds.

The contracts and subsequent amendments were approved by Governor and Council, as indicated below.

Vendor Name	Vendor Code	Location	Current Amount	Increase (Decrease)	Revised Amount	G&C Date (Item #)
Community Action, of Belknap-Merrimack Counties Inc.	177203-B003	2 Industrial Park Drive Concord, NH	\$314,056	\$0	\$314,056	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27)
Community Action Partnership of Strafford County	177200-B004	642 Central Avenue Dover, NH	\$492,727	\$650,418	\$1,143,145	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27)
Waypoint	177166-B002	City of Manchester, Hillsborough, Merrimack, and Rockingham Counties	\$2,309,438	\$2,581,579	\$4,891,017	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27)
The Family Resource Center at Gorham	162412-B001	Grafton and Coos County	\$801,958	\$969,183	\$1,771,141	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27)
TLC Family Resource Center	170625-B001	109 Pleasant Street Claremont, NH	\$234,000	\$365,500	\$599,500	O: 06/20/18 (Item #27E)
Central New Hampshire VNA & Hospice	1777244-B002	780 North Main Street Laconia, NH	\$192,978	\$226,416	\$419,394	O: 06/20/18 (Item #27E)

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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VNA at HCS, Inc.	177274-B002	312 Marlboro Street Keene, NH	\$312,230	295,098	\$607,328	O: 06/20/18 (Item #27E)
		Totals	\$4,657,387	\$5,088,194	\$9,745,581	
*The amendment with the Community Action of Belknap-Merrimack Counties Inc. is currently pending and will be submitted to a future G&C meeting.						

Funds are available in the following accounts for State Fiscal Year 2021, and are anticipated to be available in State Fiscal Years 2022 and 2023, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

See attached fiscal details.

#### EXPLANATION

This request is **Sole Source** because the contracts were originally approved as sole source and MOP 150 requires any subsequent amendments to be labelled as sole source. Additionally, the vendors are the only vendors certified to provide the evidence based home visiting model, 'Health Families America.' The vendors have been providing home visiting services in their respective counties and have developed collaborative referral networks that provide new mothers and their families with additional assistance programs in their community.

The purpose of this request is to continue providing Home Visiting services to eligible households utilizing the Maternal Infant Early Childhood Home Visiting model. Providing services through this model along with permanent partners within each community, ensures an array of services is available to assist with supporting and strengthening families in New Hampshire, statewide.

Continuing home visiting services allows the Department to provide services to a total of 500 households through September 30, 2022.

The Contractors provide home visiting services to pregnant women and newly parenting families with children up to the age of three (3). Nurses and family support workers visit families in their homes with the capacity to conduct visits virtually to provide educational information, depression and developmental screening, and connect families, as needed, with community services such as prenatal care, employment programs and the New Hampshire Tobacco Helpline.

As referenced in Exhibit C-1, Revisions to General Provisions of the original contracts, the parties have the option to extend the agreements for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Department is exercising its option to renew services for two (2) of the two (2) years available.

Should the Governor and Executive Council not authorize this request, many of the most at risk New Hampshire families may not receive access to resources and family support and strengthening services necessary to raise children who are physically, socially and emotionally healthy, which can reduce juvenile delinquency, family violence and crime.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 3 of 3

Area served: Statewide

Source of Funds: CFDA #93.870, FAIN #X10MC33595

In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,

  
Lori A. Shibinette  
Commissioner

**FINANCIAL DETAIL ATTACHMENT SHEET**  
Home Visiting-HFA

05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, ACA HOME VISITING  
FAIN # X10MC29490 and X10MC31156 & X10MC33595  
CFDA #93.870 -100% Federal

**Community Action Belknap Merrimack Counties - Vendor #177203-B003**

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$127,085.00	\$0.00	\$127,085.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$127,085.00	\$0.00	\$127,085.00
SFY 2021	102-500731	Contracts for Program Svcs	90083203	\$31,771.00	\$0.00	\$31,771.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$0.00	\$0.00
SFY 2023	102-500731	Contracts for Program Svcs	tbd	\$0.00	\$0.00	\$0.00
		<b>Subtotal</b>		<b>\$285,941.00</b>	<b>\$0.00</b>	<b>\$285,941.00</b>

**Community Action Partnership of Strafford County - Vendor #177200-B004**

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$188,512.00	\$0.00	\$188,512.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$188,512.00	\$0.00	\$188,512.00
SFY 2021	102-500731	Contracts for Program Svcs	90083203	\$47,128.00	\$192,815.00	\$239,943.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$257,087.00	\$257,087.00
SFY 2023	102-500731	Contracts for Program Svcs	tbd	\$0.00	\$64,272.00	\$64,272.00
		<b>Subtotal</b>		<b>\$424,152.00</b>	<b>\$514,174.00</b>	<b>\$938,326.00</b>

**Waypoint - City of Manchester - Vendor #177166-B002**

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$271,404.00	\$0.00	\$271,404.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$271,404.00	\$0.00	\$271,404.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$67,851.00	\$203,553.00	\$271,404.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$271,404.00	\$271,404.00
SFY 2023	102-500731	Contracts for Program Svcs	tbd	\$0.00	\$67,851.00	\$67,851.00
		<b>Subtotal</b>		<b>\$610,659.00</b>	<b>\$542,808.00</b>	<b>\$1,163,467.00</b>

**Waypoint - Hillaboro - Vendor #177166-B002**

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$278,493.00	\$0.00	\$278,493.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$278,493.00	\$0.00	\$278,493.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$69,623.00	\$198,523.00	\$268,146.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$268,146.00	\$268,146.00
SFY 2023	102-500731	Contracts for Program Svcs	tbd	\$0.00	\$67,036.00	\$67,036.00
		<b>Subtotal</b>		<b>\$626,609.00</b>	<b>\$533,705.00</b>	<b>\$1,160,314.00</b>

