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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF HUMAN SERVICES
BUREAU OF HOMELESS AND HOUSING SERVICES

Nicholas A. Toumpas
Commissioner

Mary Ann Cooney
Associate Commissioner

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9196 1-800-852-3345 Ext. 9196
Fax: 603-271-5139 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

August 14, 2013

*Sole Source
Retroactive*

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

Requested Action

Authorize the Department of Health and Human Services, Office of Human Services, Division of Community Based Services to **retroactively** amend an existing **sole source** agreement with Harbor Homes, Inc., 45 High Street Nashua, NH 03060 (Vendor Code 155358-B001) to provide services for homeless individuals and families by increasing the contract amount by \$147,344 from \$173,787 to \$321,131, and extending the completion date from July 31, 2013 to July 31, 2014, effective the date of Governor and Council approval. *100% Federal Funds*

Governor and Executive Council approved the original agreement on July 11, 2012 (Item #43A) and a subsequent amendment on December 5, 2012 (Item #35).

Funds to support this request are available in the following account for State Fiscal Years 2014 and 2015 upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust amounts within the price limitation and amend the related terms of the contract without further approval from Governor and Executive Council:

05-95-95-958310-7176 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:COMMISSIONER, DCBCS, BHHS, HOUSING- SHELTER PROGRAMS

SFY	Class/Account	Class Title	Activity Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2013	102-500731	Contract for Program Services	9580717 6	\$159,373	\$0	\$159,373
2014	102-500731	Contract for Program Services	4230613 0/423060 10	\$14,414	\$135,482	\$149,896
2015	102-500731	Contract for Program Services	4230613 0	\$0	\$11,862	\$11,862
			TOTAL	\$173,787	\$147,344	\$321,131

Explanation

The purpose of this **sole source retroactive** request is to fund the New Hampshire Statewide Homeless Management Information System serving homeless individuals and families through July 31, 2014. This agreement provides funds from the Department of Housing and Urban Development McKinney-Vento Act's Homeless Assistance Continuum of Care Competition. The Department of Housing and Urban Development requires a Continuum process for communities seeking these funds and provides a Homeless Management Information System grant to each Continuum. A Continuum is a coordinated planning approach to setting priorities for the housing and service needs of homeless people within a specific area. New Hampshire has three Continua (Manchester, Nashua, and Balance of State). Each Continuum includes broad participation of community stakeholders. This is a sole source contract because the Department of Housing and Urban Development requires these funds be utilized through a single Lead or Sponsor agency, as a result, the additional funds could not be allocated through a bid process. This contract is retroactive because of the vendors delay in returning the executed contract.

The additional funding of \$147,344 is through the Department of Housing and Urban Development McKinney-Vento Act's Homeless Assistance Continuum of Care funding for the New Hampshire Statewide Homeless Management Information System and the Emergency Solutions Grant program. The Emergency Solutions Grant funds will improve the operational capacity of the NH Homeless Information System and meet the data entry and reporting needs of all NH programs engaged in Homelessness Prevention and Rapid Re-Housing actions as defined in Department of Housing and Urban Development Emergency Solutions Grant policies issued December 5, 2011.

The Homeless Management Information System program is a Federal mandate set forth in the Conference Report (H.R. Report 106-988) on the Federal Fiscal Year 2001 Department of Housing and Urban Development Appropriations Act and is described in the July 30, 2004 Federal Register (Homeless Management Information Systems; Data and Technical Standards Final Notice; Notice). This action is funded through McKinney-Vento Homeless Assistance grants provided to the NH Department of Health and Human Services, Bureau of Homeless and Housing by the Department of Housing and Urban Development. The grants fund the acquisition, implementation, training, and operation of a web-based Homeless Management Information System by Harbor Homes, Inc., a nonprofit organization. Harbor Homes, Inc. shall utilize the McKinney-Vento Homeless Management Information System Grant pursuant to this Agreement to enable homeless shelters and service providers throughout the State to collect uniform information about clients satisfying the Congressional requirement for nationwide unduplicated client-level homelessness data reporting. The grant budget includes equipment, software licenses, program management, training and technical-support labor resources.

This system is regulated through policies and procedures that all participating shelters and programs are required to follow. The policies and procedures define responsibilities by all system users in actions that include system security, local system administration, and client confidentiality.

This is the only Homeless Management Information System project funded by the Department of Housing and Urban Development in New Hampshire and is consistent with the centralized statewide Homeless Management Information System architecture developed and adopted by the New Hampshire Continuums in 2002 with the Department of Housing and Urban Development's technical assistance.

Alternatives and Benefits

Alternatives to contracting these services include utilizing funds from local community organizations such as emergency homeless shelters to support this system. This would result in a decentralized data system that could only be supported in regions that can accrue the necessary local funds for software and services. Many, if not all, of New Hampshire's homeless shelters and permanent and transitional supportive housing and outreach programs that currently receive federal funding through the Department of Housing and Urban Development will not be able to utilize the federally mandated Homeless Management Information System and, therefore, will no longer be eligible to receive that federal funding. This will eliminate the capacity for many community programs supporting homeless individuals and families to operate. Based on State Fiscal Year 2012 data on persons served, approximately 728 individuals would not receive transitional housing services; 875 individuals would not receive permanent housing services; 3,574 homeless individuals would not receive outreach services; 4,825 individuals, including 847 children would have severely limited access to emergency shelter; and countless full time jobs would be eliminated.

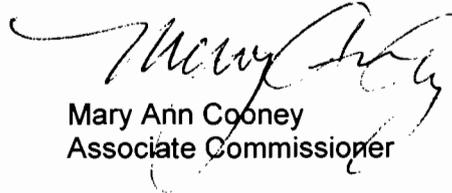
In addition, an option to build this system in-house using DoIT staff was considered. However, it was determined that DoIT would not have the resources available for this project.

Benefits to the Department include improved capacity to measure the aspects of homelessness in New Hampshire, and improving the ability for local programs that assist people who are homeless maintain eligibility for continued federal funding. Collateral project goals are to use Homeless Management Information System software to improve homeless shelter resource sharing, automated eligibility determinations, and linkages to mainstream assistance programs for New Hampshire homeless clients. Improve coordination of essential services and supports that address and alleviate homelessness.

Source of Funds: 100% Federal

Area Served: Statewide.

Respectfully submitted,



Mary Ann Cooney
Associate Commissioner

Approved by:



Nicholas A. Toumpas
Commissioner

WLB



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF HUMAN SERVICES
BUREAU OF HOMELESS AND HOUSING SERVICES

Nicholas A. Toumpas
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603-271-9196 1-800-852-3345 Ext. 9196
Fax: 603-271-6139 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

August 5, 2013

Peter Hastings
Commissioner
Department of Information Technology
27 Hazen Drive
Concord, NH 03301

Requested Action and Explanation

The Department of Health and Human Services (DHHS), Office of Human Services, Bureau of Homeless and Housing Services (BHHS), respectfully requests approval to amend an agreement with Harbor Homes, Inc., 45 High Street Nashua, NH 03060 (Vendor Code 155358-B001) to provide services for homeless individuals and families by increasing the contract amount by \$147,344 from \$173,787 to \$321,131. The expiration date of the contract is extended from July 31, 2013 to July 31, 2014.

Explanation

The purpose of this action is to fund the New Hampshire Statewide Homeless Management Information System serving homeless individuals and families through July 31, 2014. This agreement provides funds from the Department of Housing and Urban Development McKinney-Vento Act's Homeless Assistance Continuum of Care competition. The Department of Housing and Urban Development requires a Continuum process for communities seeking these funds and provides a Homeless Management Information System grant to each Continuum. A Continuum is a coordinated planning approach to setting priorities for the housing and service needs of homeless people within a specific area. New Hampshire has three Continua (Manchester, Nashua, and Balance of State). Each Continuum includes broad participation of community stakeholders.

The additional funding of \$147,344 is through the Department of Housing and Urban Development McKinney-Vento Act's Homeless Assistance Continuum of Care funding for the New Hampshire Statewide Homeless Management Information System and the Emergency Solutions Grant program. The Emergency Solutions Grant funds will improve the operational capacity of the NH Homeless Information System and meet the data entry and reporting needs of all NH programs engaged in Homelessness Prevention and and Rapid Re-Housing actions as defined in Department of Housing and Urban Development Emergency Solutions Grant policies issued December 5, 2011.

