



Lori A. Shibillette  
Commissioner

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

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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)

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>\$9,745,581</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.

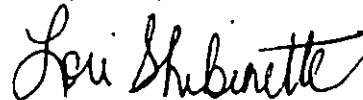
Should the Governor and Executive Council not authorize this request, many of the most at risk New Hampshire families may not receive access to resources and family support and strengthening services necessary to raise children who are physically, socially and emotionally healthy, which can reduce juvenile 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 black ink, reading "Lori Shabinette". The signature is fluid and cursive, with the first name "Lori" and last name "Shabinette" clearly distinguishable.

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	tbd	\$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	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>

**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 & 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 Shubiette  
Name:  
Title:

Community Action Program of Belknap-Merrimack  
Counties, Inc.

8/10/20  
Date

Michael Tabor  
Name: MICHAEL TABOR  
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:



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.)

  
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

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

Page 2 of 2

Date

8/10/20

**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 Incremental	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
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 140,346.00</b>	<b>\$ 7,815.00</b>	<b>\$ 148,171.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 140,346.00</b>	<b>\$ 7,815.00</b>	<b>\$ 148,171.00</b>

Indirect As A Percent of Direct

5.6%

**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 Incremental	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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 44,898.00</b>	<b>\$ -</b>	<b>\$ 44,898.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 44,898.00</b>	<b>\$ -</b>	<b>\$ 44,898.00</b>

Indirect As A Percent of Direct

0.0%

**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 DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct	Indirect Fixed	Total
1. Total Salary/Wages	\$ 60,301.00	\$ 5,205.00	\$ 65,506.00	\$ -	\$ -	\$ -	\$ 60,301.00	\$ 5,205.00	\$ 65,506.00
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
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 147,385.00</b>	<b>\$ 7,815.00</b>	<b>\$ 155,200.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 147,385.00</b>	<b>\$ 7,815.00</b>	<b>\$ 155,200.00</b>

Indirect As A Percent of Direct

5.3%

**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	\$ 15,806.00	\$ -	\$ 15,806.00	\$ -	\$ -	\$ -	\$ 15,806.00	\$ -	\$ 15,806.00
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 44,898.00</b>	<b>\$ -</b>	<b>\$ 44,898.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 44,898.00</b>	<b>\$ -</b>	<b>\$ 44,898.00</b>
Indirect As A Percent of Direct									
			0.0%						

**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 (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	-	-	-	-	-	-	-	-	-
Purchase/Depreciation	\$ 375.00	\$ 100.00	\$ 475.00	-	-	-	\$ 375.00	\$ 100.00	\$ 475.00
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	\$ 568.00	-	\$ 568.00	-	-	-	\$ 568.00	-	\$ 568.00
12. Subcontracts/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>\$ 40,710.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 38,847.00</b>	<b>\$ 1,863.00</b>	<b>\$ 40,710.00</b>

Indirect As A Percent of Direct

5.3%

**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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 11,225.00</b>	<b>\$ -</b>	<b>\$ 11,225.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,225.00</b>	<b>\$ -</b>	<b>\$ 11,225.00</b>

Indirect As A Percent of Direct

0.0%

# State of New Hampshire

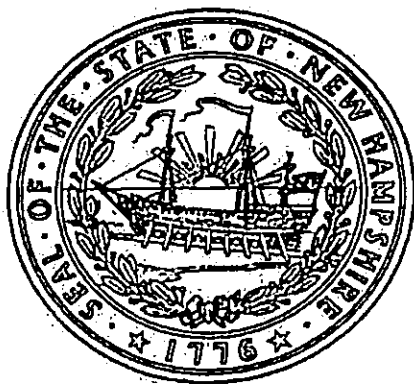
## Department of State

### 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: 0004877148



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. 2020.

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

William M. Gardner  
Secretary of State

Community Action Program Belknap-Merrimack Counties, Inc.

CERTIFICATE OF VOTE

I, Robert Krieger, Secretary-Clerk of Community Action Program Belknap-Merrimack Counties, Inc. (hereinafter the "Corporation"), a New Hampshire corporation, hereby certify that: (1) I am the duly elected and acting Secretary-Clerk of the Corporation; (2) I maintain and have custody and am familiar with the minute books of the Corporation; (3) I am duly authorized to issue certificates with respect to the contents of such books; (4) that the Board of Directors of the Corporation have authorized, on 03/12/2020, such authority to be in force and effect until \_\_\_\_\_

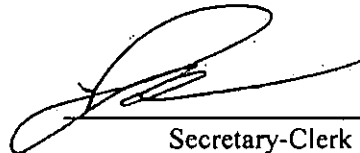
(contract termination date)  
(see attached)

The person(s) holding the below listed position(s) are authorized to execute and deliver on behalf of the Corporation any contract or other instrument for the sale of products and services:

Jeanne Agri, Executive Director  
Michael Tabory, Deputy Director  
Steven E. Gregoire, Budget Analyst  
Dennis Martino, President, Board of Directors

(5) The meeting of the Board of Directors was held in accordance with New Hampshire, (state of incorporation) law and the by-laws of the Corporation; and (6) said authorization has not been modified, amended or rescinded and continues in full force and effect as of the date hereof. Excerpt of dated minutes or copy of article or section of authorizing by-law must be attached.

IN WITNESS WHEREOF, I have hereunto set my hand as the Clerk/Secretary of the corporation this 10<sup>th</sup> day of August 2020

  
Secretary-Clerk

STATE OF NEW HAMPSHIRE  
COUNTY OF MERRIMACK

On this 10<sup>th</sup> day of August, before me, James Sudak the undersigned Officer, personally appeared Robert Krieger who acknowledged himself to be the Secretary-Clerk of Community Action Program Belknap-Merrimack Counties, Inc., a corporation and that she/he as such Secretary-Clerk being authorized to do so, executed the foregoing instrument for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

  
Notary Public/Justice of the Peace

Commission Expiration Date:

**JAMES W. SUDAK, Justice of the Peace**  
My Commission Expires, March 23, 2021

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

**CORPORATE RESOLUTION**

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

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

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

This Resolution was approved by the Board of Directors of Community Action Program Belknap-Merrimack Counties, Inc. on March 12, 2020, and has not been amended or revoked and remains in effect as of the date listed below.