**Waypoint - Merrimack Vendor #177166-B002**

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$252,164.00	\$0.00	\$252,164.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$252,164.00	\$0.00	\$252,164.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$63,041.00	\$205,105.00	\$268,146.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$268,146.00	\$268,146.00
SFY 2023	102-500731	Contracts for Program Svcs	tbd	\$0.00	\$67,036.00	\$67,036.00
		<b>Subtotal</b>		<b>\$567,369.00</b>	<b>\$540,289.00</b>	<b>\$1,107,658.00</b>

**Waypoint - Rockingham Vendor #177166-B002**

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$184,816.00	\$0.00	\$184,816.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$184,816.00	\$0.00	\$184,816.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$46,204.00	\$221,942.00	\$268,146.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$268,146.00	\$268,146.00
SFY 2023	102-500731	Contracts for Program Svcs	tbd	\$0.00	\$67,036.00	\$67,036.00
		<b>Subtotal</b>		<b>\$416,836.00</b>	<b>\$557,124.00</b>	<b>\$972,960.00</b>



## FINANCIAL DETAIL ATTACHMENT SHEET

Home Visiting-HFA

## Central New Hampshire VNA &amp; Hospice - Vendor #177244-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$85,768.00	\$0.00	\$85,768.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$85,768.00	\$0.00	\$85,768.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$21,442.00	\$64,326.00	\$85,768.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$85,768.00	\$85,768.00
SFY 2023	102-500731	Contracts for Program Svcs	tdb	\$0.00	\$21,442.00	\$21,442.00
			<b>Subtotal</b>	<b>\$192,978.00</b>	<b>\$171,536.00</b>	<b>\$364,514.00</b>

## The Family Resource Center at Gorham - Coos County - Vendor #162412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$146,927.00	\$0.00	\$146,927.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$146,927.00	\$0.00	\$146,927.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$36,732.00	\$142,370.00	\$179,102.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$179,102.00	\$179,102.00
SFY 2023	102-500731	Contracts for Program Svcs	tdb	\$0.00	\$44,776.00	\$44,776.00
			<b>Subtotal</b>	<b>\$330,586.00</b>	<b>\$366,248.00</b>	<b>\$696,834.00</b>

## The Family Resource Center at Gorham - Grafton County - Vendor #162412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$180,901.00	\$0.00	\$180,901.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$180,901.00	\$0.00	\$180,901.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$45,225.00	\$167,846.00	\$213,071.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$213,071.00	\$213,071.00
SFY 2023	102-500731	Contracts for Program Svcs	tdb	\$0.00	\$53,268.00	\$53,268.00
			<b>Subtotal</b>	<b>\$407,027.00</b>	<b>\$434,185.00</b>	<b>\$841,212.00</b>

## TLC Family Resource Center - Vendor #170625-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$104,000.00	\$0.00	\$104,000.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$104,000.00	\$0.00	\$104,000.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$26,000.00	\$78,000.00	\$104,000.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$104,000.00	\$104,000.00
SFY 2023	102-500731	Contracts for Program Svcs	tdb	\$0.00	\$26,000.00	\$26,000.00
			<b>Subtotal</b>	<b>\$234,000.00</b>	<b>\$208,000.00</b>	<b>\$442,000.00</b>

## VNA at HCS, Inc. - Vendor #177274-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$138,769.00	\$0.00	\$138,769.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$138,769.00	\$0.00	\$138,769.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$34,692.00	\$104,077.00	\$138,769.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$0.00	\$138,769.00	\$138,769.00
SFY 2023	102-500731	Contracts for Program Svcs	tdb	\$0.00	\$34,670.00	\$34,670.00
			<b>Subtotal</b>	<b>\$312,230.00</b>	<b>\$277,516.00</b>	<b>\$589,746.00</b>
			<b>Total of AU 5896</b>	<b>\$4,407,387.00</b>	<b>\$4,145,585.00</b>	<b>\$8,552,972.00</b>

## FINANCIAL DETAIL ATTACHMENT SHEET

Home Visiting-HFA

05-95-92-920510-3382 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: BEHAVIORAL HEALTH DIVISION  
100% OTHER FUNDS (GOVERNOR COMMISSION FUNDS)

Community Action Belknap Merrimack Counties Vendor #177203-B003

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500734	Contracts for Social Svs.	92058501	\$28,115.00	\$0.00	\$28,115.00
SFY 2021	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2022	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2023	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
		Subtotal		\$28,115.00	\$0.00	\$28,115.00

Community Action Partnership of Strafford County Vendor #177200-B004

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500734	Contracts for Social Svs.	92058501	\$68,575.00	\$0.00	\$68,575.00
SFY 2021	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2022	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2023	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
		Subtotal		\$68,575.00	\$0.00	\$68,575.00

Waypoint- Rockingham County Vendor #177166-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500734	Contracts for Social Svs.	92058501	\$88,965.00	\$0.00	\$88,965.00
SFY 2021	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2022	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2023	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
		Subtotal		\$88,965.00	\$0.00	\$88,965.00

The Family Resource Center at Gorham - Coos County Vendor #162412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500734	Contracts for Social Svs.	92058501	\$32,175.00	\$0.00	\$32,175.00
SFY 2021	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2022	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2023	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
		Subtotal		\$32,175.00	\$0.00	\$32,175.00