The Homeless Management Information System program is a Federal mandate set forth in the Conference Report (H.R. Report 106-988) on the Federal Fiscal Year 2001 Department of Housing and Urban Development Appropriations Act and is described in the July 30, 2004 Federal Register (Homeless Management Information Systems; Data and Technical Standards Final Notice; Notice). This action is funded through McKinney-Vento Homeless Assistance grants provided to the BHHS by the Department of Housing and Urban Development. The



STATE OF NEW HAMPSHIRE
DEPARTMENT OF INFORMATION TECHNOLOGY

27 Hazen Dr., Concord, NH 03301
Fax: 603-271-1516 TDD Access: 1-800-735-2964
www.nh.gov/doit

Peter C. Hastings
Commissioner

August 20, 2013

Nicholas Toumpas, Commissioner
State of New Hampshire
Department of Health and Human Services
129 Pleasant Street
Concord, NH 03301-3857

Dear Commissioner Toumpas:

This letter represents formal notification that the Department of Information Technology (DoIT) has approved your agency's request to enter into a contract amendment with Harbor Homes Corporation of Nashua, NH as described below and referenced as DoIT No. 2012-161C.

This is a request to enter into a contract amendment to fund the New Hampshire Statewide Homeless Management Information System serving New Hampshire homeless individuals and families. The system collects uniform information about clients satisfying the federal requirement for nationwide unduplicated client-level homelessness data reporting. The grant budget includes equipment, software licenses, program management, training and technical-support labor resources. The amount of the contract amendment is not to exceed \$173,787 and shall extend through July 31, 2014, effective upon Governor and Executive Council approval.

A copy of this letter should accompany the Department of Health and Human Services submission to the Governor and Executive Council for approval.

Sincerely,

Peter C. Hastings
Commissioner

PCH/itm
Contract #2012-160C

cc: Walther Faasen, DHHS
Leslie Mason, DoIT



**State of New Hampshire
Department of Health and Human Services
Amendment #2 to the Homeless Management Information System Contract**

This 2nd Amendment to the Homeless Management Information System contract (hereinafter referred to as "Amendment #2") dated this July 30th day of 2013, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Harbor Homes, Inc. (hereinafter referred to as "the Contractor"), a New Hampshire nonprofit corporation with a place of business at 45 High Street, Nashua, New Hampshire.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on July 11, 2012, and amended by an agreement (first Amendment to the Contract) approved on December 5, 2012, 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, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to the General Provisions, Paragraph 18, the State may at its sole discretion, extend the completion date by one year by written agreement of the parties;

WHEREAS the State desires to maintain the Statewide Homeless Management Information system;

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 as follows:

- 1) Amendment and modification of P-37 "Agreement";
 - a) Change Completion date in Block 1.7 of the P-37 to read July 31, 2014.
 - b) Change Price Limitation in Block 1.8 of the P-37 to read \$ 321,131.00

- 2) Amendment and modification of Exhibit A;

Delete:

2. SERVICES:

Based on the continued receipt/availability of federal funds, the Contractor shall utilize \$144,519.00 for State Fiscal Year 2013 and \$29,268.00 for State Fiscal Year 2014 for a total of \$173,787.00 from the HUD Supported Housing Program (SHP) and the HUD Emergency Solutions Grants (ESG), to allow the Contractor to implement the HMIS final data and technical standards in a statewide HMIS system, with authority to adjust amounts between State Fiscal Years if needed and justified.

Replace with:

2. SERVICES:

Based on the continued receipt/availability of federal funds, the Contractor shall utilize \$159,373.00 for State Fiscal Year 2013, \$149,896.00 for State Fiscal Year 2014 and \$11,862.00 for State Fiscal Year 2015 for a total of \$321,131.00 from the HUD Supported Housing Program (SHP) and the HUD Emergency Solutions Grants (ESG), to allow the Contractor to implement the HMIS final data and technical standards in a statewide HMIS system, with authority to adjust amounts between State Fiscal Years if needed and justified.

- 3) Amendment and modification of Exhibit B;

Delete:

Amount: \$173,787.00

Replace with:

Amount: \$321,131.00

New Hampshire Homeless Management Information System



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,

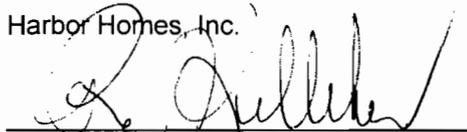
State of New Hampshire
Department of Health and Human Services

08/15/13
Date


Mary Ann Cooney
Associate Commissioner
Office of Human Services

Harbor Homes, Inc.

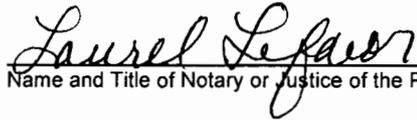
7/31/13
Date


Name: Peter Kelleher
Title: President & CEO

Acknowledgement:

State of New Hampshire, County of Hillsborough on July 31st 2013, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

Signature of Notary Public or Justice of the Peace


Name and Title of Notary or Justice of the Peace

LAUREL A. LEFAVOR, Notary Public
My Commission Expires September 22, 2015

New Hampshire Homeless Management Information System



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

OFFICE OF THE ATTORNEY GENERAL

8/12/12
Date

M.K. Brown
Name: Michael K. Brown
Title: Sr. Asst. HHS Gen. Mgr.

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

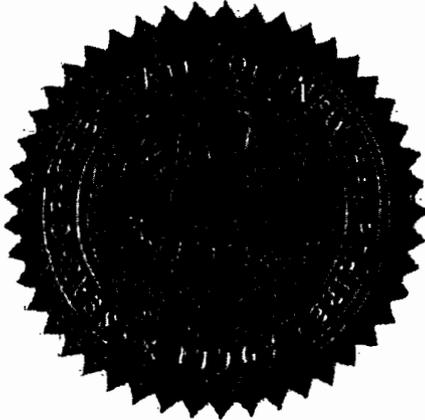
Date

Name:
Title:

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 HARBOR HOMES, INC. is a New Hampshire nonprofit corporation formed February 15, 1980. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 1st day of April A.D. 2013

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

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

I, Laurie Goguen, do hereby certify that:

1. I am the duly elected Board Secretary of Harbor Homes, Inc.
2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of the Corporation duly held on July 31, 2013.

RESOLVED: The this corporation enter into a contract with the State of NH, acting through its Dept. of Health and Human Services, concerning the following matter: HUD Homeless Management Information System.

RESOLVED: That the President and CEO hereby is authorized on behalf of this Corporation to enter into the said contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as (s)he may deem necessary, desirable or appropriate.

3. The foregoing resolutions have not been amended or revoked and remain in full force and effect as of July 31st, 2013.
4. Peter Kelleher is duly elected President and CEO of the Corporation.

(Seal)
(Corporation)


(Signature of Board Secretary)

State of New Hampshire

County of Hillsborough

The foregoing instrument was acknowledged before me this 31st day of July, 2013.

By Laurie Goguen

Laurel Lefavor

Name: **Laurel Lefavor**

Title: Notary Public/Justice of the Peace

LAUREL A. LEFAVOR, Notary Public
My Commission Expires September 22, 2015

Commission Expires: _____

(Seal)

(Notary Public)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/31/2013

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

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

PRODUCER FIAI/Cross Insurance 1100 Elm Street Manchester NH 03101	CONTACT NAME: Tara Dean, CIC PHONE (A/C No. Ext): (603) 669-3218 E-MAIL ADDRESS: tdean@crossagency.com	FAX (A/C. No.): (603) 645-4331
	INSURER(S) AFFORDING COVERAGE	
INSURED Harbor Homes, Inc. 45 High Street Nashua NH 03060	INSURER A: Citizens Ins Co of America	
	INSURER B: Hanover Ins Co.	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL1371889450 **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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			ZBV970714700	7/1/2013	7/1/2014	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 3,000,000
							PRODUCTS - COMP/OP AGG \$ 3,000,000
							\$
B	AUTOMOBILE LIABILITY			AHV970600300	7/1/2013	7/1/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO ALL OWNED AUTOS	<input checked="" type="checkbox"/> SCHEDULED AUTOS					
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							Uninsured motorist combined \$ 1,000,000
B	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR		UHV970913300	7/1/2013	7/1/2014	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 5,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
A	Professional Liability			ZBV970714700	7/1/2013	7/1/2014	1,000,000 Ea Wrongful Act 3,000,000 Aggregate
	excl Harbor Homes clinic						

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

CERTIFICATE HOLDER Department of Health & Human Services 195 Pleasant Street Concord, NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Tara Dean, CIC/TXD <i>Tara C. Dean</i>



MELANCON HEATH & COMPANY, PC

Chartered Public Accountants
MANASSAS, VIRGINIA

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Harbor Homes, Inc.

We have audited the accompanying statement of financial position of Harbor Homes, Inc., a (nonprofit organization) as of June 30, 2012, and the related statements of activities, functional expenses, and cash flows, for the year then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Harbor Homes, Inc., as of June 30, 2012, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we also have issued our report dated January 8, 2013 on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

statements and, in our opinion, is fairly stated in all material respects, in relation to the basic financial statements taken as a whole.

