



MARGARET WOOD HASSAN  
GOVERNOR

**STATE OF NEW HAMPSHIRE**

**OFFICE OF ENERGY AND PLANNING**

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www.nh.gov/oep

March 2, 2016

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

**REQUESTED ACTION**

Authorize the Office of Energy and Planning (OEP) to enter into a **SOLE SOURCE** contract with Community Action Partnership of Strafford County (VC #177200), Dover, NH in the amount of \$17,500.00 to supplement the Agency's Weatherization Assistance Program work effective April 6, 2016 through June 30, 2016, upon approval of Governor and Executive Council. 100% Federal Funds.

Office of Energy and Planning, Fuel Assistance  
01-02-02-024010-77050000  
074 500587 Grants for Pub Assist & Relief

FY 2016  
\$17,500.00

**EXPLANATION**

The New Hampshire Weatherization Assistance Program (WAP) is primarily funded by a grant from the US Department of Energy (US DOE), with supplemental funding provided by the US Department of Health and Human Services (US DHHS) Low Income Home Energy Assistance Program (LIHEAP). This request seeks authorization to use US DHHS funds to supplement the Community Action Agency's Weatherization work during a US DOE-approved extension of the current program year to June 30, 2016.

OEP is responsible for administering New Hampshire's statewide Weatherization Assistance Program. The objective of the program is to reduce energy consumption and the impact of energy costs in low-income households. Priority is given to the elderly, disabled, households with children, and households with high-energy usage.

This contract is **SOLE SOURCE** due to US DOE's grant guidance (10 CRF 440.15) giving Community Action Agencies preferred status for the Weatherization Assistance Program (WAP) due to their non-profit status, their role providing a range of services to clients eligible for WAP, and their historical performance delivering the weatherization program.

The US DHHS supplemental funding will allow the Community Action Agency to effectively and efficiently increase the number of homes weatherized in this program year, and to keep the program open pending a new US DOE Weatherization grant, which is expected on July 1, 2016. OEP estimates that through June 30, 2016, approximately three (3) additional homes will be weatherized in Strafford County as a result of the supplemental funding.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'MATH', with a small mark at the end of the line.

Meredith A. Hatfield  
Director

Enclosures

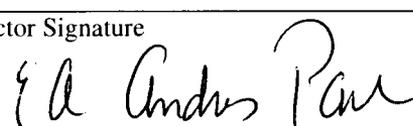
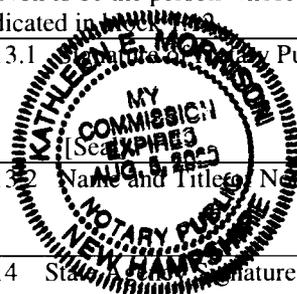
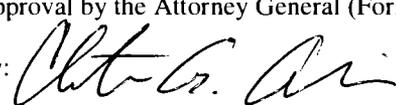
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**AGREEMENT**

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

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

1.1 State Agency Name Office of Energy and Planning		1.2 State Agency Address 107 Pleasant Street, Johnson Hall Concord, New Hampshire 03301	
1.3 Contractor Name Community Action Partnership of Strafford County		1.4 Contractor Address PO Box 160 Dover, N.H. 03821-0160	
1.5 Contractor Phone Number (603) 516-8130	1.6 Account Number 01-02-02-024010-77050000-500587 02BWP16	1.7 Completion Date June 30, 2016	1.8 Price Limitation \$17,500.00
1.9 Contracting Officer for State Agency Kirk Stone, Weatherization Program Manager		1.10 State Agency Telephone Number (603) 271-2155	
1.11 Contractor Signature  		1.12 Name and Title of Contractor Signatory Betsey Andrews Parker, Chief Executive Officer	
1.13 Acknowledgement: State of <u>New Hampshire</u> County of <u>Strafford</u> On <u>March 7, 2016</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.13.1			
1.13.1 Name and Title of Public or Justice of the Peace  			
1.14 State Agency Signature  		1.15 Name and Title of State Agency Signatory  Meredith A. Hatfield, Director	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable)  By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable)  By:  On: <u>3/22/16</u>			
1.18 Approval by the Governor and Executive Council (if applicable)  By: _____ On: _____			

**2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED.** The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**  
3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("Effective Date").  
3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

**4. CONDITIONAL NATURE OF AGREEMENT.** Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

**5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.**  
5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.  
5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.  
5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

**6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.**  
6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. In addition, the Contractor shall comply with all applicable copyright laws.  
6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.  
6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

**7. PERSONNEL.**  
7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.  
7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this

Contractor Initials EMF  
Date 3/7/16

Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

**8. EVENT OF DEFAULT/REMEDIES.**

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

**9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.**

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

**10. TERMINATION.** In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

**11. CONTRACTOR'S RELATION TO THE STATE.** In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

**12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.** The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and consent of the State.