The Family Resource Center at Gorham - Grafton County Vendor #162412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500734	Contracts for Social Svs.	92058501	\$32,170.00	\$0.00	\$32,170.00
SFY 2021	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2022	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2023	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
		Subtotal		\$32,170.00	\$0.00	\$32,170.00
		TOTAL of AU 3382		\$250,000.00	\$0.00	\$250,000.00

## FINANCIAL DETAIL ATTACHMENT SHEET

Home Visiting-HFA

05-95-042-421010-29580000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN  
SVS, HHS: HUMAN SERVICES DIV, CHILD PROTECTION, CHILD-FAMILY SERVICES  
100% General Funds

Waypoint- Merrimack County

Vendor #177166-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$0.00	\$181,179.00	\$181,179.00
SFY 2022	645-504004	General Funds for Other	42105746	\$0.00	\$181,179.00	\$181,179.00
SFY 2023	645-504004	General Funds for Other	42105746	\$0.00	\$45,295.00	\$45,295.00
		<b>Subtotal</b>		\$0.00	\$407,653.00	\$407,653.00

VNA at HCS, Inc. - Vendor #177274-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$0.00	\$7,814.00	\$7,814.00
SFY 2022	645-504004	General Funds for Other	42105746	\$0.00	\$7,814.00	\$7,814.00
SFY 2023	645-504004	General Funds for Other	42105746	\$0.00	\$1,954.00	\$1,954.00
		<b>Subtotal</b>		\$0.00	\$17,582.00	\$17,582.00

Community Action Partnership of Strafford County

Vendor #177200-B004

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$0.00	\$60,553.00	\$60,553.00
SFY 2022	645-504004	General Funds for Other	42105746	\$0.00	\$60,553.00	\$60,553.00
SFY 2023	645-504004	General Funds for Other	42105746	\$0.00	\$15,138.00	\$15,138.00
		<b>Subtotal</b>		\$0.00	\$136,244.00	\$136,244.00

Community Action Belknap Merrimack Counties

Vendor #177203-B003

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$0.00	\$0.00	\$0.00
SFY 2022	645-504004	General Funds for Other	42105746	\$0.00	\$0.00	\$0.00
SFY 2023	645-504004	General Funds for Other	42105746	\$0.00	\$0.00	\$0.00
		<b>Subtotal</b>		\$0.00	\$0.00	\$0.00

Central New Hampshire VNA &amp; Hospice - Vendor #177244-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$0.00	\$24,391.00	\$24,391.00
SFY 2022	645-504004	General Funds for Other	42105746	\$0.00	\$24,391.00	\$24,391.00
SFY 2023	645-504004	General Funds for Other	42105746	\$0.00	\$6,098.00	\$6,098.00
		<b>Subtotal</b>		\$0.00	\$54,880.00	\$54,880.00

The Family Resource Center at Gorham - Coos County

Vendor #162412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$0.00	\$25,000.00	\$25,000.00
SFY 2022	645-504004	General Funds for Other	42105746	\$0.00	\$25,000.00	\$25,000.00
SFY 2023	645-504004	General Funds for Other	42105746	\$0.00	\$6,250.00	\$6,250.00
		<b>Subtotal</b>		\$0.00	\$56,250.00	\$56,250.00

The Family Resource Center at Gorham - Grafton County

Vendor #162412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$0.00	\$50,000.00	\$50,000.00
SFY 2022	645-504004	General Funds for Other	42105746	\$0.00	\$50,000.00	\$50,000.00
SFY 2023	645-504004	General Funds for Other	42105746	\$0.00	\$12,500.00	\$12,500.00
		<b>Subtotal</b>		\$0.00	\$112,500.00	\$112,500.00

TLC Family Resource Center - Vendor #170625-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$0.00	\$70,000.00	\$70,000.00
SFY 2022	645-504004	General Funds for Other	42105746	\$0.00	\$70,000.00	\$70,000.00
SFY 2023	645-504004	General Funds for Other	42105746	\$0.00	\$17,500.00	\$17,500.00
		<b>Subtotal</b>		\$0.00	\$157,500.00	\$157,500.00
		<b>Total of AU 2958</b>		\$0.00	\$942,609.00	\$942,609.00
		<b>TOTALS:</b>		\$4,857,387.00	\$5,088,194.00	\$9,745,581.00

**New Hampshire Department of Health and Human Services  
Home Visiting Services**



**State of New Hampshire  
Department of Health and Human Services  
Amendment #1 to the Home Visiting Services Contract**

This 1<sup>st</sup> Amendment to the Home Visiting Services contract (hereinafter referred to as "Amendment #1") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and VNA at HCS, Inc., (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 312 Marlboro Street, Keene, NH, 03431.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 20, 2018 (Item #27E), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-1, Revisions to General Provisions, Paragraph 3, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
September 30, 2022.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$607,328.
3. Modify Exhibit A, Scope of Services, Section 1 Provisions Applicable to All Services, Subsection 1.5., to read:
  - 1.5. The Contractor shall provide home visiting services in Cheshire County to a minimum of 24 families per contract year.
4. Modify Exhibit A, Scope of Services, Section 2 Scope of Work, Subsection 2.2, Paragraph 2.2.4., to read:
  - 2.2.4. Ensure the twelve (12) critical elements that make up the essential components of the HFA Model are addressed in agency policies.
5. Modify Exhibit A, Scope of Services, Section 2 Scope of Work, Subsection 2.2, by adding Paragraph 2.2.6., to read:
  - 2.2.6 Participate in Continuous Quality Improvement Projects and collaborative efforts to serve families within designated catchment areas. The Contractor shall:
    - 2.2.6.1. Ensure staff are available to provide relevant data as well as key data and metrics, as requested by the Department.
    - 2.2.6.2. Ensure staff are available to review data, discuss performance, learn from their peers, and identify action-steps that may improve client outcomes.
6. Modify Exhibit A, Scope of Services, Section 3 Staffing Requirements, Subsection 3.5 to read:
  - 3.5. Reserved.
7. Modify Exhibit A, Scope of Services, Section 3 Staffing Requirements, Subsection 3.6, to read:
  - 3.6. Reserved.
8. Modify Exhibit A, Scope of Services, Section 4 Reporting and Deliverable Requirements, by adding

VNA at HCS, Inc.