8-10-20

Date



Robert Krieger  
Secretary/Clerk

SEAL



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/06/2020

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

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

<b>PRODUCER</b> FIAI/Cross Insurance 1100 Elm Street  Manchester NH 03101		<b>CONTACT</b> NAME: Karen Shaughnessy PHONE (A/C, No, Ext): (603) 669-3218 FAX (A/C, No): (603) 645-4331 E-MAIL: kshaughnessy@crossagency.com ADDRESS: kshaughnessy@crossagency.com	
<b>INSURED</b> Community Action Programs Belknap-Merrimack Counties Inc. P. O. Box 1016  Concord NH 03302		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Philadelphia Ins Co INSURER B: Granite State Health Care and Human Services Self- INSURER C: Federal Ins Co INSURER D: INSURER E: INSURER F:	

## COVERAGES

CERTIFICATE NUMBER: 19-20 All Lines

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENTL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		PHPK2041343	10/01/2019	10/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMPROP AGG \$ 3,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY		PHPK2041342	10/01/2019	10/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		PHUB694692	10/01/2019	10/01/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	HCHS202000000185 (3a.) NH	02/01/2020	02/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Directors & Officers Liability		82471794	04/01/2020	04/01/2021	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 NH Department 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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Phone (603) 225-3295  
 (800) 856-5525  
 Fax (603) 228-1898  
 Web www.bm-cap.org



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

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

### STATEMENT OF PURPOSE

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

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

#### CAPBMCI Statement of Purpose

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 ..... 763-0360	Area Center ..... 485-7824
Prospect View Housing ..... 875-3111	Head Start ..... 274-6492		Head Start ..... 528-5334		Senior Center ..... 485-4754
	Early Head Start ..... 274-6492		Early Head Start ..... 528-5334		
	Concord Area		Senior Center ..... 524-7689		
	Meals on Wheels ..... 225-9092	Area Center ..... 934-3444	Family Planning ..... 524-5453		
	Concord Area Transil. .... 225-1989	Head Start ..... 934-2161	Village at Pemacoke Farms ..... 485-1842		
	Honesty Pond Place ..... 228-4956	Early Head Start ..... 934-2151	Housing ..... 485-1842		
	WIC/CSFP ..... 225-2050	Senior Center ..... 934-4151			
	Workplace Success ..... 223-2305	Riverside Housing ..... 934-5340			
BELMONT	FRANKLIN		MEREDITH	PEMBROKE	TILTON
Hertings Farm, Housing ..... 247-8801			Area Center ..... 279-4096		Senior Center ..... 527-8291
BRADFORD				PITTSFIELD	WARNER
Senior Center ..... 938-2104				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

*Financial Statements*

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

**FINANCIAL STATEMENTS  
FOR THE YEARS ENDED FEBRUARY 28, 2019 AND 2018  
AND  
INDEPENDENT AUDITORS' REPORTS**

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

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

## **INDEPENDENT AUDITORS' REPORT**

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

We have audited the accompanying financial statements of Community Action Program Belknap-Merrimack Counties, Inc. (a nonprofit organization), which comprise the statements of financial position as of February 28, 2019 and 2018, and the related statements of activities, functional expenses and cash flows, and notes to the financial statements for the years then ended.

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

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

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

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

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

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Community Action Program Belknap-Merrimack Counties, Inc. as of February 28, 2019 and 2018, and the changes in their net assets and their cash flows for the years then ended, in accordance with accounting principles generally accepted in the United States of America.

**Other Information**

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

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated January 16, 2020, on our consideration of Community Action Program Belknap-Merrimack Counties, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Community Action Program Belknap-Merrimack Counties, Inc.'s internal control over financial reporting and compliance.

*Leone McDonnell & Roberts*  
*Professional Association*

Concord, New Hampshire  
January 16, 2020

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

**STATEMENTS OF FINANCIAL POSITION  
FEBRUARY 28, 2019 AND 2018**

	<u>2019</u>	<u>2018</u>
<b><u>ASSETS</u></b>		
<b>CURRENT ASSETS</b>		
Cash	\$ 1,411,762	\$ 1,751,685
Accounts receivable	2,321,041	2,993,405
Inventory	22,800	26,567
Prepaid expenses	52,632	88,287
Investments	<u>102,522</u>	<u>98,753</u>
Total current assets	<u>3,910,757</u>	<u>4,958,697</u>
<b>PROPERTY</b>		
Land, buildings and improvements	4,749,673	4,634,220
Equipment, furniture and vehicles	<u>5,979,320</u>	<u>6,227,722</u>
Total property	10,728,993	10,861,942
Less accumulated depreciation	<u>6,330,580</u>	<u>6,936,808</u>
Property, net	<u>4,398,413</u>	<u>3,925,134</u>
<b>OTHER ASSETS</b>		
Due from related party	<u>139,441</u>	<u>139,441</u>
Total other assets	<u>139,441</u>	<u>139,441</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 8,448,611</u></b>	<b><u>\$ 9,023,272</u></b>
<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b>CURRENT LIABILITIES</b>		
Current portion of notes payable	\$ 183,269	\$ 172,745
Accounts payable	1,069,165	1,443,697
Accrued expenses	1,066,748	1,056,676
Refundable advances	<u>998,332</u>	<u>1,187,333</u>
Total current liabilities	3,317,514	3,860,451
<b>LONG TERM LIABILITIES</b>		
Notes payable, less current portion shown above	<u>781,385</u>	<u>962,781</u>
Total liabilities	<u>4,098,899</u>	<u>4,823,232</u>
<b>NET ASSETS</b>		
Without Donor Restrictions	3,842,297	3,497,187
With Donor Restrictions	<u>507,415</u>	<u>702,853</u>
Total net assets	<u>4,349,712</u>	<u>4,200,040</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u>\$ 8,448,611</u></b>	<b><u>\$ 9,023,272</u></b>

See Notes to Financial Statements

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

**STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED FEBRUARY 28, 2019**

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

See Notes to Financial Statements

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

**STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED FEBRUARY 28, 2018**

	<b><u>Without Donor Restrictions</u></b>	<b><u>With Donor Restrictions</u></b>	<b><u>2018 Total</u></b>
<b>REVENUES AND OTHER SUPPORT</b>			
Grant awards	\$ 17,935,847	\$ -	\$ 17,935,847
Other funds	1,538,501	2,870,131	4,408,632
In-kind	1,147,978	-	1,147,978
United Way	30,517	-	30,517
Total revenues and other support	20,652,843	2,870,131	23,522,974
<b>NET ASSETS RELEASED FROM RESTRICTIONS</b>	2,811,389	(2,811,389)	-
Total	23,464,232	58,742	23,522,974
<b>EXPENSES</b>			
Salaries and wages	8,295,198	-	8,295,198
Payroll taxes and benefits	2,054,965	-	2,054,965
Travel	281,239	-	281,239
Occupancy	1,222,773	-	1,222,773
Program services	7,979,371	-	7,979,371
Other costs	1,636,269	-	1,636,269
Depreciation	236,706	-	236,706
In-kind	1,147,978	-	1,147,978
Total expenses	22,854,499	-	22,854,499
<b>CHANGE IN NET ASSETS</b>	609,733	58,742	668,475
<b>NET ASSETS, BEGINNING OF YEAR</b>	2,887,454	644,111	3,531,565
<b>NET ASSETS, END OF YEAR</b>	\$ 3,497,187	\$ 702,853	\$ 4,200,040