In accordance with *Government Auditing Standards*, we have also issued our report dated September 10, 2012 on our consideration of the Project's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Melanson Heath + Company P.C.
Nashua, New Hampshire
September 10, 2012

HARBOR HOMES, INC.

Statement of Financial Position

June 30, 2012

	<u>HUD I</u> <u>Program</u>	<u>HUD VI</u> <u>Program</u>	<u>Program</u> <u>Operations</u>	<u>Total</u>
<u>ASSETS</u>				
Current Assets:				
Cash and cash equivalents	\$ 10,581	\$ 99	\$ 778,900	\$ 789,580
Accounts receivable, net of allowance for uncollectible accounts	2,274	8,151	735,916	746,341
Promises to give	-	-	25,000	25,000
Due from HUD Programs	-	-	349	349
Due from related organizations	-	-	115,338	115,338
Prepaid expenses	-	-	4,839	4,839
Total Current Assets	<u>12,855</u>	<u>8,250</u>	<u>1,660,342</u>	<u>1,681,447</u>
Property and Equipment, net of accumulated depreciation	78,478	307,862	13,093,058	13,479,398
Non-current Assets:				
Restricted deposits and funded reserves	89,404	60,855	125,868	276,127
Due from HUD Programs	-	-	64,302	64,302
Due from related organizations	-	-	340,861	340,861
Beneficial interest	-	-	116,175	116,175
Total Non-current Assets	<u>89,404</u>	<u>60,855</u>	<u>647,206</u>	<u>797,465</u>
Total Assets	<u>\$ 180,737</u>	<u>\$ 376,967</u>	<u>\$ 15,400,606</u>	<u>\$ 15,958,310</u>
<u>LIABILITIES AND NET ASSETS</u>				
Current Liabilities:				
Accounts payable	\$ 2,179	\$ 455	\$ 287,678	\$ 290,312
Accrued and other liabilities	1,450	6,031	370,714	378,195
Due to program operations	349	-	-	349
Due to related organizations	-	-	98,707	98,707
Line of credit	-	-	809,999	809,999
Current portion of mortgages payable	11,689	3,931	187,232	202,852
Total Current Liabilities	<u>15,667</u>	<u>10,417</u>	<u>1,754,330</u>	<u>1,780,414</u>
Long Term Liabilities:				
Due to program operations	-	64,302	-	64,302
Due to related organizations	-	-	75,000	75,000
Security deposits	2,125	798	37,642	40,565
Mortgages payable, tax credits	-	-	184,497	184,497
Mortgages payable, net of current portion	176,441	238,496	5,156,420	5,571,357
Mortgages payable, deferred	-	-	4,706,134	4,706,134
Total Long Term Liabilities	<u>178,566</u>	<u>303,596</u>	<u>10,159,693</u>	<u>10,641,855</u>
Total Liabilities	194,233	314,013	11,914,023	12,422,269
Unrestricted Net Assets (Deficit):				
HUD programs	(13,496)	62,954	-	49,458
Program operations	-	-	3,462,173	3,462,173
Temporarily Restricted Net Assets				
	-	-	24,410	24,410
Total Net Assets (Deficit)	<u>(13,496)</u>	<u>62,954</u>	<u>3,486,583</u>	<u>3,536,041</u>
Total Liabilities and Net Assets	<u>\$ 180,737</u>	<u>\$ 376,967</u>	<u>\$ 15,400,606</u>	<u>\$ 15,958,310</u>

See accompanying notes to the financial statements.

HARBOR HOMES, INC.

Statement of Activities

For the Year Ended June 30, 2012

	Unrestricted Net Assets			Temporarily Restricted Net Assets	Total
	HUD I Program	HUD VI Program	Program Operations		
Public Support and Revenue:					
Public Support:					
Federal grants	\$ -	\$ -	\$ 2,455,999	\$ -	\$ 2,455,999
State, local, and other grants	-	-	429,466	-	429,466
Donations in-kind	-	-	179,906	-	179,906
Donations	-	-	86,202	9,500	95,702
Net assets released from restriction	-	-	5,291	(5,291)	-
Total Public Support	-	-	3,156,864	4,209	3,161,073
Revenue:					
Department of Housing and Urban Development	85,521	6,737	2,441,785	-	2,534,043
Veterans Administrative grants	-	-	978,269	-	978,269
Medicaid - Federal and State	-	-	825,432	-	825,432
Client fees:					
Rent and service charges, net	26,702	1,600	293,382	-	321,684
Food and common area fees	-	-	67,200	-	67,200
Outside rent	-	-	170,600	-	170,600
Miscellaneous	-	85,883	8,119	-	94,002
Employment projects	-	-	66,621	-	66,621
Sliding fee and free care	-	-	20,531	-	20,531
Medicare revenue	-	-	5,036	-	5,036
Fundraising revenue	-	-	13,124	-	13,124
Gain on disposal of fixed assets	-	-	7,500	-	7,500
Management fees	-	-	2,805	-	2,805
Interest	96	-	265	-	361
Unrealized gain/(loss)	-	-	(966)	-	(966)
Bad debts	-	-	(49,404)	-	(49,404)
Total Revenue	112,319	94,220	4,850,299	-	5,056,838
Total Public Support and Revenue	112,319	94,220	8,007,163	4,209	8,217,911
Expenses:					
Program	86,600	29,935	7,081,082	-	7,197,617
Administration	13,573	1,331	1,047,065	-	1,061,969
Fundraising	-	-	183,057	-	183,057
Total Expenses	100,173	31,266	8,311,204	-	8,442,643
Change in net assets	12,146	62,954	(304,041)	4,209	(224,732)
Net Assets (Deficit), Beginning of Year	(25,642)	-	3,766,214	20,201	3,760,773
Net Assets (Deficit), End of Year	\$ (13,496)	\$ 62,954	\$ 3,462,173	\$ 24,410	\$ 3,536,041

See accompanying notes to the financial statements.

HARBOR HOMES, INC.

Statement of Functional Expenses

For the Year Ended June 30, 2012

	<u>Program</u>	<u>Administration</u>	<u>Fundraising</u>	<u>Total</u>
Expenses:				
Accounting fees	\$ -	\$ 34,433	\$ -	\$ 34,433
Advertising and printing	6,456	187	4,958	11,601
Client services and assistance	29,962	9	-	29,971
Client transportation	19,814	32	683	20,529
Conference and conventions	18,701	19,393	161	38,255
Contract labor	61,709	13,868	-	75,577
Employee benefits	499,946	151,283	20,859	672,088
Enabling services	3,380	-	-	3,380
Equipment rental	1,351	4,127	-	5,478
Food	59,553	-	-	59,553
Garbage and trash removal	11,876	2,641	-	14,517
Grants	262,435	-	-	262,435
Information technology	139,300	10,161	-	149,461
Interest expense - mortgage	305,005	33,110	-	338,115
Interest expense - other	468	31,032	-	31,500
Journals and publications	800	241	-	1,041
Legal fees	11,087	78,509	-	89,596
Medical and clothing	186,773	200	-	186,973
Membership dues	28,077	-	935	29,012
Office supplies	41,000	6,845	2,021	49,866
Operating and maintenance	137,338	11,757	50	149,145
Operational supplies	55,396	3,908	-	59,304
Other expenditures	8,924	15,026	-	23,950
Payroll taxes	221,773	48,654	12,244	282,671
Postage/shipping	2,755	4,428	371	7,554
Professional fees	94,867	979	-	95,846
Property and liability insurance	69,593	7,340	-	76,933
Property taxes	14,108	-	-	14,108
Rent expense	1,700,280	-	-	1,700,280
Salary and wages	2,393,010	450,660	134,462	2,978,132
Snow removal	1,086	-	-	1,086
Staff development	7,351	-	-	7,351
Staff expense	6,024	2,763	184	8,971
Staff transportation	17,219	12,057	1,133	30,409
Telephone/communications	71,962	10,731	3,519	86,212
Utilities	225,268	18,427	1,477	245,172
Vehicle expenses	22,597	735	-	23,332
Total Expenses Before Depreciation	<u>6,737,244</u>	<u>973,536</u>	<u>183,057</u>	<u>7,893,837</u>
Depreciation	<u>460,373</u>	<u>88,433</u>	<u>-</u>	<u>548,806</u>
Total Expenses	<u>\$ 7,197,617</u>	<u>\$ 1,061,969</u>	<u>\$ 183,057</u>	<u>\$ 8,442,643</u>

See accompanying notes to the financial statements.

HARBOR HOMES, INC.