SS-2019-DPHS-05-HOMEV-04-A01

Amendment #1  
Page 1 of 4

Contractor Initials

Date

*[Signature]*  
8/6/20

**New Hampshire Department of Health and Human Services  
Home Visiting Services**



Subsection 4.8., to read:

- 4.8 The Contractor shall participate in sub-recipient monitoring activities, as coordinated by the Department. The Contractor shall:
  - 4.8.1 Provide fiscal documentation demonstrating that MIECHV funding is utilized solely to support activities under this contract, as requested by the Department.
  - 4.8.2 Ensure expenses are reasonable, allowable and allocable per 45 CFR 75.
  - 4.8.3 Provide documentation of funding utilization and reasonable expenses to the Department upon request.
9. Modify Exhibit A, Scope of Services, Section 5 Work Plan, Subsection 5.2. to read:
  - 5.2. The Contractor shall submit a Work Plan, utilizing a template as provided by the Department, that includes, but is not limited to:
    - 5.2.1. Activities.
    - 5.2.2. Performance Measures (Outcomes).
    - 5.2.3. Action Plan for Improvement.
10. Modify Exhibit A-2 Work Plan Template by deleting it in its entirety and replacing it with Exhibit A-2 Performance Measures, which is attached hereto and incorporated by reference herein.
11. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 1, to read:
  1. This Contract is funded with federal funds. Department access to supporting funding for this project is dependent upon the criteria set forth in the Catalog of Federal Domestic Assistance (CFDA) # 93.870 (<https://www.cfda.gov>), U.S. Department of Health and Human Services, Health Resources and Services Administration (HRSA) and General Funds from Parental Assistance Funds.
12. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 3, to read:
  3. Payment for expenses shall be on a cost reimbursement basis for allowable costs only in accordance with Exhibit B-1, Budget through Exhibit B-8 – Amendment #1.
13. Modify Exhibit B-3, Budget by deleting it in its entirety and replacing it with Exhibit B-3 – Amendment #1, which is attached hereto and incorporated by reference herein.
14. Add Exhibit B-4 – Amendment #1.
15. Add Exhibit B-5 – Amendment #1.
16. Add Exhibit B-6 – Amendment #1.
17. Add Exhibit B-7 – Amendment #1.
18. Add Exhibit B-8 – Amendment #1.

*[Signature]*  
8/6/20



**New Hampshire Department of Health and Human Services  
Home Visiting Services**



All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #1 remain in full force and effect. This amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire  
Department of Health and Human Services

8/11/2020  
Date

Lori Shubnette  
Name:  
Title:

VNA at HCS, Inc.

8/6/20  
Date

Maura McVeery  
Name: Maura McVeery  
Title: President & CEO



**New Hampshire Department of Health and Human Services  
Home Visiting Services**



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

08/17/20  
Date

Catherine Pinos  
Name:  
Title: Catherine Pinos, Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:

New Hampshire Department of Health and Human Services  
Home Visiting Services

Exhibit A-2 Performance Measures



1. Performance Measures

- 1.1. For all measures, consider services provided during State Fiscal year 2021 (July 1, 2020– June 30, 2021) in accordance with Exhibit A, Scope of Services of this Contract.

Performance Measure #1 (EPDS)  
HFA Best Practice Standard 7-4.D

**Measure:** 80% of women enrolled in the program received at least one Edinburgh Postnatal Depression Scale screening by 3 months postpartum.

**Goal:** All post-partum women enrolled in HFA will receive this formal, validated screening for depression at the optimal time.

**Definition:** **Numerator-** Of those in the denominator, the number of women that received an Edinburgh Postnatal Depression Scale (EPDS) screening by 3 months postpartum.

**Denominator-** The total number of women in the program who reached 3 months postpartum during the reporting period and were enrolled prior to 3 months after the birth of their baby.

**Data Source:** ETO: Reports → View Reports (New) → Quarterly Reports → HFA EPDS 3 months rev [7/10/2019] Index child only

Performance Measure #2 (Retention)  
HFA Best Practice Standard 3-4.A

**Measure:** Increase the percent of families who remain enrolled in HFA for at least 6 months from FFY 2019 average (10/1/2018-9/30/2019) baseline.

**Goal:** Families stay connected and maintain involvement with HFA services.

**Definition:** **Numerator-** Of those in the denominator, the number of families that remained in HFA services at least 6 months.

**Denominator-** The number of families who received a first home visit during the period 10/1/2019-9/30/2020:

Quarter 1 10/1/2019- 12/31/2019

Quarter 2 1/1/2020– 3/31/2020

Quarter 3 4/1/2020 – 6/30/2020

Quarter 4 7/1/2020 – 9/30/2020.

**Data Source:** ETO: Reports → View Reports (New) → Quarterly Reports → HFA Retention Summary (Current) (Baseline is determined by performance in the prior fiscal year.)

*[Signature]*

5/6/20

New Hampshire Department of Health and Human Services  
Home Visiting Services



Exhibit A-2 Performance Measures

Performance Measure #3

HFA Best Practice Standard 6-6.B

**Measure:** 90% of target children with a positive screen for developmental delays (scoring below the "cutoff" on the ASQ-3) receive services in a timely manner. Children already receiving developmental services should not be screened.