See Notes to Financial Statements

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

**STATEMENTS OF CASH FLOWS  
FOR THE YEARS ENDED FEBRUARY 28, 2019 AND 2018**

	<u>2019</u>	<u>2018</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ 149,672	\$ 668,475
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	330,491	236,706
Decrease (increase) in current assets:		
Accounts receivable	672,364	(831,433)
Inventory	-3,767	(5,037)
Prepaid expenses	35,655	6,028
Decrease (increase) in current liabilities:		
Accounts payable	(374,532)	595,990
Accrued expenses	10,072	37,250
Refundable advances	<u>(189,001)</u>	<u>28,002</u>
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<u>638,488</u>	<u>735,981</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Additions to property	(803,770)	(523,729)
Investment in partnership	<u>(3,769)</u>	<u>(13,528)</u>
<b>NET CASH USED IN INVESTING ACTIVITIES</b>	<u>(807,539)</u>	<u>(537,257)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Repayment of long term debt	<u>(170,872)</u>	<u>(179,383)</u>
<b>NET CASH USED IN FINANCING ACTIVITIES</b>	<u>(170,872)</u>	<u>(179,383)</u>
<b>NET (DECREASE) INCREASE IN CASH</b>	(339,923)	19,341
<b>CASH BALANCE, BEGINNING OF YEAR</b>	<u>1,751,685</u>	<u>1,732,344</u>
<b>CASH BALANCE, END OF YEAR</b>	<u>\$ 1,411,762</u>	<u>\$ 1,751,685</u>
<b>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:</b>		
Cash paid during the year for interest	<u>\$ 63,133</u>	<u>\$ 73,582</u>

See Notes to Financial Statements

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

**STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED FEBRUARY 28, 2019**

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

See Notes to Financial Statements

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

**STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED FEBRUARY 28, 2018**

	<u>Program</u>	<u>Management</u>	<u>Total</u>
Salaries and wages	\$ 8,026,291	\$ 268,907	\$ 8,295,198
Payroll taxes and benefits	1,948,839	106,126	2,054,965
Travel	279,829	1,410	281,239
Occupancy	1,107,004	115,769	1,222,773
Program Services	7,979,371	-	7,979,371
Other costs:			
Accounting fees	24,915	27,549	52,464
Legal fees	5,137	-	5,137
Supplies	236,553	26,718	263,271
Postage and shipping	49,153	1,052	50,205
Equipment rental and maintenance	1,680	-	1,680
Printing and publications	3,643	27,649	31,292
Conferences, conventions and meetings	13,730	9,544	23,274
Interest	68,274	5,308	73,582
Insurance	123,457	35,257	158,714
Membership fees	19,045	8,668	27,713
Utility and maintenance	185,882	64,390	250,272
Computer services	21,517	17,179	38,696
Other	645,081	14,888	659,969
Depreciation	231,959	4,747	236,706
In-kind	1,147,978	-	1,147,978
 Total functional expenses	 \$ 22,119,338	 \$ 735,161	 \$ 22,854,499

See Notes to Financial Statements

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

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED FEBRUARY 28, 2019 AND 2018**

**1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Nature of Organization**

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

**Basis of Accounting**

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

**New Accounting Pronouncement**

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

**Financial Statement Presentation**

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

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

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

Donor restricted contributions are reported as increases in net assets with donor restrictions. When restrictions expire, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statement of activities. The Organization had net assets with donor restrictions of \$507,415 and \$702,853 at February 28, 2019 and 2018, respectively. See **Note 13**.

#### **Income Taxes**

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

The Organization files information returns in the United States and the State of New Hampshire. The Organization is no longer subject to examinations by tax authorities for years before 2015.

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

#### **Property**

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

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

#### **Use of Estimates**

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

#### **Cash and Cash Equivalents**

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

#### **Contributed Services**

Donated services are recognized as contributions in accordance with FASB ASC No. 958, *Accounting for Contributions Received and Contributions Made*, if the services (a)

create or enhance non-financial assets or (b) require specialized skills, and would otherwise be purchased by the Agency.

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

#### **In-Kind Donations / Noncash Transactions**

Donated facilities, services and supplies are reflected as revenue and expense in the accompanying financial statements, if the criteria for recognition is met. This represents the estimated fair value for the service, supplies and space that the Organization might incur under normal operating activities. The Organization received \$829,924 and \$1,147,978 in donated facilities, services and supplies for the years ended February 28, 2019 and 2018, 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 \$35,519 and \$292,141 for the years ended February 28, 2019 and 2018, 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 \$793,945 and \$846,237 for the years ended February 28, 2019 and 2018, respectively.

The Agency pays below-market rent for the use of certain facilities. In accordance with generally accepted accounting principles, the difference between amounts paid for the use of the facilities and the fair market value of the rental space has been recorded as an in-kind donation and as an in-kind expense in the accompanying financial statements. The estimated fair value of the donation was determined to be \$9,600 for the year ended February 28, 2018. There was no donation for the year ended February 28, 2019.

#### **Advertising**

The Organization expenses advertising costs as they are incurred. Total advertising costs for the years ended February 28, 2019 and 2018 totaled \$54,461 and \$32,655, respectively.

#### **Inventory**

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

#### **Functional Allocation of Expenses**

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

<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, 2019 and 2018:

	<b><u>2019</u></b>	<b><u>2018</u></b>
Financial assets at year end:		
Cash and cash equivalents, undesignated	\$ 1,411,762	\$ 1,751,685
Accounts receivable	2,321,041	2,993,405
Investments	102,522	98,753
Line of credit available	<u>200,000</u>	<u>200,000</u>
Total financial assets	<u>4,035,325</u>	<u>5,043,843</u>
Less amounts not available to be used within one year:		
Net assets with donor restrictions	507,415	702,853
Less net assets with time restrictions to be met in less than a year	<u>-</u>	<u>-</u>
Amounts not available within one year	<u>507,415</u>	<u>702,853</u>
Financial assets available to meet general expenditures over the next twelve months	<u>\$ 3,527,910</u>	<u>\$ 4,340,990</u>

It is the Organization's goal to maintain financial assets to meet 60 days of operating expenses which approximates \$3,880,000 and \$3,530,000 respectively, at February 28, 2019 and 2018.

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, 2019 and 2018. 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 \$998,332 and \$1,187,333 as of February 28, 2019 and 2018, 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, 2019 and 2018 totaled \$184,961 and \$202,725, 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, 2019 and 2018, the annual lease expense for the leased facilities was \$480,258 and \$479,964, respectively.

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>
2020	\$ 468,715
2021	368,835
2022	104,206
2023	103,206
2024	103,206
Thereafter	<u>972,603</u>
Total	<u>\$ 2,120,771</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 \$377,163 and \$369,827 at February 28, 2019 and 2018, 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 (5.50% and 4.50% at February 28, 2019 and 2018, respectively) plus 1%, but not less than 6% per annum. The line is secured by all the Organization's assets. There was no outstanding balance on the line at February 28, 2019 and 2018.