Statement of Cash Flows

For the Year Ended June 30, 2012

Cash Flows From Operating Activities:	
Change in net assets	\$ (224,732)
Adjustments to reconcile change in net assets to net cash from operating activities:	
Depreciation	548,806
Loss on beneficial interest	1,580
(Increase) Decrease In:	
Accounts receivable	131,853
Prepaid expenses	38,271
Increase (Decrease) In:	
Accounts payable	68,632
Accrued and other liabilities	(58,004)
Deferred revenue	(1,819)
Net Cash Provided by Operating Activities	<u>504,587</u>
Cash Flows From Investing Activities:	
Restricted deposits and funded reserves	3,123
Security deposits	1,346
Purchase of fixed assets	(102,539)
Net Cash Used by Investing Activities	<u>(98,070)</u>
Cash Flows From Financing Activities:	
Proceeds from line of credit	100,000
Proceeds from long term borrowings	184,868
Payments on long term borrowings	(275,356)
Net change in due to/from related organizations	(181,828)
Net Cash Used by Financing Activities	<u>(172,316)</u>
Net Increase	234,201
Cash and Cash Equivalents, Beginning of Year	<u>555,379</u>
Cash and Cash Equivalents, End of Year	<u>\$ 789,580</u>
Supplemental disclosures of cash flow information:	
Interest paid	<u>\$ 411,978</u>
Non-cash financing activities	<u>\$ 1,167,932</u>

See accompanying notes to the financial statements.

Mission Statements

Harbor Homes, Inc.:

The mission of Harbor Homes, Inc. is to create and provide quality residential and supportive services for persons (and their families) challenged by mental illness and homelessness.

Welcoming Light Inc.:

To provide residential and support services to elderly and disabled individuals in a manner that is compassionate, flexible, and emphasizes independence

Milford Regional Counseling Services, Inc.:

To provide affordable counseling services to individuals and families

Greater Nashua Council on Alcoholism, Inc.

"To empower the chemically dependent person to take responsibility toward recovery through professional counseling in a caring environment"

Healthy at Home, Inc.:

To enhance the lives of people with illness or injury through a cooperative relationship with the community, professional medical service providers, and organizations that serve people in need of healthcare

HARBOR HOMES, INC. AND AFFILIATES BOARD OF DIRECTORS
(Harbor Homes, Inc., HH Ownership, Inc., Welcoming Light, Inc., Healthy At Home, Inc.,
Milford Regional Counseling Services, Inc., Greater Nashua Council on Alcoholism, Inc., Southern NH HIV Task Force)

Chair

Robert Fischer (12/13)

Vice Chair

Thomas I. Arnold, III (12/12)

Treasurer

David Aponovich (12/12)

Secretary

Laurie Goguen (12/13)

Pastor Geoff DeFranca (12-14)

Alphonse Haettenschwiler (12/14)

Sean McGuinness (12/12)

David Ross (12/14)

Captain James Lima (12/14)

Dean Shalhoup (12/12)

Trent Smith (12/13)

Dan Sallet (12-13)

Robert Kelliher (12/13)

Vincent Chamberlain (12/14)

PETER J. KELLEHER, LCSW, LICSW

PROFESSIONAL EXPERIENCE

- 2006-Present President & CEO, Southern NH HIV Task Force
- 2002-Present President & CEO, GNCA, Nashua, NH
- 1997-Present President & CEO, Healthy at Home, Inc., Nashua, NH
- 1995-Present President & CEO, Milford Regional Counseling Services, Inc., Milford, NH
- 1995-Present President & CEO, Welcoming Light, Inc., Nashua, NH
- 1982-Present President & CEO, Harbor Homes, Inc., Nashua, NH
- Currently employed as President & Chief Executive Officer for nonprofit corporation (and affiliates) providing residential, supported employment, and social club services for persons with long-term mental illness and/or homeless. Responsible for initiation, development, and oversight of 33 programs comprising a \$10,000,000 operating budget; proposal development resulting in more than \$3,000,000 in grants annually; oversight of over 230 management and direct care professionals.
- 2003-Present **Consultant**
Providing consultation and technical assistance throughout the state to aid service and mental health organizations.
- 1980 - 1982 **Real Estate Broker, LeVaux Realty, Cambridge, MA**
Successful sales and property management specialist.
- 1979 - 1980 **Clinical Coordinator, Task Oriented Communities, Waltham, MA**
Established and provided comprehensive rehabilitation services to approximately 70 mentally ill/ mentally retarded clients. Hired, directly supervised, and trained a full-time staff of 20 residential coordinators. Developed community residences for the above clients in three Boston suburbs. Provided emergency consultation on a 24-hour basis to staff dealing with crisis management in six group homes and one sheltered workshop. Administrative responsibilities included some financial management, quality assurance, and other accountability to state authorities.
- 1978 - 1979 **Faculty, Middlesex Community College, Bedford, MA**
Instructor for an introductory group psychotherapy course offered through the Social Work Department.
- 1977 - 1979 **Senior Social Worker/Assistant Director, Massachusetts Tuberculosis Treatment Center II, a unit of Middlesex County Hospital, Waltham, MA**
Functioned as second in command and chief clinical supervisor for eight interdisciplinary team members, and implemented a six-month residential program for individuals afflicted with recurring tuberculosis and alcoholism. Provided group and individual therapy, relaxation training.
- 1976 **Social Worker, Massachusetts Institute of Technology, Out-Patient Psychiatry, Cambridge, MA**
Employed in full-time summer position providing out patient counseling to individuals and groups of the MIT community.
- 1971 - 1976 **Program Counselor/Supervisor, Massachusetts Institute of Technology, MIT/Wellesley College Upward Bound Program, Cambridge and Wellesley, MA**
Major responsibilities consisted of psycho-educational counseling of Upward Bound students, supervision of tutoring staff, teaching, conducting evaluative research for program policy development.

EDUCATIONAL EXPERIENCE

- 1975 - 1977 Simmons College School of Social Work, Boston, MA
Cambridge-Somerville Community Mental Health Program, MSW
- 1971 - 1975 Clark University, Worcester, MA. Received Bachelor of Arts Degree in Psychology

LICENSES AND CERTIFICATIONS

- 1979 Licensed Real Estate Broker – Massachusetts
- 1989 Academy of Certified Social Workers – NASW
- 1990 Licensed Independent Clinical Social Worker - Massachusetts
- 1994 State of New Hampshire Certified Clinical Social Worker, MA LICSW

PLACEMENTS

- 1976 - 1977 Cambridge Hospital, In-Patient Psychiatry, Cambridge, MA
Individual, group, and family counseling to hospitalized patients.
- 1975 - 1976 Massachusetts Institute of Technology, Social Service Department, Cambridge, MA
Similar to above.

FIELD SUPERVISION

- 1983 - 1984 Antioch/New England Graduate School, Department of Professional Psychology, Keene, NH
- 1983 - 1984 Rivier College, Department of Psychology, Nashua, NH
- 1990 - 1991 Rivier College, Department of Psychology, Nashua, NH
- 1978 - 1979 Middlesex Community College, Social Work Associates Program, Bedford, MA

AWARDS

- Valedictorian Award received at high school graduation;
- National Institute of Mental Health Traineeship in Social Work
- University of New Hampshire Community Development 2003 Community Leader of the Year
- NAMI NH 2007 Annual Award for Systems Change
- Peter Medoff AIDS Housing Award 2007

MEMBERSHIPS

Chair, Governor's State Interagency Council/New Hampshire Policy Academy
Greater Nashua Continuum of Care
National Association of Social Workers
Board Member, Greater Nashua Housing & Development Foundation, Inc.
Former Member Rotary Club, Nashua, NH



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

Nicholas A. Toumpas
Commissioner

Nancy L. Rollins
Associate
Commissioner

BUREAU OF HOMELESS AND HOUSING SERVICES

105 PLEASANT STREET, CONCORD, NH 03301
603-271-5059 1-800-852-3346 Ext. 5059
Fax: 603-271-5139 TDD Access: 1-800-735-2964

Approved by GAC
Date 7/11/12
Page _____
Item No. 43A

March 19, 2012

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

Requested Action

Authorize the Department of Health and Human Services, Division of Community Based Care Services, Bureau of Homeless and Housing Services to enter into an Agreement with Harbor Homes, Inc., 45 High Street, Nashua, NH 03060, vendor code 155358-B001, to provide services for homeless individuals and families in an amount not to exceed \$141,219.00. This amount represents an award effective August 1, 2012, through July 31, 2013. Funds are available in the following account for State Fiscal Year 2013 as appropriated and are anticipated to be available in State Fiscal Year 2014 upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust amounts if needed and justified between State Fiscal Years.