**Goal:** All children served who are determined to be at risk for developmental delays, and are not already receiving developmental services, will receive a referral for further evaluation or services. (If a family declines a referral this should be documented in the family's file and the Family Support Specialist shall continue efforts to advocate for accessing developmental services.)

**Definition:** **Numerator:** Number of children enrolled in home visiting who a) received individualized developmental support from a home visitor; b) were referred to early intervention services and received an evaluation within 45 days; OR c) were referred to other community services who received services within 30 days (and met the conditions specified in the denominator.)

**Denominator:** Total number of children enrolled in HFA with positive screens (scoring below the cutoff) for developmental delays, measured using the ASQ-3.

**Data Source:** ETO: Reports → View Reports (New) → Quarterly Reports → HFA Child Development Screenings (Current)

Performance Measure #4

HFA Standard 12-1.B

**Measure:** All direct service staff receive a minimum of 75% of required weekly individual supervision according to the HFA Standards.

**Goal:** Service providers receive ongoing, effective supervision so they are able to develop realistic and effective plans to empower families.

**Definition:** **Numerator-** Of those in the denominator, the number of direct service staff who received 75% of required weekly individual supervision for a minimum of 1.5 hours for full-time (.75 to 1.0 FTE) and 1 hour for part-time staff (from .25 - .75 FTE).

**Denominator-** The number of direct service staff/home visitors employed in the HFA Program during quarter.

**Data Source:** ETO: Reports → View Reports (New) → Quarterly Reports → Staff Supervision Rev [6-22-2018]

Bill Title: SB 1000 - Amendment #1

New Hampshire Department of Health and Human Services											
Contractor name: NHA of HCS, Inc.											
Budget Request for: Healthy Starts											
Budget Period: 8/1/2020 - 6/30/2021 - Federal Funds											
Line Item	Direct	Indirect	Indirect %	Indirect \$	Indirect %	Indirect \$	Indirect %	Indirect \$	Indirect %	Indirect \$	Total
1. Total Salary/Wages	\$ 89,334.00	\$ -	-	\$ -	-	\$ 89,334.00	-	\$ -	-	\$ 89,334.00	\$ 89,334.00
2. Employee Benefits	\$ 18,924.00	\$ -	-	\$ -	-	\$ 18,924.00	-	\$ -	-	\$ 18,924.00	\$ 18,924.00
3. Consultants	\$ -	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -
4. Equipment	\$ -	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -
Rental	\$ -	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -
Purchased Depreciation	\$ 1,120.00	\$ -	-	\$ -	-	\$ 1,120.00	-	\$ -	-	\$ 1,120.00	\$ 1,120.00
5. Supplies:	\$ -	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -
Educational	\$ 940.00	\$ -	-	\$ -	-	\$ 940.00	-	\$ -	-	\$ 940.00	\$ 940.00
Lab	\$ -	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -
Pharmacy	\$ -	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -
Medical	\$ -	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -
Office	\$ 150.00	\$ -	-	\$ -	-	\$ 150.00	-	\$ -	-	\$ 150.00	\$ 150.00
6. Travel	\$ 4,420.00	\$ -	-	\$ -	-	\$ 4,420.00	-	\$ -	-	\$ 4,420.00	\$ 4,420.00
7. Occupancy	\$ 5,196.00	\$ -	-	\$ -	-	\$ 5,196.00	-	\$ -	-	\$ 5,196.00	\$ 5,196.00
8. Current Expenses	\$ -	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -
Telephone	\$ 3,210.00	\$ -	-	\$ -	-	\$ 3,210.00	-	\$ -	-	\$ 3,210.00	\$ 3,210.00
Postage	\$ -	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -
Subscriptions	\$ -	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -
Audit and Legal	\$ -	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -
Insurance	\$ -	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -
Board Expenses	\$ -	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -
9. Software	\$ -	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -
10. Marketing/Communications	\$ 500.00	\$ -	-	\$ -	-	\$ 500.00	-	\$ -	-	\$ 500.00	\$ 500.00
11. Staff Education and Training	\$ 585.00	\$ -	-	\$ -	-	\$ 585.00	-	\$ -	-	\$ 585.00	\$ 585.00
12. Subcontractor Agreements	\$ -	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -
13. Other (NHA Dues)	\$ 1,750.00	\$ -	-	\$ -	-	\$ 1,750.00	-	\$ -	-	\$ 1,750.00	\$ 1,750.00
Indirect	\$ -	\$ 12,550.00	-	\$ 12,550.00	-	\$ -	-	\$ 12,550.00	-	\$ 12,550.00	\$ 12,550.00
	\$ -	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -
	\$ -	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -
<b>TOTAL</b>	\$ 126,128.00	\$ 12,550.00	-	\$ 12,550.00	-	\$ 138,678.00	-	\$ -	-	\$ 138,678.00	\$ 138,678.00
Indirect As A Percent Of Direct 10.0%											

V76A, LLC, Inc.  
95-2019-DP113-Q5-HOLREV-Q5-401  
E-Filed At: 2:46pm on 05/11/2020  
Page 1 of 1