**13. INDEMNIFICATION.** The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

**14. INSURANCE.**

14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate ; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than thirty (30) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) days prior written notice of cancellation or modification of the policy.

**15. WORKERS' COMPENSATION.**

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A (*"Workers' Compensation"*).

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

**16. WAIVER OF BREACH.** No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

**17. NOTICE.** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

**18. AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no

such approval is required under the circumstances pursuant to State law, rule or policy.

**19. CONSTRUCTION OF AGREEMENT AND TERMS.**

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

**20. THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

**21. HEADINGS.** The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

**22. SPECIAL PROVISIONS.** Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

**23. SEVERABILITY.** In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

**24. ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.

## New Hampshire Office of Energy and Planning

### EXHIBIT A

#### Scope of Services

1. Community Action Partnership of Strafford County, hereinafter "the Contractor," agrees to utilize the Building Weatherization Program (BWP) funds from the federal Low Income Home Energy Assistance Program (LIHEAP), described in Exhibit B, to provide weatherization services identical in content and delivery to those weatherization services which are provided by the Contractor under the federal Weatherization Assistance Program (WAP). All weatherization work completed under the BWP will be in accordance with regulations set forth by the US Department of Energy in 10 CFR 440, dated February 1, 2002, and in 10 CFR 600 as amended, and in accordance with the provisions and procedures contained in the most recent New Hampshire Weatherization Assistance Program State Plan, the New Hampshire WAP Policies & Procedures Manual, the New Hampshire Weatherization Field Guide (2015 Edition), and as otherwise administered by the Office of Energy and Planning (OEP).

Periodically OEP may issue Subgrantee Guidance (SG) and Subgrantee Notices (SN) or other clarifications as necessary. All such changes shall be considered as incorporated into the New Hampshire Weatherization Policies & Procedures Manual and the Field Guide. The Contractor agrees to alter the Program procedures in accordance with a SG, SN, or other instructions.

The Contractor agrees to abide by changes in the NH Building Weatherization Program and the NH Weatherization Assistance Program designed to improve program delivery and further agrees to perform all weatherization services in a manner that will successfully interact with utility administered energy efficiency programs for low income households in order to provide the best services for New Hampshire's low income households.

2. This Building Weatherization Program contract period will commence on April 6, 2016, and will have a completion date of June 30, 2016, subject to the approval of the Governor and Executive Council.
3. BWP funds which are the subject of this contract shall not be expended for training and/or technical assistance purposes.
4. During the contract period, the Contractor agrees to complete weatherization services on approximately 3 (three) dwelling units according to the standards outlined in the most recent NH Weatherization Policies and Procedures Manual and the NH Weatherization Field Guide.
  - a. The number of dwelling units and the amount of funds to be expended shall conform to the provisions of this contract. OEP reserves the right to review progress under this contract at any time and may utilize information from such reviews to alter dwelling unit goals and funds to be expended.
  - b. All funds provided to the Contractor under this agreement must be expended by June 30, 2016.

5. Effective April 1, 2015, all work performed under the federal Weatherization Assistance Program (WAP) in New Hampshire must meet the minimum specifications defined in the US Department of Energy's "Quality Work Plan" (QWP) and the associated Standard Work Specifications (SWS); those minimum specifications and standards apply to all BWP weatherization expenditures under this contract.
6. This agreement consists of the following documents: A completed P-37 form, and Exhibits A, B, C, D, E, F, G, H, I, and J. All exhibits are incorporated herein by reference as if fully set forth herein.

**New Hampshire Office of Energy and Planning**

**EXHIBIT B**

**Methods and Conditions of Payment**

In consideration of the satisfactory performance of the Services set forth in Exhibit A, the State agrees to pay the Contractor, Community Action Partnership of Strafford County, up to the total sum of:

\$17,500.00	(which hereinafter is referred to as the "Contracted Amount"), of which
\$ 1,750.00	is the maximum to be spent on BWP related administrative costs,
\$ 2,187.50	may be expended for Health & Safety measures, and
\$ 13,562.50	(the balance) to be spent on weatherization activities (Program Activity).