05-95-95-958310-7176 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:COMMISSIONER, DCBCS BHHS, HOUSING – SHELTER PROGRAMS

Fiscal Year	Appropriation	Class/Object	Class Title	
2013	05-95-95-958310-7176	102-500731	Contracts for program services	\$129,519.00
2014	05-95-95-958310-7176	102-500731	Contracts for program services	<u>11,700.00</u>
				\$141,219.00

Explanation

The purpose of this action is to fund the New Hampshire Statewide Homeless Management Information System serving homeless individuals and families through July 31, 2013. This agreement provides funds from the Department of Housing and Urban Development McKinney-Vento Act's Homeless Assistance Continuum of Care competition. The Department of Housing and Urban Development requires a Continuum process for communities seeking these funds and provides a Homeless Management Information System grant to each Continuum. A Continuum is a coordinated planning approach to setting priorities for the housing and service needs of homeless people within a specific area. New Hampshire has three Continuums (Manchester, Nashua, and Balance of State). Each Continuum includes broad participation of community stakeholders.

Through this process, New Hampshire submits an annual application in response to the Department of Housing and Urban Development's Notice of Funding Availability. Once the Notice is announced, the Bureau notifies all participants in the Continuum to submit project renewal applications. The Department of Housing and Urban Development scores the application and awards funding based on their criteria. The Bureau receives notification from the Department of Housing and Urban Development several months later regarding the awards.

His Excellency, Governor John H. Lynch
and the Honorable Executive Council
Page 2

The Homeless Management Information System program is a Federal mandate set forth in the Conference Report (H.R. Report 106-988) on the Federal Fiscal Year 2001 Department of Housing and Urban Development Appropriations Act and is described in the July 30, 2004 Federal Register (Homeless Management Information Systems; Data and Technical Standards Final Notice; Notice). This action continues the New Hampshire Homeless Management Information System program, and the consolidation of the three McKinney-Vento Homeless Assistance competitive grant funds provided to the Bureau by the Department of Housing and Urban Development. The grants fund the acquisition, implementation, training, and operation of a web-based Homeless Management Information System by Harbor Homes, Inc., a nonprofit organization. Harbor Homes, Inc. shall utilize McKinney-Vento Homeless Management Information System Grant pursuant to this Agreement to enable homeless shelters and service providers throughout the State to collect uniform information about clients satisfying the Congressional requirement for nationwide unduplicated client-level homelessness data reporting. Collateral project goals are to use Homeless Management Information System software to improve homeless shelter resource sharing, automated eligibility determinations, and linkages to mainstream assistance programs for New Hampshire homeless clients. The grant budget includes equipment, software licenses, program management, training and technical-support labor resources.

This is the only Homeless Management Information System project funded by the Department of Housing and Urban Development in New Hampshire and is consistent with the centralized statewide Homeless Management Information System architecture developed and adopted by the New Hampshire Continuums in 2002 with the Department of Housing and Urban Development's technical assistance.

Should Governor and Executive Council determine not to approve this Request, New Hampshire homeless shelters and permanent and transitional supportive housing and outreach programs that currently receive federal funding through the Department of Housing and Urban Development will not be able to utilize the federally mandated Homeless Management Information System and, therefore, will no longer be eligible to receive that federal funding. This will eliminate the capacity for many community programs supporting homeless individuals and families to operate. Based on State Fiscal Year 2011 data on persons served, approximately 1,142 individuals would not receive transitional housing services; 901 individuals would not receive permanent housing services; 3,231 homeless individuals would not receive outreach services; and countless full time jobs would be eliminated.

Area served: statewide.

Source of funds: 100% Federal Funds.

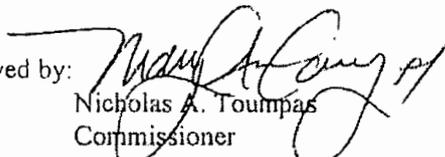
In the event that the federal funds become no longer available, general funds will not be requested to support this program.

Respectfully submitted,



Nancy L. Rollins
Associate Commissioner

Approved by:



Nicholas A. Toumpas
Commissioner



STATE OF NEW HAMPSHIRE
DEPARTMENT OF INFORMATION TECHNOLOGY
27 Hazen Dr., Concord, NH 03301
Fax: 603-271-1516 TDD Access: 1-800-735-2964
www.nh.gov/doit

S. William Rogers
Commissioner

June 26, 2012

Nicholas Toumpas, Commissioner
State of New Hampshire
Department of Health and Human Services
129 Pleasant Street
Concord, NH 03301-3857

Dear Commissioner Toumpas:

This letter represents formal notification that the Department of Information Technology (DoIT) has approved your agency's request to enter into a contract with Harbor Homes Corporation of Nashua, NH as described below and referenced as DoIT No. 2012-161.

This is a request to enter into a contract to fund the New Hampshire Statewide Homeless Management Information System serving New Hampshire homeless individuals and families. The system collects uniform information about clients satisfying the federal requirement for nationwide unduplicated client-level homelessness data reporting. The grant budget includes equipment, software licenses, program management, training and technical-support labor resources. The amount of the contract is not to exceed \$141,219 and shall be effective upon Governor and Council through July 31, 2013.

A copy of this letter should accompany the Department of Health and Human Services submission to the Governor and Executive Council for approval.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Rogers".

S. William Rogers

SWR/ltn
Contract #2012-160

cc: Bernard Bluhm, DHHS
Leslie Mason, DoIT



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

Nicholas A. Toumpas
Commissioner

Nancy L. Rollins
Associate Commissioner

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

June 11, 2012

S. William Rogers
Commissioner
Department of Information Technology
27 Hazen Drive
Concord, NH 03301

Requested Action and Explanation

The Department of Health and Human Services (DHHS), Division of Community Based Care Services (DCBCS), Bureau of Homeless and Housing Services (BHHS), respectfully requests approval to enter into an agreement with Harbor Homes, Inc., 45 High Street Nashua, NH 03060 (Vendor Code 155358-B001) to provide services for homeless individuals and families in the amount of \$141,219.00.

This amount represents an award effective August 1, 2012, through July 31, 2013. Funds are available in the following account for State Fiscal Year 2013 as appropriated and are anticipated to be available in State Fiscal Year 2014 upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust amounts if needed and justified between State Fiscal Years.

Explanation

The purpose of this action is to fund the New Hampshire Statewide Homeless Management Information System serving homeless individuals and families through July 31, 2013. This agreement provides funds from the Department of Housing and Urban Development McKinney-Vento Act's Homeless Assistance Continuum of Care competition. The Department of Housing and Urban Development requires a Continuum process for communities seeking these funds and provides a Homeless Management Information System grant to each Continuum. A Continuum is a coordinated planning approach to setting priorities for the housing and service needs of homeless people within a specific area. New Hampshire has three Continua (Manchester, Nashua, and Balance of State). Each Continuum includes broad participation of community stakeholders.

The Homeless Management Information System program is a Federal mandate set forth in the Conference Report (H.R. Report 106-988) on the Federal Fiscal Year 2001 Department of Housing and Urban Development Appropriations Act and is described in the July 30, 2004 Federal Register (Homeless Management Information Systems; Data and Technical Standards Final Notice; Notice). This action is funded through McKinney-Vento Homeless Assistance

grants provided to the BHHS by the Department of Housing and Urban Development. The grants fund the acquisition, implementation, training, and operation of a web-based Homeless Management Information System by Harbor Homes, Inc., a nonprofit organization. Harbor Homes, Inc. shall utilize the McKinney-Vento Homeless Management Information System Grant pursuant to this Agreement to enable homeless shelters and service providers throughout the State to collect uniform information about clients satisfying the Congressional requirement for nationwide unduplicated client-level homelessness data reporting. The grant budget includes equipment, software licenses, program management, training and technical-support labor resources.

This system is regulated through policies and procedures that all participating shelters and programs are required to follow. The policies and procedures define responsibilities by all system users in actions that include system security, local system administration, and client confidentiality.

This is the only Homeless Management Information System project funded by the Department of Housing and Urban Development in New Hampshire and is consistent with the centralized statewide Homeless Management Information System architecture developed and adopted by the New Hampshire Continuums in 2002 with the Department of Housing and Urban Development's technical assistance.

Alternatives and Benefits

Alternatives to contracting these services include utilizing funds from local community organizations such as emergency homeless shelters to support this system. This would result in a decentralized data system that could only be supported in regions that can accrue the necessary local funds for software and services. Many, if not all, of New Hampshire's homeless shelters and permanent and transitional supportive housing and outreach programs that currently receive federal funding through the Department of Housing and Urban Development will not be able to utilize the federally mandated Homeless Management Information System and, therefore, will no longer be eligible to receive that federal funding. This will eliminate the capacity for many community programs supporting homeless individuals and families to operate. Based on State Fiscal Year 2011 data on persons served, approximately 1,142 individuals would not receive transitional housing services; 901 individuals would not receive permanent housing services; 3,231 homeless individuals would not receive outreach services; 4,942 individuals, including 940 children would have severely limited access to emergency shelter; and countless full time jobs would be eliminated.

In addition, an option to build this system in-house using DoIT staff was considered. However, it was determined that DoIT would not have the resources available for this project.