Entrepreneur India

Date 8/6/20

Exhibit B-5 - Amendment #1

New Hampshire Department of Health and Human Services									
Contractor Name: Health Healthcare Hospitals and Community Services									
Budget Request for: Health Starts									
Budget Period: 8/1/2021 - 8/31/2022									
Line Item	Direct	Indirect	Total	Contractor Share / Match	Funded by DHH's contract share	Direct	Indirect	Total	Funded by DHH's contract share
1. Total Salary/Wages	\$ 6,775.00	\$ -	\$ 6,775.00		\$ 6,775.00	\$ 6,775.00	\$ -	\$ 6,775.00	\$ 6,775.00
2. Employee Benefits	\$ 1,039.00	\$ -	\$ 1,039.00		\$ 1,039.00	\$ 1,039.00	\$ -	\$ 1,039.00	\$ 1,039.00
3. Consultants	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (DPA Dues)	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 7,814.00	\$ -	\$ 7,814.00		\$ 7,814.00	\$ 7,814.00	\$ -	\$ 7,814.00	\$ 7,814.00

Indirect As A Percent of Direct



## Exhibit B-4 - Amendment #1

Contractor Name: YHA at HCS									
New Hampshire Department of Health and Human Services									
Budget Request for: Healthy Starts									
Budget Period: 8/1/2021 - 6/30/2022 - Federal Funds									
Line Item	Direct	Indirect	Total	Contractor Share / Match	Indirect	Total	Funded by DHHS contract share	Indirect	Total
1. Total Salary/Wages	\$ 89,334.00	\$ -	\$ 89,334.00	\$ -	\$ -	\$ 89,334.00	\$ 89,334.00	\$ -	\$ 89,334.00
2. Employee Benefits	\$ 18,924.00	\$ -	\$ 18,924.00	\$ -	\$ -	\$ 18,924.00	\$ 18,924.00	\$ -	\$ 18,924.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ 1,120.00	\$ -	\$ 1,120.00	\$ -	\$ -	\$ 1,120.00	\$ 1,120.00	\$ -	\$ 1,120.00
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 940.00	\$ -	\$ 940.00	\$ -	\$ -	\$ 940.00	\$ 940.00	\$ -	\$ 940.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 150.00	\$ -	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ 150.00	\$ -	\$ 150.00
6. Travel	\$ 4,420.00	\$ -	\$ 4,420.00	\$ -	\$ -	\$ 4,420.00	\$ 4,420.00	\$ -	\$ 4,420.00
7. Occupancy	\$ 5,196.00	\$ -	\$ 5,196.00	\$ -	\$ -	\$ 5,196.00	\$ 5,196.00	\$ -	\$ 5,196.00
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 3,210.00	\$ -	\$ 3,210.00	\$ -	\$ -	\$ 3,210.00	\$ 3,210.00	\$ -	\$ 3,210.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ 500.00
11. Staff Education and Training	\$ 585.00	\$ -	\$ 585.00	\$ -	\$ -	\$ 585.00	\$ 585.00	\$ -	\$ 585.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (RFA Dues)	\$ 1,750.00	\$ -	\$ 1,750.00	\$ -	\$ -	\$ 1,750.00	\$ 1,750.00	\$ -	\$ 1,750.00
Indirect	\$ -	\$ 12,550.00	\$ 12,550.00	\$ -	\$ -	\$ 12,550.00	\$ -	\$ 12,550.00	\$ 12,550.00
TOTAL	\$ 128,129.00	\$ 12,550.00	\$ 140,679.00	\$ -	\$ -	\$ 140,679.00	\$ 128,129.00	\$ 12,550.00	\$ 140,679.00

Indirect As A Percent of Direct

10.5%

YNA JHCS, Inc  
GS 2019-DPHS-06-HOMEV-06-AJ1  
E:\non-B-7 - Assignment 81  
Page 1 of 1

Contractor's Inks: *[Signature]*  
Date: 8/6/20

Exhibit B-4 - Amendment 87

Contractor name: YNA at HCB, Inc.		New Hampshire Department of Health and Human Services									
Budget Request for: Healthy Starts											
Budget Period: 8/18/2022 - 06/30/2023 Federal Funds											
Line Item	Unit	Direct	Indirect	Total	Contractor Share / Match	Funded by DHHS contract share	Total				
1. Total Salary/Wages		22,343.75	-	22,343.75	-	22,343.75	22,343.75				
2. Employee Benefits		4,708.75	-	4,708.75	-	4,708.75	4,708.75				
3. Consultants		-	-	-	-	-	-				
4. Equipment:		-	-	-	-	-	-				
Rental		-	-	-	-	-	-				
Repair and Maintenance		-	-	-	-	-	-				
Purchase/Depreciation		280.00	-	280.00	-	280.00	280.00				
5. Supplies:		-	-	-	-	-	-				
Educational		235.00	-	235.00	-	235.00	235.00				
Lab		-	-	-	-	-	-				
Pharmacy		-	-	-	-	-	-				
Medical Office		37.50	-	37.50	-	37.50	37.50				
6. Travel		1,105.00	-	1,105.00	-	1,105.00	1,105.00				
7. Occupancy		1,299.00	-	1,299.00	-	1,299.00	1,299.00				
8. Current Expenses		-	-	-	-	-	-				
Telephone		802.50	-	802.50	-	802.50	802.50				
Postage		-	-	-	-	-	-				
Subscriptions		-	-	-	-	-	-				
Audit and Legal		-	-	-	-	-	-				
Insurance		-	-	-	-	-	-				
Board Expenses		-	-	-	-	-	-				
9. Software		-	-	-	-	-	-				
10. Marketing/Communications		125.00	-	125.00	-	125.00	125.00				
11. Staff Education and Training		148.25	-	148.25	-	148.25	148.00				
12. Subcontract/Agreements		-	-	-	-	-	-				
13. Other (HFA Dues)		437.50	-	437.50	-	437.50	437.50				
Indirect		-	3,150.00	3,150.00	-	-	3,150.00				
TOTAL		\$ 31,828.25	\$ 3,150.00	\$ 34,878.25	\$ -	\$ 31,828.25	\$ 3,150.00				
Indirect As A Percent of Direct											
10.0%											

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Jeffrey A. Meyers  
Commissioner

Lisa M. Morris  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF PUBLIC HEALTH SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301  
603-271-4501 1-800-852-3345 Ext. 4501  
Fax: 603-271-4827 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

August 27, 2019

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Public Health Services, to amend existing **sole source** agreements with four (4) of the seven (7) vendors listed (in bold) below, to provide home visiting services to expectant women and newly parenting individuals by increasing the total price limitation by \$250,000 from \$4,407,387 to \$4,657,387 with no change to the contract completion dates of September 30, 2020, effective upon Governor and Executive Council approval. 100% Other Funds.