9. **LONG TERM DEBT**

Long term debt consisted of the following as of February 28, 2019 and 2018:

	<b><u>2019</u></b>	<b><u>2018</u></b>
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.	\$ 649,372	\$ 773,551

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.

64,943 71,843

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.

250,339 290,132

Total 964,654 1,135,526  
Less amounts due within one year 183,269 172,745

Long term portion \$ 781,385 \$ 962,781

The scheduled maturities of long-term debt as of February 28, 2019 were as follows:

<u>Year Ending February 28</u>	<u>Amount</u>
2020	\$ 183,269
2021	194,445
2022	206,317
2023	218,926
2024	133,205
Thereafter	28,492
	<u>\$ 964,654</u>

#### 10. PROPERTY AND EQUIPMENT

Property and equipment consisted of the following as of February 28, 2019 and 2018:

	<u>2019</u>	<u>2018</u>
Land	\$ 168,676	\$ 168,676
Building and improvements	4,580,996	4,465,544
Equipment and vehicles	<u>5,979,321</u>	<u>6,227,722</u>
	10,728,993	10,861,942
Less accumulated depreciation	<u>6,330,580</u>	<u>6,936,808</u>
Property and equipment, net	<u>\$ 4,398,413</u>	<u>\$ 3,925,134</u>

Depreciation expense for the years ended February 28, 2019 and 2018 was \$330,491 and \$236,706, respectively.

**11. CONTINGENCIES**

The Organization receives grant funding from various sources. Under the terms of these agreements, the Organization is required to use the funds within a certain period and for purposes specified by the governing laws and regulations. If expenditures were found not to have been made in compliance with the laws and regulations, the Organization might be required to repay the funds. No provisions have been made for this contingency because specific amounts, if any, have not been determined or assessed as of February 28, 2019.

During the year ended February 28, 2018, the Corporation for National and Community Service (CNCS) conducted a monitoring of its program and found that the Organization was not in full compliance with the program requirements. As a result, CNCS disallowed \$37,000 of grant expenditures. The Organization returned the funds in full during April 2018.

**12. CONCENTRATION OF RISK**

For the years ended February 28, 2019 and 2018, approximately \$12,000,000 (48%) and \$11,000,000 (47%), respectively, of the Organization's total revenue was received from the Department of Health and Human Services. The future scale and nature of the Organization is dependent upon continued support from this department.

**13. NET ASSETS WITH DONOR RESTRICTIONS**

Net assets with donor restrictions are available for the following specific program services as of February 28, 2019 and 2018:

	<u>2019</u>	<u>2018</u>
NH Food Pantry Coalition	\$ 663	\$ 663
Senior Center	137,743	127,746
Elder Services	200,912	390,089
NH Rotary Food Challenge	5,068	5,068
Common Pantry	5,534	5,912
Caring Fund	11,811	14,272
Agency – FAP	6,342	14,746
Agency Head Start	137,967	140,979
Other Programs	<u>1,375</u>	<u>3,378</u>
Total net assets with donor restrictions	<u>\$ 507,415</u>	<u>\$ 702,853</u>

**14. RELATED PARTY TRANSACTIONS**

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

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

There was \$139,441 due from CAPBMC Development Corporation at both February 28, 2019 and 2018.

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

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

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

The total amount due from the related parties (collectively) at February 28, 2019 and 2018 was \$185,937 and \$114,032, 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 \$101,522 and \$97,753 at February 28, 2019 and 2018, 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, 2019 and 2018, the Organization's investments were classified as Level 1 and were based on fair value.

**Fair Value Measurements using Significant Observable Inputs (Level 1)**

	<u>2019</u>	<u>2018</u>
Beginning balance – mutual funds	\$ 97,753	\$ 84,225
Total gains (losses) – mutual funds	3,769	9,528
Purchases	<u>-</u>	<u>4,000</u>
Ending balance – mutual funds	<u>\$ 101,522</u>	<u>\$ 97,753</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, 2019 and 2018.

**17. FISCAL AGENT**

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

**18. SUBSEQUENT EVENTS**

Subsequent events are events or transactions that occur after the statement of financial position date, but before the financial statements are available to be issued. Recognized subsequent events are events or transactions that provide additional evidence about conditions that existed at the statement of financial position date, including the estimates inherent in the process of preparing financial statements. Non-recognized subsequent events are events that provide evidence about conditions that did not exist at the statement of financial position date, but arose after that date. Management has evaluated subsequent events through January 16, 2020, the date the financial statements were available to be issued.

**SUPPLEMENTAL INFORMATION**

**(See Independent Auditors' Report)**

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

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED FEBRUARY 28, 2019**

<b>FEDERAL GRANTOR/ PROGRAM TITLE</b>	<b>CFDA NUMBER</b>	<b>PASS THROUGH NAME</b>	<b>IDENTIFYING NUMBER</b>	<b>FEDERAL EXPENDITURES</b>	<b>PASSED THROUGH TO SUB-RECIPIENTS</b>
<b><u>US DEPARTMENT OF HEALTH AND HUMAN SERVICES</u></b>					
Head Start	93.600		01CH2052-04-01/01CH2052-05-01	\$ 4,242,642	
Low Income Home Energy Assistance Program	93.568	State of New Hampshire	G-171881NHLEA	4,378,858	
Low Income Home Energy Assistance Program-WX	93.568	State of New Hampshire	G-171881NHLEA	255,523	
Low Income Home Energy Assistance Program-HRRP	93.568	State of New Hampshire	G-171881NHLEA	171,400	
			<b>TOTAL</b>	<b>4,805,582</b>	
Community Services Block Grant	93.569	State of New Hampshire	G-1081NHCSR	405,824	
Social Services Block Grant-Home Delivered & Congregate	93.667	State of New Hampshire	05-95-48-481010-9255	314,788	
Social Services Block Grant-Service Link	93.667	State of New Hampshire	545-500387	18,487	
			<b>TOTAL</b>	<b>333,285</b>	
<b><u>TANF CLUSTER</u></b>					
Temporary Assistance for Needy Families-Family Planning	93.558	State of New Hampshire	05-95-45-450010-8148	2,821	
Temporary Assistance for Needy Families-Workplace Success	93.558	Southern New Hampshire Services	05-95-45-450010-81270000	245,825	
			<b>CLUSTER TOTAL</b>	<b>248,646</b>	
<b><u>AGING CLUSTER</u></b>					
Title III, Part B-Senior Transportation	93.044	State of New Hampshire	05-95-48-481010-7872	187,813	
Title III, Part B-SEAS	93.044	State of New Hampshire	G-171881NHLEA	10,004	
Title III, Part C-Congregate Meals	93.045	State of New Hampshire	05-95-48-481010-7872	133,828	
Title III, Part C-Home Delivered	93.045	State of New Hampshire	05-95-48-481010-7872	290,410	
NSP	93.053	State of New Hampshire	1056477	397,522	
			<b>CLUSTER TOTAL</b>	<b>1,319,378</b>	
<b><u>CHILD CARE AND DEVELOPMENT FUND CLUSTER</u></b>					
Child Care & Development Block Grant	93.575	State of New Hampshire		514,166	
Child Care Mandatory & Matching Funds of the CCDF	93.596	State of New Hampshire		44,808	
			<b>CLUSTER TOTAL</b>	<b>558,974</b>	
<b><u>MEDICAID CLUSTER</u></b>					
Medical Assistance Program	93.778	State of New Hampshire	102-500731	82,382	
Family Planning - Services	93.217	State of New Hampshire	05-95-90-902010-5530	84,388	
HIV Preventative Activities - Health Dept. Based-Family Planning	93.940	State of New Hampshire	U62P8003655	8,518	
<b><u>MATERNAL, INFANT, AND EARLY CHILDHOOD HOME VISITING CLUSTER</u></b>					
ACA - Maternal, Infant, & Early Childhood Home Visiting Program	93.505	State of New Hampshire	05-95-90-902010-0831	111,058	
ACA - Aging & Disability Resource Center	93.517	State of New Hampshire	102-500731	12,521	
National Family Caregiver Support, Title III, Part E-Service Link	93.052	State of New Hampshire	102-500731	47,245	
Special Programs for Aging, Title IV-Service Link	93.046	State of New Hampshire	102-500731	15,508	
CMS Research Demonstrations & Evaluations	93.779	State of New Hampshire	102-500731	24,230	
Medicaid Enrollment Assistance Program	93.071	State of New Hampshire	102-500731	7,878	
			<b>MHS TOTAL</b>	<b>\$ 12,018,155</b>	
<b><u>US DEPARTMENT OF AGRICULTURE</u></b>					
Special Suppl. Nutrition Program for Women, Infants & Children	10.557	State of New Hampshire	184NH703WY1003	\$ 780,651	
WIC Grants to States	10.578	State of New Hampshire	174NH781W5413	28,555	
Senior Farmers Market	10.576	State of New Hampshire	15154NH083YB303	71,243	
Child & Adult Care Food Program	10.558	State of New Hampshire	NONE PROVIDED	238,155	
<b><u>CHILD NUTRITION CLUSTER</u></b>					
Summer Food Service Program For Children	10.559	State of New Hampshire	NONE PROVIDED	157,273	