Benefits to the DHHS include improved capacity to measure the aspects of homelessness in New Hampshire, and improving the ability for local programs that assist people who are homeless maintain eligibility for continued federal funding. Collateral project goals are to use Homeless Management Information System software to improve homeless shelter resource sharing, automated eligibility determinations, and linkages to mainstream assistance programs for New Hampshire homeless clients. Improve coordination of essential services and supports that address and alleviate homelessness.

Supporting Documentation

- o Contract 2012-160 with Harbor Homes, Inc.
- o Draft Governor and Council Letter

Summary of Requested Action

Date of most recently approved NHITP: NA
NHITP Initiative / Project Name: <u> DHHS, Bureau of Homeless and Housing Services </u>
NHITP Initiative / Project Number: <u> 05-95-95-958310-7176 </u>
A&E System Request ID: NA

Requisition Information:

Vendor Name Harbor Homes, Inc.

Funding Sources and Amounts:

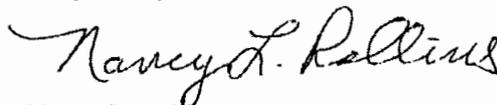
	* Object Code(s)	FY2013	FY2014	Total
STATE				
FEDERAL	102-500731	\$129,519	\$11,700	\$141,219
OTHER (Specify Source, i.e.: Registration Fees)				
TOTAL		\$129,519	\$11,700	\$141,219

Contact Person: Maureen U. Ryan
Administrator
NH DHHS/DCBCS
Bureau of Homeless and Housing Services
105 Pleasant St.
Concord, NH 03301
Telephone: 603.271.5043
Fax: 603.271.5139
maureen.u.ryan@dhhs.state.nh.us

CERTIFICATION

The undersigned hereby certify that the information provided in this document and any attachments is complete and accurate and that alternatives to the solution defined in this document have been appropriately considered.

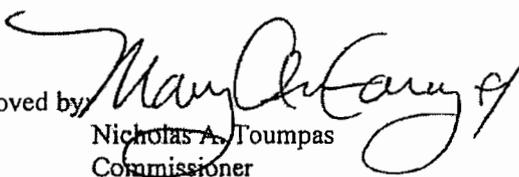
Respectfully submitted,



Nancy L. Rollins
Associate Commissioner



Steven Kelleher
Information Technology Manager,
DHHS,
NH Department of Information Technology

Approved by 
Nicholas A. Toumpas
Commissioner

A&E RID 10454
Contract #2012-160

CC: Leslie Mason, IT Manager
Martha Wells, Business Systems Liaison
Bernard W. Bluhm, Program Manager



STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF HUMAN SERVICES

Approved by GTC

Date 12/5/12

Page _____

Item No. 35

Nicholas A. Toumpas
Commissioner

Mary Ann Cooney
Associate
Commissioner

BUREAU OF HOMELESS AND HOUSING SERVICES

105 PLEASANT STREET, CONCORD, NH 03301
603-271-5059 1-800-852-3346 Ext. 5059
Fax: 603-271-5139 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

September 25, 2012

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

Requested Action

Authorize the Department of Health and Human Services, Office of Human Services, Bureau of Homeless and Housing Services provide a **sole source** amendment to contract number 1017462 with Harbor Homes, Inc., 45 High Street, Nashua, NH 03060, vendor code 155358-B001, for homeless assistance services by increasing the price limitation by \$32,568.00 from \$141,219.00 to \$173,787.00, effective the date of Governor and Council approval through July 31, 2013. This agreement was originally approved by Governor and Council on July 11, 2012, item number 43A. Funds are available in the following accounts for SFY 2013 and are anticipated to be available in SFY 2014 upon availability and continued appropriation of funds in future operating budgets, with authority to adjust amounts if needed and justified between state fiscal years.

05-95-95-958310-7176 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:COMMISSIONER, DCBCS BHHS, HOUSING – SHELTER PROGRAMS

Fiscal Year	Class/Object	Class Title	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2013	102-500731	Contracts for program services	\$129,519.00	\$29,854.00	\$159,373.00

05-95-42-423010-7927 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:HUMAN SERVICES, HOMELESS & HOUSING, HOUSING – SHELTER PROGRAMS

Fiscal Year	Class/Object	Class Title	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2014	102-500731	Contracts for program services	\$ 11,700.00	\$ 2,714.00	\$ 14,414.00
Totals			\$141,219.00	\$32,568.00	\$173,787.00

Explanation

The purpose of this action is to add funds from an additional federal grant to fund the New Hampshire Statewide Homeless Management Information System serving homeless individuals and families through July 31, 2013. The existing agreement provides funds from the Department of Housing and Urban Development McKinney-Vento Act's Homeless Assistance Continuum of Care competition. The Department of Housing and Urban Development requires that these funds be utilized through a single Lead, or Sponsor agency. Because of this, the additional funds could not be allocated through a bidding process. Continuum process for communities seeking these funds and provides a Homeless Management Information System grant to each Continuum. A Continuum is a coordinated planning approach to setting priorities for the housing and service needs of homeless people within a specific area. New Hampshire has three Continua (Manchester, Nashua, and Balance of State). Each Continuum includes broad participation of community stakeholders.

The additional funding of \$32,568.00 is through the Emergency Solutions Grants program, and will improve the operational capacity of NH Homeless Management Information System to meet the data entry and reporting needs of all NH programs engaged in Homelessness Prevention and Rapid Re-Housing actions as defined in Department of Housing and Urban Development Emergency Solutions Grants policies issued on December 5, 2011.

The Homeless Management Information System program is a Federal mandate set forth in the Conference Report (H.R. Report 106-988) on the Federal Fiscal Year 2001 Department of Housing and Urban Development Appropriations Act and is described in the July 30, 2004 Federal Register (Homeless Management Information Systems; Data and Technical Standards Final Notice; Notice). This action is funded through McKinney-Vento Homeless Assistance grants provided to the Bureau of Homeless and Housing Services by the Department of Housing and Urban Development. The grants fund the acquisition, implementation, training, and operation of a web-based Homeless Management Information System by Harbor Homes, Inc., a nonprofit organization. Harbor Homes, Inc. shall utilize the McKinney-Vento Homeless Management Information System Grant pursuant to this Agreement to enable homeless shelters and service providers throughout the State to collect uniform information about clients satisfying the Congressional requirement for nationwide unduplicated client-level homelessness data reporting. The grant budget includes equipment, software licenses, program management, regulation of policies and procedures, system security, client confidentiality, training and technical-support labor resources.

This is the only Homeless Management Information System project funded by the Department of Housing and Urban Development in New Hampshire and is consistent with the centralized statewide Homeless Management Information System architecture developed and adopted by the New Hampshire Continuum in 2002 with the Department of Housing and Urban Development's technical assistance.

Should Governor and Executive Council determine not to approve this Request, New Hampshire homeless shelters and permanent and transitional supportive housing and outreach programs that currently receive federal funding through the Department of Housing and Urban Development will not be able to utilize the federally mandated Homeless Management Information System and, therefore, will no longer be eligible to receive that federal funding. This will eliminate the capacity for many community programs supporting homeless individuals and families to operate. Based on State Fiscal Year 2011 data on persons served, approximately 1,142 individuals would not receive transitional housing services; 901 individuals would not receive permanent housing services; 3,231 homeless individuals would not receive outreach services; and countless full time jobs would be eliminated.

His Excellency, Governor John H. Lynch
and the Honorable Executive Council
Page 3

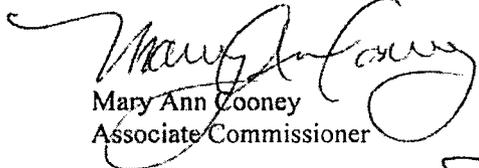
The original contract was approved by Governor and Executive Council on July 11, 2012, item #43A.
See copy attached.

Area served: Statewide

Source of funds: 100% Federal Funds.

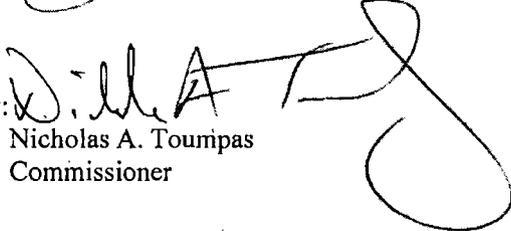
In the event that the federal funds become no longer available, general funds will not be requested to support this program.

Respectfully submitted,



Mary Ann Cooney
Associate Commissioner

Approved by:



Nicholas A. Toumpas
Commissioner



STATE OF NEW HAMPSHIRE
DEPARTMENT OF INFORMATION TECHNOLOGY

27 Hazen Dr., Concord, NH 03301
Fax: 603-271-1516 TDD Access: 1-800-735-2964
www.nh.gov/doi

S. William Rogers
Commissioner

September 20, 2012

Nicholas Toumpas, Commissioner
State of New Hampshire
Department of Health and Human Services
129 Pleasant Street
Concord, NH 03301-3857

Dear Commissioner Toumpas:

This letter represents formal notification that the Department of Information Technology (DoIT) has approved your agency's request to enter into a contract amendment with Harbor Homes Corporation of Nashua, NH as described below and referenced as DoIT No. 2012-161.