The agreements were originally approved by the Governor and Executive Council on June 20, 2018 (Item #27E).

Vendor Name	Vendor Number	Location	Current Budget Amount	Increase/ (Decrease) Amount	Modified Budget Amount
<b>Community Action of Belknap-Merrimack Counties Inc.</b>	<b>177203-B003</b>	<b>2 Industrial Park Drive Concord, NH 03302-1016</b>	<b>\$285,941</b>	<b>\$28,115</b>	<b>\$314,056</b>
<b>Community Action Partnership of Strafford County</b>	<b>177200-B004</b>	<b>642 Central Avenue Dover, NH 03820</b>	<b>\$424,152</b>	<b>\$68,575</b>	<b>\$492,727</b>
<b>Waypoint</b>	<b>177166-B002</b>	<b>City of Manchester, Hillsborough, Merrimack and Rockingham Counties</b>	<b>\$2,220,473</b>	<b>\$88,965</b>	<b>\$2,309,438</b>
<b>The Family Resource Center at Gorham</b>	<b>162412-B001</b>	<b>Grafton and Coos County</b>	<b>\$737,613</b>	<b>\$64,345</b>	<b>\$801,958</b>
TLC Family Resource Center	170625-B001	109 Pleasant Street Claremont, NH 03743	\$234,000	\$0	\$234,000
Central New Hampshire VNA & Hospice	177244-B002	780 North Main Street, Laconia, NH 03246	\$192,978	\$0	\$192,978
VNA at HCS, Inc.	177274-B002	312 Marlboro Street Keene, NH 03431	\$312,230	\$0	\$312,230
<b>Totals</b>			<b>\$4,407,387</b>	<b>\$250,000</b>	<b>\$4,657,387</b>

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 2 of 3

Funds to support this request are anticipated to be available in the following accounts for State Fiscal Years 2020 and 2021 upon the availability and continued appropriation of funds in the future operating budget, with authority to adjust amounts within the price limitation and adjust encumbrances between state fiscal years through the Budget Office, if needed and justified.

**05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY  
SERVICES, ACA HOME VISITING**

Fiscal Year	Class	Title	Activity Code	Current (Modified) Budget	Increased/ (Decreased) Amount	Revised Modified Budget
2019	102-500731	Contracts for Program Svcs	90083200	\$1,958,839	\$0	\$1,958,839
2020	102-500731	Contracts for Program Svcs	90083201	\$1,958,839	\$0	\$1,958,839
2021	102-500731	Contracts for Program Svcs	90083201	\$489,709	\$0	\$489,709
			Subtotals:	\$4,407,387	\$0	\$4,407,387

**05-95-92-920510-3382 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: BEHAVIORAL HEALTH DIVISION, BUREAU OF DRUG & ALCHOL SVCS, GOVERNOR  
COMMISSION FUNDS**

Fiscal Year	Class	Title	Activity Code	Current (Modified) Budget	Increased/ (Decreased) Amount	Revised Modified Budget
2019	102-500734	Contracts for Social Svcs	92058502	\$0	\$0	\$0
2020	102-500734	Contracts for Social Svcs	92058502	\$0	\$250,000	\$250,000
2021	102-500734	Contracts for Social Svcs	92058502	\$0	\$0	\$0
			Subtotals:	\$0	\$250,000	\$250,000
			Totals:	\$4,407,387	\$250,000	\$4,657,387

**EXPLANATION**

This request is sole source because these Contractors are the only vendors certified to provide the evidence based home visiting model "Healthy Families America" as approved by the Division of Public Health Services and federal funders. Additionally, these vendors have been providing home visiting services in their respective counties and have developed collaborative referral networks, which can provide new mothers and their families with additional assistance programs in their community. Home Visiting utilizes an approved Maternal Infant Early Childhood Home Visiting model and along with permanent partners within each community, provides an array of services to assist in family support and strengthening services to New Hampshire citizens, statewide.

The purpose of this request is to increase capacity for community outreach in identified areas of need. The additional funding for the four (4) Contractors supports the requirement set forth by the Healthy Families America model to have staff trained in Parent Survey and Community Outreach (PSCO). Contractor staff will provide increased, dedicated allocation of time on community outreach.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 3 of 3

The additional funding will allow the Department to provide services to a total of 255 households in need through September 30, 2020. The Contractors have demonstrated their ability to provide these services.

The services provided in these agreements improve maternal and child health, prevent child abuse and neglect, encourage positive parenting and promote child growth and development. Home visitation programs are an effective early-intervention strategy to improve the health and well-being of children, particularly if they are embedded in comprehensive community services to families at risk, referrals and linkages to necessary services is an integral part of the Healthy Families America model.

The Contractors provide home visiting services to pregnant women and newly parenting families with children up to the age of three (3). Nurses and family support workers visit families in their homes to provide educational information, depression and developmental screening, and connect families, as needed, with community services such as prenatal care, employment programs and the New Hampshire Tobacco Helpline.