See Notes to Schedule of Expenditures of Federal Awards

FEDERAL GRANTOR/ PROGRAM TITLE	CFDA NUMBER	PASS THROUGH NAME	IDENTIFYING NUMBER	FEDERAL EXPENDITURES	PASSED THROUGH TO SUB-RECIPIENTS
FOOD DISTRIBUTION CLUSTER					
Commodity Supplemental Food Program	10 565	State of New Hampshire	15154NH814Y8005	\$ 544,048	\$ 345,945
Emergency Food Assistance Program-Administration	10 568	State of New Hampshire	81750000	218,285	
Emergency Food Assistance Program	10 569	State of New Hampshire	81750000	<u>1,592,513</u>	<u>1,592,513</u>
			CLUSTER TOTAL	2,354,826	
Trade Mitigation	10 178	State of New Hampshire	NONE PROVIDED	503,391	<u>503,391</u>
Rural Housing Preservation Grant	10 433			<u>9,826</u>	
			USDA TOTAL	<u>\$ 4,123,920</u>	<u>\$ 2,441,849</u>
CORPORATION FOR NATIONAL & COMMUNITY SERVICES					
FOSTER GRANDPARENTS/SENIOR COMPANION CLUSTER					
Senior Companion Program	94 016		18SCANH001	\$ 380,743	
			CNCS TOTAL	<u>\$ 380,743</u>	
US DEPARTMENT OF TRANSPORTATION					
Formula Grants for Rural Areas-Concord Transit	20 509	State of New Hampshire-Department of Transportation	NH-18-X046	\$ 561,001	
TRANSIT SERVICES PROGRAMS CLUSTER					
Enhanced Mobility of Seniors & Ind. W/Disabilities-CAT	20 513	State of New Hampshire-Department of Transportation	NH-18-X043	41,190	
Enhanced Mobility of Seniors & Ind. W/Disabilities-Rural Transportation	20 513	State of New Hampshire-Department of Transportation	NH-18-X043	42,166	
Enhanced Mobility of Seniors & Ind. W/Disabilities-Rural Transportation	20 513	State of New Hampshire-Department of Transportation	2 buses	475,998	
Enhanced Mobility of Seniors & Ind. W/Disabilities-Volunteer Drivers	20 513	Merrimack County	NH-85-X001	<u>48,499</u>	
			CLUSTER TOTAL	607,855	
				<u>6,985</u>	
			DOT TOTAL	<u>\$ 1,175,841</u>	
US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT					
Supportive Housing Program-Outreach	14 235	State of New Hampshire	05-95-42-423010-7927-102-500731	\$ 169,659	
Supportive Housing Program-Homeless	14 235	State of New Hampshire	NONE PROVIDED	25,916	
Supportive Housing Program	14 235	State of New Hampshire	05-95-42-423010-7927-102-500731	<u>98,839</u>	
			TOTAL	292,413	
Emergency Solutions Grant	14 231	State of New Hampshire	05-95-42-423010-7927-102-500731	110,347	
Continuum of Care Program	14 267	State of New Hampshire	05-95-42-423010-7927-102-500731	<u>92,226</u>	
			HUD TOTAL	<u>\$ 494,996</u>	
US DEPARTMENT OF ENERGY					
Weatherization Assistance for Low Income Persons	81 042	State of New Hampshire	FE0006163	\$ 183,268	
			DOE TOTAL	<u>\$ 183,268</u>	
US DEPARTMENT OF LABOR					
Senior Community Service Employment Program	17 235	State of New Hampshire	1044701	\$ 422,884	
WAWMIOA CLUSTER					
WAWMIOA - Adult Program	17 256	Southern New Hampshire Services	0510-53360000-102-500731	60,308	
WAWMIOA - Dislocated Worker Formula Grants	17 278	Southern New Hampshire Services	0510-53360000-102-500731	<u>47,081</u>	
			CLUSTER TOTAL	107,389	
			DOL TOTAL	<u>\$ 530,073</u>	
			TOTAL	<u>\$ 18,907,888</u>	<u>\$ 2,441,849</u>

See Notes to the Schedule of Expenditures of Federal Awards

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

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED FEBRUARY 28, 2019**

**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, 2019. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Community Action Program Belknap-Merrimack Counties, Inc., it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Organization.

**NOTE 2      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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

**NOTE 3      INDIRECT COST RATE**

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

**NOTE 4      FOOD COMMODITIES AND VEHICLES**

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

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

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON  
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Community Action Program Belknap-Merrimack Counties, Inc. (a nonprofit organization), which comprise the statement of financial position as of February 28, 2019 and 2018, and the related statements of activities, cash flows, and functional expenses for the years then ended, and the related notes to the financial statements, and have issued our report thereon dated January 16, 2020.