This is a request to enter into a contract amendment to fund the New Hampshire Statewide Homeless Management Information System serving New Hampshire homeless individuals and families. The system collects uniform information about clients satisfying the federal requirement for nationwide unduplicated client-level homelessness data reporting. The grant budget includes equipment, software licenses, program management, training and technical-support labor resources. The amount of the contract amendment is not to exceed \$173,787 and shall be effective upon Governor and Council approval through July 31, 2013.

A copy of this letter should accompany the Department of Health and Human Services submission to the Governor and Executive Council for approval.

Sincerely,

S. William Rogers

SWR/lrm
Contract #2012-160

cc: Bernard Bluhm, DHHS
Leslie Mason, DoIT



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

BUREAU OF HOMELESS AND HOUSING SERVICES

Nicholas A. Toumpas
Commissioner

Mary Ann Cooney
Associate
Commissioner

105 PLEASANT STREET, CONCORD, NH 03301
603-271-6059 1-800-852-3345 Ext. 6059
Fax: 603-271-6139 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

September 17, 2012

S. William Rogers
Commissioner
Department of Information Technology
27 Hazen Drive
Concord, NH 03301

Requested Action and Explanation

The Department of Health and Human Services, Office of Human Services, Bureau of Homeless and Housing Services, respectfully requests approval to amend an agreement with Harbor Homes, Inc., 45 High Street, Nashua, NH 03060 (Vendor Code 155358-B001) to provide services for homeless individuals and families from the amount of \$141,219.00 to the amount of \$173,787.00. This amount amends an award effective November 1, 2012, through July 31, 2013. Funds are available in the following account for State Fiscal Year 2013 as appropriated and are anticipated to be available in State Fiscal Year 2014 upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust amounts if needed and justified between State Fiscal Years.

Explanation

The purpose of this action is to add funds from an additional federal grant to fund the New Hampshire Statewide Homeless Management Information System serving homeless individuals and families through July 31, 2013. The existing agreement provides funds from the Department of Housing and Urban Development McKinney-Vento Act's Homeless Assistance Continuum of Care competition. The Department of Housing and Urban Development requires a Continuum process for communities seeking these funds and provides a Homeless Management Information System grant to each Continuum. A Continuum is a coordinated planning approach to setting priorities for the housing and service needs of homeless people within a specific area. New Hampshire has three Continua (Manchester, Nashua, and Balance of State). Each Continuum includes broad participation of community stakeholders.

The additional funding of \$32,568.00 is through the Emergency Solutions Grants program, and will improve the operational capacity of NH Homeless Management Information System to meet the data entry and reporting needs of all NH programs engaged in Homelessness Prevention and Rapid Re-Housing actions as defined in Department of Housing and Urban Development Emergency Solutions Grants policies issued on December 5, 2011.

The Homeless Management Information System program is a Federal mandate set forth in the Conference Report (H.R. Report 106-988) on the Federal Fiscal Year 2001 Department of Housing and Urban Development Appropriations Act and is described in the July 30, 2004 Federal Register (Homeless Management Information Systems; Data and Technical Standards Final Notice; Notice). This action is funded through McKinney-Vento Homeless Assistance grants provided to the Bureau of Homeless and Housing Services by the Department of Housing and Urban Development. The grants fund the acquisition, implementation, training, and operation of a web-based Homeless Management Information System by Harbor Homes, Inc., a nonprofit organization. Harbor

Homes, Inc. shall utilize the McKinney-Vento Homeless Management Information System Grant pursuant to this Agreement to enable homeless shelters and service providers throughout the State to collect uniform information about clients satisfying the Congressional requirement for nationwide unduplicated client-level homelessness data reporting. The grant budget includes equipment, software licenses, program management, training and technical-support labor resources.

This system is regulated through policies and procedures that all participating shelters and programs are required to follow. The policies and procedures define responsibilities by all system users in actions that include system security, local system administration, and client confidentiality.

This is the only Homeless Management Information System project funded by the Department of Housing and Urban Development in New Hampshire and is consistent with the centralized statewide Homeless Management Information System architecture developed and adopted by the New Hampshire Continuums in 2002 with the Department of Housing and Urban Development's technical assistance.

Alternatives and Benefits

Alternatives to contracting these services include utilizing funds from local community organizations such as emergency homeless shelters to support this system. This would result in a decentralized data system that could only be supported in regions that can accrue the necessary local funds for software and services. Many, if not all, of New Hampshire's homeless shelters and permanent and transitional supportive housing and outreach programs that currently receive federal funding through the Department of Housing and Urban Development will not be able to utilize the federally mandated Homeless Management Information System and, therefore, will no longer be eligible to receive that federal funding. This will eliminate the capacity for many community programs supporting homeless individuals and families to operate. Based on State Fiscal Year 2011 data on persons served, approximately 1,142 individuals would not receive transitional housing services; 901 individuals would not receive permanent housing services; 3,231 homeless individuals would not receive outreach services; 4,942 individuals, including 940 children, would have severely limited access to emergency shelter; and countless full time jobs would be eliminated.

In addition, an option to build this system in-house using DoIT staff was considered. However, it was determined that DoIT would not have the resources available for this project.

Benefits to the Department of Health and Human Services include improved capacity to measure the aspects of homelessness in New Hampshire, and improving the ability for local programs that assist people who are homeless maintain eligibility for continued federal funding. Collateral project goals are to use Homeless Management Information System software to improve homeless shelter resource sharing, automated eligibility determinations, and linkages to mainstream assistance programs for New Hampshire homeless clients. Improve coordination of essential services and supports that address and alleviate homelessness.

Open Standards

This amendment is for enhancements to a system already in operation; therefore, the requirements for Open Source Software and Open Data Formats does not apply.

Supporting Documentation

- Contract 2012-160 with Harbor Homes, Inc.
- Draft Governor and Council Letter

Summary of Requested Action

Date of most recently approved NHITP: NA NHITP Initiative / Project Name: <u>DHHS, Bureau of Homeless and Housing Services</u> NHITP Initiative / Project Number: <u>05-95-95-958310-7176</u> A&E System Request ID: NA
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Requisition Information:

Vendor Name Harbor Homes, Inc.

Funding Sources and Amounts:

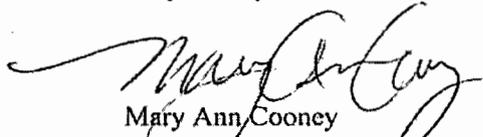
	* Object Code(s)	FY2013	FY2014	Total
STATE				
FEDERAL	102-500731	\$159,373	\$14,414	\$173,787
OTHER (Specify Source, i.e.: Registration Fees)				
TOTAL		\$159,373	\$14,414	\$173,787

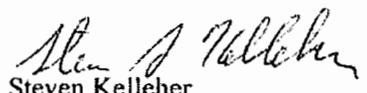
Contact Person: Maureen U. Ryan, Bureau Administrator
NH DHHS/OHS
Bureau of Homeless and Housing Services
105 Pleasant Street
Concord, NH 03301
Telephone: (603) 271-5043
Fax: (603) 271-5139
maureen.u.ryan@dhhs.state.nh.us

Certification

The undersigned hereby certify that the information provided in this document and any attachments is complete and accurate and that alternatives to the solution defined in this document have been appropriately considered.

Respectfully submitted,


Mary Ann Cooney
Associate Commissioner


Steven Kelleher
Information Technology Manager, DHHS
NH Department of Information Technology

Approved by: 
Nicholas A. Toumpas
Commissioner

Contract #2012-160

CC: Leslie Mason, IT Manager
Steven Kelleher, DHHS IT Manager
Bernard W. Bluhm, BHHS Program Manager

AMENDMENT TO AGREEMENT

This Amendment to Agreement (hereinafter called the "Amendment"), dated this 10th day of September, 2012 between the State of New Hampshire, acting by and through the Bureau of Homeless and Housing Services, and Harbor Homes, Inc., a non-profit organization organized under the laws of the State of New Hampshire with a place of business at 45 High Street, Nashua, NH 03060 (hereinafter referred to as the "Contractor").

WHEREAS, pursuant to an Agreement dated February 22, 2012, the Contractor has agreed to provide certain services upon the terms and conditions specified in the Agreement, in consideration of payment by the Bureau of Homeless and Housing Services of certain sums specified therein; and

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

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

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

1. Amendment and Modification of Agreement

The contract is hereby amended as follows:

1.1 By deleting, in subparagraph 1.8 of the General Provisions the number \$141,219.00 and substituting therefor the number \$173,787.00.