Drawdowns from the total contracted amount will be paid to the Contractor only after written documentation of cash need with supporting documentation as identified in the NHWAP Policies and Procedures Manual is submitted to OEP. Disbursement of the contracted amount shall be made in accordance with the procedures established by the State and as detailed in the most recent NHWAP Policies and Procedures Manual. Contractor shall submit a reimbursement request for each month of the contract period. Reimbursement requests from Contractor shall be received at OEP no later than the 15<sup>th</sup> day of each month, or the first business day following the 15<sup>th</sup>.

Administrative costs are provided to support a specified number of unit completions at minimal standards. Administrative funds may be pro-rated by OEP if production unit completions do not meet expected production goals.

OEP will also be allowed, as a function of its administrative oversight, to modify contracted budget amounts as necessary to ensure the efficient and effective operation of the contract as long as these modified expenditures do not exceed the total "Contracted Amount" as specified above.

## New Hampshire Office of Energy and Planning

### EXHIBIT C

#### Special Provisions

1. 10 CFR 600 as amended (Financial Assistance Rules), 10 CFR 440 dated February 1, 2002 (Weatherization Assistance Program), the New Hampshire Weatherization Assistance Program (NHWAP) State Plan, NHWAP Policies and Procedures Manual (P&PM), and NHWAP Field Guide are all considered part of this contract by inclusion and shall be legally binding and enforceable documents under this contract. The Office of Energy and Planning (OEP) reserves the right to use any legal remedy at its disposal including, but not limited to, disallowance of costs, withholding of funds, suspension of agency personnel, disbarment of agency personnel, disbarment of agencies and/or subcontractors from present or future contracts, and such other legal remedies as determined to be appropriate by the New Hampshire Department of Justice in the enforcement of rules and regulations pertaining to the Building Weatherization Program.
2. An audit shall be made at the end of the Contractor's fiscal year in accordance with the audit requirements of the Office of Management and Budget Circular A-133 "Audits of Institutions of Higher Education, and other Non-profit Organizations." (10 CFR 600.126)

This audit report shall include a schedule of revenues and expenditures by contract or grant number of all expenditures during the Contractor's fiscal year. The Contractor shall utilize a competitive bidding process to choose a qualified financial auditor at least every four years.

The audit report shall include a schedule of prior year's questioned costs along with a response regarding the current status of the prior year's questioned costs. Copies of all management letters written as a result of the audit along with the audit report shall be forwarded to OEP within one month of the time of receipt by the Contractor accompanied by an action, if applicable, for each finding or questioned cost.

3. The following paragraph shall be added to paragraph 9 of the general provisions:

"9.4 All negotiated contracts (except those of \$5,000 or less) awarded by OEP to the Contractor shall allow OEP, DOE, Health and Human Services, the Comptroller General of the United States, or any duly authorized representatives, access to any books, documents, papers, and records of the Subgrantee or their subcontractors, which are directly pertinent to this contract for the purpose of making audits, examinations, excerpts, and transcription."

4. In paragraph 10 of the general provisions, the following sentence shall be deleted: "The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in EXHIBIT A."
5. The costs charged under this contract shall be determined as allowable under the cost principles detailed in the DOE Financial Assistance Rules 10 CFR 600.127 and OMB Circular A-122.
6. Program and financial records pertaining to this contract shall be retained by OEP and the Contractor for 3 (three) years from the date of submission of the final expenditure report or, for awards that are

renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, as authorized by DOE. (10 CFR Subpart B Part 600.153)

7. The following paragraphs shall be added to the general provisions under “Special Provisions:”

“22a. RESTRICTION ON ADDITIONAL FUNDING. It is understood and agreed between the parties that no portion of the “Grant” funds may be used for the purpose of obtaining additional Federal funds under any other law of the United States, except if authorized under that law.”

“22b. ASSURANCES/CERTIFICATIONS. The following are attached and signed: Certification Regarding Drug-Free Workplace Requirements; Certification Regarding Lobbying; Certification Regarding Debarment, Suspension and Other Responsibility Matters; Certification Regarding the Americans With Disabilities Act Compliance; Certification Regarding Environmental Tobacco Smoke; Assurance of Compliance Nondiscrimination in Federally Assisted Programs; and Certification Regarding the Federal Funding Accountability and Transparency Compliance.”