**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 2019-001 that we consider to be a material weakness.

**Compliance and Other Matters**

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

**Purpose of this Report**

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

*Leone McDonnell & Roberts*  
*Professional Association*

Concord, New Hampshire  
January 16, 2020

**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, 2019. 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, 2019.

**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.

*Seane McDonnell & Roberts*  
*Professional Association*

Concord, New Hampshire  
January 16, 2020

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

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE YEAR ENDED FEBRUARY 28, 2019**

**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, Aging Cluster, 93.044, 93.045 and 93.053, Social Services Block Grant 93.667, U.S. Department of Agriculture, Women, Infants and Children 10.557, U.S. Department of Transportation, Formula Grants for Rural Areas 20.509, Enhanced Mobility of Seniors and Individuals with Disabilities 20.513.
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**

2019-001

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

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

*Cause:* The Organization lost staff and their accumulated knowledge of Fiscal Department processes and procedures. This led to general ledger entries being posted late or mis-posted.

*Effect:* Significant adjusting journal entries were proposed by the auditor to ensure accurate revenue cut off for the period under audit. Additionally, the auditor proposed a significant adjusting entry to reduce expenses as a result of workers' compensation insurance expenses being over-accrued.

*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.

*Views of Responsible Officials:* Staff turnover and short staffing resulted in the errors leading to this finding. Agency Officials recognize the need to ensure the presence of qualified staff for operational continuity. The Organization will implement procedures so that balance sheet accounts are reconciled and reviewed by management on a monthly basis. The Director of Finance will also develop procedures to produce financial reports on a periodic basis.

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

None



Effective April 2020

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

**BOARD OF DIRECTORS**

Dennis Martino, <i>President</i>	Heather Brown
David Siff, Esq., <i>Vice President</i>	Theresa M. Cromwell
Safiya Wazir, <i>Treasurer</i>	Christine Averill
Robert (Bob) Krieger, <i>Secretary-Clerk</i>	Ben Wilson, AAMS®
Sara A. Lewko	A. Bruce Carri, CFP, CPA EA
Kathy Goode	

Current fiscal year (3/1/20 – 2/28/21) board meetings – 3/12/20, 5/14/20, 9/10/20, 11/12/20, 1/14/21

## *Jeanne Agri*

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### PROFESSIONAL PROFILE

Versatile and experienced leader with highly developed communication skills: written, verbal and presentational. Adept in coaching and mentoring employees and colleagues as evidenced by my selection by the National Office of Head Start to serve as a mentor for new Head Start Directors. Committed to continuous improvement of activities to ensure they meet outcomes approved by the board through strategic planning, creating goal-oriented systems and conformance with all local, state and federal guidance.

### WORK EXPERIENCE

Community Action Program Belknap-Merrimack Counties, Concord, NH

*Executive Director*

2018-present

- Assures the organization has long-range strategy which makes consistent and timely progress towards meeting the Agencies overall mission
- Responsible for the general supervision of all grant awards, ensuring that all statutory, regulatory, and /or program and financial requirements are met, that generally accepted accounting principles are applied, and that all program and financial policies and procedures are adhered to.
- Provide leadership in developing programs, organizational structures and financial systems that carry out the instructions and policies authorized by the Board
- Establish sound working relationships and cooperative arrangements with community groups, organizations and all funding sources important to the development of the agency and programs.
- See that the Board Director is kept fully informed and up to date on the condition of the organization and all important Federal, State or local requirements impacting on the Agency and/or its programs.

Southern New Hampshire Services, Manchester, NH

*Education and Nutrition Operations Director*

2016 - 2018

- Coordinate, manage and monitor workings of Child Development, Women Infant and Children, and Literacy Programs, as well as development of an agency wide Two-Generational Approach to services
- Formulate, improve and implement departmental and organizational policies and procedures to maximize output. Monitor adherence to rules, regulations, and procedures
- Assist in the recruitment and placement of required staff; establishment of organizational structure; delegation of tasks and accountabilities
- Supervise staff, including establishment of work schedules and monitoring and evaluating performance in partnership with Executive Director
- Assist in development of strategic plans for operational activity; implement and manage operational plans

*Director of Child Development Programs*

2001-2016

- Hire, coach and evaluate the performance of Program Managers, Specialists, Coordinators, Center Directors, Teachers and Head Start support staff
- Provide coaching, and learning opportunities for all employees focused on promoting, supporting and improving early development of children from the prenatal stage to five years of age using research-based practices
- Plan and implement strategic interventions with Program Managers, Specialists, Coordinators and Center Directors for sites needing administrative support and direction
- Plan, coordinate and facilitate regular leadership meetings for evaluating and strengthening systems to maintain the highest quality of services in compliance with Head Start Performance Standards
- Develop internal structures, systems, and policies supporting major content areas of Head Start program including education, health, mental health, social services, parent involvement, nutrition, disabilities, and transportation

Elizabeth M. Hennessey

Dec. 2014-present

Director, Head Start/Early Head Start/Child Care/Heathy Families  
America; Registered Nurse

- Responsible for all operations of high quality child development and home visiting programs for participants including prenatal mothers and children ages newborn to 5.
- Supervision of top level management team with 5 direct reports and total staff of 100 teachers, social workers, home visitors and support personnel.
- Oversight of all aspects of grants, contracts and financial management of the program budget of over \$5 million dollars.
- Resource and support to the agency governing bodies.
- Registered Nurse providing health information for staff and coordinating medical services for families.
- Act as Nurse Leader for Health and Nutrition managers and staff.
- Work with other program nurses to ensure quality services for children.
- Program evaluation and preparation for periodic monitoring reviews by the Office of Head Start, National Association for the Education of Young Children, NH Child Care Licensing and United States Department of Agriculture.
- Policy development and implementation
- Development of all program applications and contracts and associated budgets.
- Maintain knowledge of federal and state insurance programs for low income participants.
- Provide leadership and direction to program staff and families.

Sept. 1993-Nov. 2014

Health/Nutrition Specialist/Registered Nurse  
Head Start/Early Head Start/Child Care  
Community Action Program, Belknap-Merrimack Counties Inc.  
Concord, New Hampshire

- Directly supervise all aspects of the Head Start/Early Head Start/Child Care program health and nutrition content areas for approximately 350 children age newborn to 5 and their families.
- Registered Nurse providing leadership and guidance to staff and families.
- Utilize nursing skills and knowledge to ensure quality health services
- Work with other program nurses to promote comprehensive nursing services to children.
- Develop and implement policies and procedures to ensure compliance with Federal Performance Standards and NH Child Care licensing regulations.
- On-going supervision and support of Health Services Coordinators.
- Work closely with Education/Disabilities and Family Services Specialists to ensure coordination of services to children and families.
- Ensure children receive timely screening, assessments and follow-up medical and nutritional care.