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

2.1 By replacing 2. Services with the following: Based on the continued receipt/availability of federal funds, the Contractor shall utilize \$144,519.00 for State Fiscal Year 2013 and \$29,268.00 for State Fiscal Year 2014 for a total of \$173,787.00 from the HUD Supported Housing Program (SHP) and the HUD Emergency Solutions Grants (ESG), to allow the Contractor to implement the HMIS final data and technical standards in a statewide HMIS system, with authority to adjust amounts between State Fiscal Years if needed and justified.

3. Amendment and Modification of Exhibit B, Payment Method

3.1 By changing Program Title in Federal Funds: to Supportive Housing Program and Emergency Solutions Grants, Homeless Management Information System.

3.2 By changing the amount in Federal Funds: from \$141,219.00 to \$173,787.00.

4. Effective Date of Amendment: The effective date of this action is the date of Governor and Council approval through July 31, 2013.

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

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

THE STATE OF NEW HAMPSHIRE
Bureau of Homeless and Housing Services

By: Maureen Ryan
Maureen Ryan, Bureau Administrator

Harbor Homes, Inc.

By: Peter Kelleher
Peter Kelleher, Executive Director

STATE OF NEW HAMPSHIRE

County of Hillsborough

The foregoing instrument was acknowledged before me this 10th day of September,
2012, by Peter Kelleher

Laurel Lefavor
Signature

Laurel Lefavor Notary Public
Name and Title

LAUREL A. LEFAVOR, Notary Public
My Commission Expires September 22, 2015

Approved as to form, execution, and substance:

OFFICE OF THE ATTORNEY GENERAL

By: Richard A. Herlihy
~~Assistant Attorney General~~
Richard A. Herlihy

Date: 21 Oct. 2012

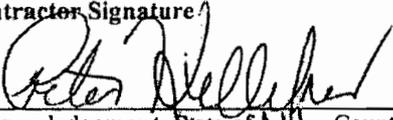
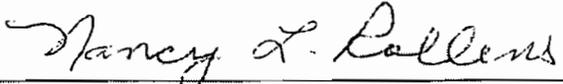
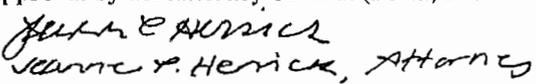
Subject: Homeless Management Information System

AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Health and Human Services		1.2 State Agency Address 105 Pleasant Street Concord, NH 03301	
1.3 Contractor Name Harbor Homes, Inc.		1.4 Contractor Address 45 High Street Nashua, NH 03060	
1.5 Contractor Phone Number (603) 882-3616	1.6 Account Number 05-95-95-958310-71770000-102-500731	1.7 Completion Date July 31, 2013	1.8 Price Limitation \$141,219.00
1.9 Contracting Officer for State Agency Maureen U. Ryan, Bureau Administrator		1.10 State Agency Telephone Number (603) 271-5043	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Peter Kelleher, President & CEO	
1.13 Acknowledgement: State of <u>NH</u> , County of <u>Hillsborough</u> On <u>2/22/13</u> before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace [Seal] 		LAUREL A LEFAVOR, Notary Public My Commission Expires September 22, 2015	
1.13.2 Name and Title of Notary or Justice of the Peace Laurel Lefavor, Notary			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Nancy L. Rollins, Associate Commissioner	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) By:  Jeanne Y. Herrick, Attorney On: <u>5 Apr. 2012</u>			
1.18 Approval by the Governor and Executive Council By: _____ On: _____			

NH Department of Health and Human Services

EXHIBIT A

SCOPE OF SERVICES

This Agreement consists of the following documents: EXHIBITS A, B, C, C1, D, E, F, G, H, I and J which are all incorporated herein by reference as if fully set forth herein.

Harbor Homes, Inc. serves more than 1,000 clients annually, with about half being residential. Harbor Homes, Inc. serves homeless men, women and families; people living with mental illness; veterans (male and female) and family members; HIV/AIDS patients and family members; people overcoming substance use disorders; low-income individuals and families; and housebound/disabled senior citizens.

1. PROVISIONS APPLICABLE TO ALL SERVICES:

- 1.1. Except as otherwise modified in paragraphs of Exhibit A, the Contractor agrees to comply with the program narrative, budget detail and narrative, and amendments thereto, for the Homeless Management Information System (HMIS) as approved by the Bureau of Homeless and Housing Services, Division of Community Based Care Services, Department of Health and Human Services, hereafter referred to as the State.
- 1.2. The Contractor shall maintain a single statewide HMIS or equivalent, as designated by the State. The Contractor shall ensure that the HMIS is an accurate resource for information that includes, but is not limited to, fulfillment of federal and state reporting requirements on homelessness, including unduplicated counts of people served, use of services, and the effectiveness of local homeless assistance systems.
- 1.3. The Contractor shall ensure that accurate and timely data are entered into New Hampshire's HMIS by providing participating agencies of NH-HMIS with support that includes, but is not limited to:
 - Software access;
 - Technical and reporting assistance;
 - Training;
 - Policy guidance; and
 - Security assessments.
- 1.4. The Contractor shall provide a comprehensive monitoring and data validation process for all participating agencies, and will report results of those processes to the State as requested.
- 1.5. The Contractor shall pursue any and all appropriate public sources of funds that are applicable to the funding of the services, operations, prevention, acquisition, or rehabilitation. Appropriate records shall be maintained by the Contractor to document actual funds received or denials of funding from such public sources of funds.
- 1.6. The Contractor shall provide report information data by service modality that includes, but is not limited to:

Contractor Initials

Date 6/5/12

- HMIS Annual Progress Reports for each NH Continuum of Care (CoC), as required by the U.S Department of Housing and Urban Development (HUD);
- HMIS data necessary for the Annual Point-in-Time Count, as required by HUD;
- Annual Homeless Assessment Report for each CoC, as defined by HUD; and
- HMIS data required for successful completion of funding applications by each CoC, as specified in the HUD Notice of Funding Availability.

1.7. Failure to submit above reports in agreed upon timelines could result in the delay or withholding of reimbursements until such reports are received in a manner that is consistent with the requirements of the State.

2. SERVICES:

Based on the continued receipt/availability of federal funds, the Contractor shall utilize \$129,519.00 for State Fiscal Year 2013 and \$11,700.00 for State Fiscal Year 2014 for a total of \$141,219.00 from the HUD Supported Housing Program (SHP), to allow the Contractor to implement the HMIS final data and technical standards in a statewide HMIS system.

3. DATA SECURITY:

- 3.1. The Contractor shall be strictly prohibited from releasing or using data or information obtained in its capacity as a collector and processor of the data for any purposes other than those specifically authorized by DHHS. Failure to comply could be a violation of NH laws and rules and may lead to voiding of the Contract.
- 3.2. As the state's agent, the Contractor must comply with the requirements of the Health Insurance Portability & Accountability Act (HIPAA), HITECH ACT, and DHHS's standard business associate agreement.
- 3.3. The Contractor shall be solely liable for costs associated with any breach of data, including but not limited to notification and any damages assessed by the courts.
- 3.4. The Contract must comply with all provisions in the NH-HMIS Policy and Procedures Manual.
- 3.5. The Contractor shall provide confirmation of a biannual security assessment of HMIS software, performed by an independent third-party security Contractor, to verify that the environment containing the contractor's project data is secure. Broader Contractor-wide assessments that include the project's systems are acceptable. The Contractor shall provide confirmation of this assessment to DHHS.
- 3.6. In carrying out the duties of this Contract, the Contractor shall be the agent and business associate of DHHS. As such, it is bound by applicable State and federal laws regarding health care information.

3.6.1. The Contractor recognizes that some clients function as Covered Entities under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Work for these clients (or related entities) may require the Contractor to have access to Protected Health Information. In such instances, these clients are obligated to enter into a written Business Associates Agreement (BAA) which imposes HIPAA mandated requirements on the Contractor to limit its use of the Protected Health Information to certain specified purposes, safeguard the Information from misuse, and help Covered Entities comply with some of their duties under the regulations. The BAA addresses the parties' expanded

Contractor Initials

Date 6/5/12

obligations as outlined in the HITECH Act. These obligations include, but are not limited to, the Contractor's implementation of appropriate administrative, physical and technical safeguards as described in the HIPAA Security Rule and the Contractor's duty to provide the client with notice of any breach of unsecured protected health information, as defined in the HITECH Act.

3.6.2. The Contractor's Chief Executive Officer has overall responsibility to see that the Contractor takes steps to comply with HIPAA by controlling the disclosure and use of such Protected Health Information, and establishing and maintaining guidance and educational material to assist Contractor employees in that effort.

Contractor Initials



Date

6/5/12