“22c. COPELAND ANTI-KICKBACK ACT. All contracts and subgrants in excess of \$2,000.00 for construction or repair shall include a provision for compliance with Copeland “Anti-Kickback” Act (18 USC 874) as supplemented in Department of Labor Regulations (29 CFR, Part 3). This Act provides that each contractor, subcontract or subgrantee shall be prohibited from inducing, by any means, any person employed in the construction, completion or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The subgrantee should report all suspected violations to OEP.”

“22d. PROCUREMENT. Subgrantee shall comply with all provisions of 10 CFR 600.140-600.148 with special emphasis on financial procurement and property management.”

“22e. CLOSE OUT OF CONTRACT. All final required reports and reimbursement requests shall be Submitted to the State within sixty (60) days of the completion date (Agreement Block 1.7).”

**New Hampshire Office of Energy and Planning**

**STANDARD EXHIBIT D**

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS  
ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS**

**US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS  
US DEPARTMENT OF EDUCATION - CONTRACTORS  
US DEPARTMENT OF AGRICULTURE - CONTRACTORS  
US DEPARTMENT OF LABOR  
US DEPARTMENT OF ENERGY**

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.). The January 31, 1989 regulations were amended and published as Part II of the May 25, 1990 Federal Register (pages 21681-21691), and require certification by grantees (and by inference, sub-grantees and sub-contractors), prior to award, that they will maintain a drug-free workplace. Section 3017.630(c) of the regulation provides that a grantee (and by inference, sub-grantees and sub-contractors) that is a State may elect to make one certification to the Department in each federal fiscal year in lieu of certificates for each grant during the federal fiscal year covered by the certification. The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment. Contractors using this form should send it to:

Director, New Hampshire Office of Energy and Planning,  
107 Pleasant Street, Johnson Hall, Concord, NH 03301

- (A) The grantee certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing an ongoing drug-free awareness program to inform employees about—
    - (1) The dangers of drug abuse in the workplace;
    - (2) The grantee's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS  
ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS, cont'd**

**US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS  
US DEPARTMENT OF EDUCATION - CONTRACTORS  
US DEPARTMENT OF AGRICULTURE – CONTRACTORS  
US DEPARTMENT OF LABOR  
US DEPARTMENT OF ENERGY**

- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
  - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
    - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
  - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- (B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, State, zip code) (list each location)  
642 Central Avenue, Dover, Strafford County, NH 03821-0160

Check  if there are workplaces on file that are not identified here.

Community Action Partnership of Strafford County  
Contractor Name

April 6, 2016, through June 30, 2016  
Period Covered by this Certification

Betsey Andrews Parker, Chief Executive Officer

Name and Title of Authorized Contractor Representative

*Betsey Andrews Parker*

*3/7/16*

Contractor Representative Signature

Date

New Hampshire Office of Energy and Planning

STANDARD EXHIBIT E

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Section 319 of Public Law 101-121, Government wide Guidance for New Restrictions on Lobbying, and 31 U.S.C. 1352, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

CERTIFICATION REGARDING LOBBYING

US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS
US DEPARTMENT OF EDUCATION - CONTRACTORS
US DEPARTMENT OF AGRICULTURE - CONTRACTORS
US DEPARTMENT OF LABOR
US DEPARTMENT OF ENERGY

Programs (indicate applicable program covered):

- Community Services Block Grant
X Low-Income Home Energy Assistance Program
Senior Community Services Employment Program
Weatherization Program

Contract Period: April 6, 2016, through June 30, 2016

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor).
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor), the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying, in accordance with its instructions, attached and identified as Standard Exhibit E-I.
(3) The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Handwritten Signature]
Contractor Signature

Betsy Andrews Parker, Chief Executive Officer
Contractor's Representative Title

Community Action Partnership of Strafford County
Contractor Name

3/7/16
Date

## New Hampshire Office of Energy and Planning

### STANDARD EXHIBIT F

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Executive Order of the President, Executive Order 12529 and 45 CFR Part 76 regarding Debarment, Suspension, and Other Responsibility Matters, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

#### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS**

##### Instructions for Certification

1. By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this proposal (contract) is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.
6. The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHHS.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by DHHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, DHHS may terminate this transaction for cause or default.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER  
RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS, cont'd**

*Certification Regarding Debarment, Suspension, and Other  
Responsibility Matters - Primary Covered Transactions*

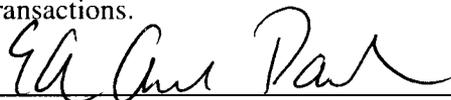
- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) have not within a three-year period preceding this proposal (contract) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or a contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal (contract).