- Direct service performing vision and hearing screening using WA Spot Vision screener and Ero-Scan Otoacoustic Emission Screener for children ages newborn to 5.
- Organize and facilitate regular meetings of Health and Family Services Advisory Board.
- Maintain inter-agency agreement and coordinate services with WIC program.
- Oversight of USDA Child and Adult Care Food Program including annual grant application, monitoring, claim review and contract renewals.
- Ensure quality food service, training and technical assistance to menu production staff.
- Development, education and training of staff on specific health and nutrition topics.
- Oversee tracking of all health data utilizing ChildPlus software.
- Review all physical exam and lab results including lead, hemoglobin and growth assessments for children ages birth to 5.
- Support and assist families in obtaining needed services
- Complete all necessary administrative tasks and management team responsibilities.
- Cross-content and area management supervision as needed.
- Participate on state and local committees when relevant to the Head Start program.

Sept. 2003-May 2010

Consultant, Health/Nutrition/Safety/Transportation Services  
Danya International Inc., Silver Spring, Maryland

- Review Head Start/Early Head Start programs throughout the United States for compliance with Federal Performance Standards.
- Independent observation of centers and classrooms.
- Write reports documenting areas of non-compliance
- Team participation in overall assessment of the quality of the programs.

Sept. 1992-Aug. 1993

School Nurse, SAU #19  
Dunbarton, New Hampshire

- Supervise health services for 175 elementary school children and faculty.
- Maintain all health and immunization records to meet state requirements.
- Annual vision, hearing and health screenings for all children.
- Review of physical exams and lab results.
- Coordination of on-site dental and vaccine clinics.
- Development and implementation of health and safety policies.
- Administered Free and Reduced School Lunch program.
- Illness and injury assessment and daily medication administration to children.
- Health resource for staff and families.

Sept. 1988-Sept. 1992

Pediatric Nurse  
River Road Pediatrics, Bedford, NH

- Nursing services to children ages 0-21 in a 5 physician pediatric clinic.
- Nursing observations, assessment and documentation of well and sick children in a clinic setting.
- Facilitate all aspects of child visits with physicians.
- Hearing and vision screenings
- Telephone triage of sick and injured children.
- Provide assistance and information to parents and families.
- Perform lead screening tests, hemoglobin and urinalysis testing, PKU and newborn screenings.
- Monitor immunization and lead screening status for state documentation.
- Follow-up on all children identified with lead poisoning, anemia or other pertinent medical conditions.
- Team member with other Registered Nurses, Nurse Practitioners, and Licensed Practical Nurses.

Education: Business Administration, 90 Credit Hours completed  
George Mason University  
Fairfax, Virginia

Bachelor of Science, Magna Cum Laude, 1988  
Saint Anselm College  
Manchester, New Hampshire

NH License: Registered Nurse

#### Recent Continuing Education:

December 2018:	Telephone Triage
November 2018:	Pediatric Health Symposium
October 2018:	Opioid Collaborative Forum: Our Families, Our Children, Our Future
February 2018:	Psychological First Aid
October 2017:	Maternal-Child Health Symposium
February 2017:	Exploring the Skills of Resiliency
March 2015:	Pediatric Health Symposium
April 2014:	Public Health Symposium
March 2014:	Managing Common Pediatric Emergencies
February 2014:	Psychiatric Disorders in Children

## **ANYA GAROFOLI TWAROG, M.Ed., MEL**

### **Education:**

Franklin Pierce Law Center, Concord NH  
Master's Degree in Education Law, December 2006.

Notre Dame College, Manchester, NH.  
Dual NH Certification in Elementary Education/General Special Education. May, 1999.  
Master's Degree in Education. May 2001.

University of New Hampshire, Durham, NH.  
Bachelor of Arts in Psychology. December 1997.

### **Professional Experience:**

Disabilities & Mental Health Services Specialist, Belknap-Merrimack Head Start, Concord, NH, April 2017-Present

- Oversee disability and mental health components of all Head Start & Early Head Start programs within Belknap and Merrimack counties.
- Provide technical support and supervision to the Healthy Families America program.

Education & Disabilities Services Specialist, Belknap-Merrimack Head Start, Concord, NH, November 2013-April 2017

- Oversee education and disability components of all Head Start programs within Belknap and Merrimack counties.
- Ensure compliance with NAEYC, NH State Licensing and Head Start Performance Standards at the local and federal level.

Special Education Teacher, SAU # 15, Hooksett, NH, September 2008-November 2013

- Teacher and Case Manager. Complete all necessary special education paper work, schedule and run meetings. Create schedules for direct services. Consult with teachers weekly to assist on implementation of differentiated instruction..
- Evaluate and screen students for learning disabilities that impact classroom performance and obtainment of FAPE.

Child Check Coordinator, Concord School District, Concord, NH, September 2007- June 2008

- Organized Child Check Clinics. Set appointments, completed paperwork and prepared screening tools.
- Attended Child Check Clinics. Facilitated clinics and screened children in the areas of Fine Motor Skills, Gross Motor Skills, Speech and Language Skills and Cognitive Skills.

Special Educator, Preschool Outreach Program, Concord School District, Concord, NH September 2003-June 2008.

- Evaluated cognitive skills and observed classroom skills in preschool children who have been referred to the district by Early Intervention or by a parent.
- Case managed and facilitated special education meetings for Outreach students.

Parent Family Coordinator/Enrichment Summer School Program Coordinator, SAU #18, Franklin School District, Franklin, NH, February 2005-August 2006

- Researched enrichment summer programs and prepared report for the School Board.
- Implemented and coordinated summer school enrichment program.
- Researched parental needs in the community and worked to bridge the gap between the parents and the school district.
- Organized and facilitated parent events and workshops.

### **Professional Memberships:**

Cambridge Who's Who  
Franklin School Board Elected Member 2016-2019  
Franklin Mayor's Drug Task Force