These original agreements contain language in Exhibit C-1, Revisions to General Provisions that allow the Department to renew the contracts for up to two (2) additional years, subject to the continued availability of funds, satisfactory performance of services and approval from the Governor and Executive Council. The Department is not exercising renewal options at this time.

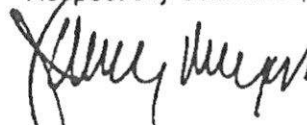
Should the Governor and Executive Council not approve this request, many of the most at risk New Hampshire families may not receive access to resources and family support and strengthening services necessary to raise children who are physically, socially and emotionally healthy, which can reduce juvenile delinquency, family violence and crime.

Area Served: Statewide

Source of Funds: 100% Other Funds from the Governor's Commission on Alcohol and Other Drugs Fund.

In the event that other funds become no longer available, general funds will not be requested to support these agreements.

Respectfully Submitted,



Jeffrey A. Meyers  
Commissioner





Jeffrey A. Meyers  
Commissioner

Lisa M. Morris  
Director

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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF PUBLIC HEALTH SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301  
603-271-4501 1-800-852-3345 Ext. 4501  
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www.dhhs.nh.gov

May 2, 2018

His Excellency Governor Christopher T. Sununu  
and the Honorable Executive Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Public Health Services, to enter into **sole source** agreements with the vendors listed below, in an amount not to exceed \$4,407,387, to provide the provision of home visiting services to expectant women and newly parenting individuals, July 1, 2018 upon Governor and Executive Council approval through September 30, 2020. 100% Federal Funds.

Vendor	Vendor Code	Address	Amount
Community Action of Belknap-Merrimack Counties Inc.	177203-B003	2 Industrial Park Drive Concord, NH 03302-1016	\$285,941
Community Action Partnership of Strafford County	177200-B004	642 Central Avenue Dover, NH 03820	\$424,152
Child and Family Services of New Hampshire	177166-B002	City of Manchester, Hillsborough, Merrimack and Rockingham Counties	\$2,220,473
The Family Resource Center at Gorham	162412-B001	Grafton and Coos County	\$737,613
TLC Family Resource Center	170625-B001	109 Pleasant Street Claremont, NH 03743	\$234,000
Central New Hampshire VNA & Hospice	177244-B002	780 North Main Street, Laconia, NH 03246	\$192,978
VNA at HCS, Inc.	177274-B002	312 Marlboro Street Keene, NH 03431	\$312,230
Total:			\$4,407,387

Her Excellency, Governor Christopher T. Sununu  
and the Honorable Executive Council  
Page 2 of 3

Funds are available in the following account in State Fiscal Years 2019 and are anticipated to be available in State Fiscal Years 2020 and 2021, upon availability and continued appropriation of funds in the future operating budget, with the ability to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified, without approval from Governor and Executive Council.

**05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,  
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY  
SERVICES, ACA HOME VISITING**

Fiscal Year	Class	Title	Activity Code	Amount
2019	102-500731	Contracts for Program Svcs	90083200	\$1,958,839
2020	102-500731	Contracts for Program Svcs	90083201	\$1,958,839
2021	102-500731	Contracts for Program Svcs	90083201	\$489,709
<b>Total:</b>				<b>\$4,407,387</b>

**EXPLANATION**

This request is **sole source** because these vendors are the only vendors certified to provide the evidence based home visiting model "Healthy Families America" as approved by the Division of Public Health Services and federal funders. Additionally, these vendors have been providing home visiting services in their respective counties and have developed collaborative referral networks, which can provide new mothers and their families with additional assistance programs available in their community. Home Visiting utilizes an approved Maternal Infant Early Childhood Home Visiting model along with permanent partners within each community providing an array of services to assist in family support and strengthening services to more New Hampshire citizens, statewide. Funds will allow the vendors to provide services to 255 households in need through September 30, 2020. The vendors have demonstrated their ability to provide these services.

The purpose of these agreements is to improve maternal and child health, prevent child abuse and neglect, encourage positive parenting and promote child growth and development. Home visitation programs can be an effective early-intervention strategy to improve the health and well-being of children, particularly if they are embedded in comprehensive community services to families at risk.

These agreements contain language in Exhibit C-1, Revisions to General Provisions that allow the Department to renew the contracts for up to two (2) additional years, subject to the continued availability of funds, satisfactory performance of services and approval from the Governor and Executive Council.

The vendors will provide home visiting services to pregnant women and newly parenting families with children up to the age of three (3). Nurses and family support workers will visit families in their homes to provide educational information, depression and developmental screening, and connect families, as needed, with community services such as prenatal care, employment programs and the New Hampshire Tobacco Helpline.

Should the Governor and Executive Council not approve this request, many of the most at risk New Hampshire families may not receive access to resources and family support and strengthening services necessary to raise children who are physically, socially and emotionally healthy, which can reduce juvenile delinquency, family violence and crime.

Area Served: Statewide

Her Excellency, Governor Christopher T. Sununu  
and the Honorable Executive Council  
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Source of Funds: 100% Federal Funds, CFDA # 93.870, US Department of Health and Human Services, Health Resources and Services Administration, FAIN #'s are: X10MC29490 (4/1/16 – 9/30/18) X10MC31156) (9/30/17 – 9/29/19).

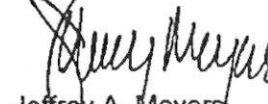
In the event that federal funds become no longer available, general funds will not be requested to support these agreements.

Respectfully Submitted,



Lisa Morris  
Director

Approved by:



Jeffrey A. Meyers  
Commissioner

*The Department of Health and Human Services' Mission is to join communities and families  
in providing opportunities for citizens to achieve health and independence.*