# SIOBHAN CONNELLY

EDUCATION	<p>LESLEY UNIVERSITY NAROPA UNIVERSITY KEENE STATE COLLEGE</p> <p>CAMBRIDGE, MA — PSYCHOLOGY, 2011 - 2015 BOULDER, CO — INTERDISCIPLINARY STUDIES, 2008 - 2009 KEENE, NH -- PSYCHOLOGY, 2005 - 2006</p>		
EXPERIENCE	<p>BELKNAP COUNTY HEALTHY FAMILIES AMERICA, LACONIA, NH 5/2017-PRESENT <i>Program Manager/Supervisor/Family Assessment Worker</i></p> <ul style="list-style-type: none"> <li>- Oversees Home Visiting Program by translating Performance Standards into dynamic approaches to work with families, track the programs successes and make plans around opportunities of growth.</li> <li>- Supervises the Home Visitor using Clinical, Administrative, and especially Reflective components.</li> <li>- Ensures work with families includes safety considerations, is goal oriented, and progress is captured appropriately in physical and electronic files; ensures data reports are accurate and sent to the State in a timely manner.</li> <li>- Maintains relationships with partnering programs in the county.</li> </ul> <p>BELKNAP COUNTY HEALTHY FAMILIES AMERICA, Laconia, NH 3/2015-5/2017 <i>Home Visitor/Family Resource Specialist</i></p> <ul style="list-style-type: none"> <li>- Integral team member in seeing program through first accreditation process and acquisition.</li> <li>- Assists families to overcome barriers via community resources and promotes self-directed growth</li> <li>- Enhances parent-centered development with child-centered advocacy including promoting awareness of safe family practices</li> <li>- Ensures safety of children through home-based visits and reports appropriately in cases of evidenced child abuse or neglect</li> </ul> <p>COMMUNITY BRIDGES: FORENSIC DEPARTMENT, Concord, NH 12/2014-5/2015 <i>Intern</i></p> <ul style="list-style-type: none"> <li>- Updated consumer information via HRST, AWARDS, and DocSTAR</li> <li>- Verified consumer's ISP and Behavioral Plan goals were documented properly</li> </ul> <p>SHUDDHA STUDIO, Meredith, NH 6/2014-12/2016 <i>Lead Yoga Instructor</i></p> <ul style="list-style-type: none"> <li>- Coordinated with local studios for workshops and guest teaching opportunities</li> <li>- Practiced emotional stability throughout stressful situations</li> <li>- Encouragement of a healthy lifestyle by providing emotional support to practitioners with active listening, centering, motivational techniques and a deliberate physical practice</li> </ul> <p>COMMUNITY BRIDGES, Bow, NH 9/2009-12/2011 <i>Group Home Direct Care Support Staff</i></p> <ul style="list-style-type: none"> <li>- Accounted for the care of three non-ambulatory and nonverbal individuals with various genetic conditions</li> <li>- Advocated for the individuals during community activities and in medical settings</li> <li>- Maintained a sanitary and positive environment, ADL's, and transportation to extracurricular programs</li> </ul> <p>COMMUNITY BRIDGES, Bow, NH 6/2007-4/2008 <i>Private Direct Care Support Staff</i></p> <ul style="list-style-type: none"> <li>- Part of a diligent 24 hour care team for a woman experiencing progressed Multiple Sclerosis</li> <li>- Provided transportation to appointments and leisure activities</li> <li>- Authorized Medication Administrator Exam completed (score: 100%)</li> <li>- Assisted with daily life needs, medication administration, and regularly guided meditation techniques</li> </ul> <tr> <td>COMMUNITY WORK</td><td> <p>THRIVE, Laconia, NH 9/2016-Present <i>Committee Member</i></p> <ul style="list-style-type: none"> <li>- Participates in collaborative effort to build program advocating importance of early childhood</li> </ul> <p>HUMAN RIGHTS COMMITTEE, Concord, NH 7/2015-12/2017 <i>Committee Member</i></p> <ul style="list-style-type: none"> <li>- Reviews and oversees Level III Behavioral plans implemented by service providers in Region IV</li> </ul> <p>MAINSTAY: INGRAHAM INC., Portland, ME 2/2010-5/2010 <i>Yoga Instructor</i></p> <ul style="list-style-type: none"> <li>- Instructed yoga to girls living in a youth safe house</li> </ul> </td></tr>	COMMUNITY WORK	<p>THRIVE, Laconia, NH 9/2016-Present <i>Committee Member</i></p> <ul style="list-style-type: none"> <li>- Participates in collaborative effort to build program advocating importance of early childhood</li> </ul> <p>HUMAN RIGHTS COMMITTEE, Concord, NH 7/2015-12/2017 <i>Committee Member</i></p> <ul style="list-style-type: none"> <li>- Reviews and oversees Level III Behavioral plans implemented by service providers in Region IV</li> </ul> <p>MAINSTAY: INGRAHAM INC., Portland, ME 2/2010-5/2010 <i>Yoga Instructor</i></p> <ul style="list-style-type: none"> <li>- Instructed yoga to girls living in a youth safe house</li> </ul>
COMMUNITY WORK	<p>THRIVE, Laconia, NH 9/2016-Present <i>Committee Member</i></p> <ul style="list-style-type: none"> <li>- Participates in collaborative effort to build program advocating importance of early childhood</li> </ul> <p>HUMAN RIGHTS COMMITTEE, Concord, NH 7/2015-12/2017 <i>Committee Member</i></p> <ul style="list-style-type: none"> <li>- Reviews and oversees Level III Behavioral plans implemented by service providers in Region IV</li> </ul> <p>MAINSTAY: INGRAHAM INC., Portland, ME 2/2010-5/2010 <i>Yoga Instructor</i></p> <ul style="list-style-type: none"> <li>- Instructed yoga to girls living in a youth safe house</li> </ul>		

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# **RYAN A. MARCHAND**

88 Governor Wentworth Hwy, Moultonborough, NH | (603) 305-4513 | Ryanam85@gmail.com

## **MISSION**

I'm interested in re-introducing myself into the personal care field, where I can benefit families with the professional and personal skills I've honed.

## **EXPERIENCE**

### **Grocery Buyer, Sunflower Natural Foods, Laconia, NH — 2012 – present**

My main duties involve purchasing all food inventory, managing interaction with distributors, and building meaningful community relationships. I am always focused on creating a comfortable space for customers to not only shop in, but learn about healthy lifestyles.

### **DSP, Goodwill Industries of NNE, Portland, ME — 2008 - 2012**

As a Direct Support Professional balancing time between two group homes, I had many duties such as assisting with domestic tasks, finance and schedule management (bills and doctor appointments), med administration, case documentation, and community involvement/goal attainment through person-centered planning.

## **EDUCATION**

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

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

## **SKILLS SUMMARY**

- Parent to a three-year-old, completion of Prepared Childbirth at Speare Memorial Hospital
- Various DSP trainings (CPR, CRMA, de-escalation)
- 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
- 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 – Healthy Families America (HVNH-HFA)**

**10/01/2018 – 9/30/2020**

**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>
Jeanne Agri	Executive Director		0%	
Beth Hennessey	HS/EHS/CCC Director		0%	
Anya Twarog	Mental Health/Disabilities Specialist		0%	
Siobhan Connelly	Program Supervisor/Mgr./FAW		100%	
Ryan Marchand	Home Visitor		100%	

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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>

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.

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

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

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

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

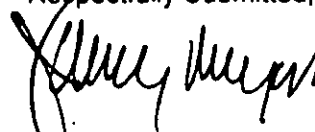
Should the Governor and Executive Council not approve this request, many of the most at risk New Hampshire families may not receive access to resources and family support and strengthening services necessary to raise children who are physically, socially and emotionally healthy, which can reduce juvenile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

Area Served: Statewide

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

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

Respectfully Submitted,



Jeffrey A. Meyers  
Commissioner



Jeffrey A. Meyers  
Commissioner

Lisa M. Morris  
Director

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

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

May 2, 2018

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

**REQUESTED ACTION**

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

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

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

**05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN 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

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