***Certification Regarding Debarment, Suspension, Ineligibility and  
Voluntary Exclusion - Lower Tier Covered Transactions***  
(To Be Supplied to Lower Tier Participants)

By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (b) where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).

The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.



Contractor Signature

Betsy Andrews Parker, Chief Executive Officer

Contractor's Representative Title

Community Action Partnership of Stafford County

Contractor Name

3/7/16

Date

New Hampshire Office of Energy and Planning

STANDARD EXHIBIT G

CERTIFICATION REGARDING THE  
AMERICANS WITH DISABILITIES ACT COMPLIANCE

The Contractor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

1. By signing and submitting this proposal (contract) the Contractor agrees to make reasonable efforts to comply with all applicable provisions of the Americans with Disabilities Act of 1990.



Contractor Representative Signature

Betsey Andrews Parker, Chief Executive Officer

Contractor's Representative Title

Community Action Partnership of Strafford County

Contractor Name

3/7/16

Date

**New Hampshire Office of Energy and Planning**

**STANDARD EXHIBIT H**

**CERTIFICATION  
Public Law 103-227, Part C  
ENVIRONMENTAL TOBACCO SMOKE**

Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the "Pro-Children Act of 1994," requires that smoking not be permitted in any portion of any indoor facility routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee.

The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment.

Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.



Contractor Representative Signature

Betsey Andrews Parker, Chief Executive Officer

Contractor's Representative Title

Community Action Partnership of Strafford County

Contractor Name

3/7/16

Date

New Hampshire Office of Energy and Planning

STANDARD EXHIBIT I

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ASSURANCE OF COMPLIANCE NONDISCRIMINATION IN FEDERALLY ASSISTED  
PROGRAMS

OMB Burden Disclosure Statement

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans, and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1910-0400), U.S. Department Health and Human Services, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0400), Washington, DC 20503.

**Community Action Partnership of Strafford County**, (Hereinafter called the "Applicant") HEREBY AGREES to comply with Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), Section 16 of the Federal Energy Administration Act of 1974 (Pub. L. 93-275), Section 401 of the Energy Reorganization Act of 1974 (Pub. L. 93-438), Title IX of the Education Amendments of 1972, as amended, (Pub. L. 92-318, Pub. L. 93-568, and Pub. L. 94-482), Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), the Age Discrimination Act of 1975 (Pub. L. 94-135), Title VIII of the Civil Rights Act of 1968 (Pub. L. 90-284), the Department of Energy Organization Act of 1977 (Pub. L. 95-91), the Energy Conservation and Production Act of 1976, as amended, (Pub. L. 94-385) and Title 10, Code of Federal Regulations, Part 1040. In accordance with the above laws and regulations issued pursuant thereto, the Applicant agrees to assure that no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which the Applicant receives Federal assistance from the Department of Energy.

**Applicability and Period of Obligation**

In the case of any service, financial aid, covered employment, equipment, property, or structure provided, leased, or improved with Federal assistance extended to the Applicant by the Department of Health and Human Services, this assurance obligates the Applicant for the period during which Federal assistance is extended. In the case of any transfer of such service, financial aid, equipment, property, or structure, this assurance obligates the transferee for the period during which Federal assistance is extended. If any personal property is so provided, this assurance obligates the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Applicant for the period during which the Federal assistance is extended to the Applicant by the Department of Health and Human Services.

**Employment Practices**

Where a primary objective of the Federal assistance is to provide employment or where the Applicant's employment practices affect the delivery of services in programs or activities resulting from Federal assistance extended by the Department, the Applicant agrees not to discriminate on the ground of race, color, national origin, sex, age, or disability, in its employment practices. Such employment practices may include, but are not limited to, recruitment, advertising, hiring, layoff or termination, promotion, demotion, transfer, rates of pay, training and participation in upward mobility programs; or other forms of compensation and use of facilities.

**Subrecipient Assurance**

The Applicant shall require any individual, organization, or other entity with whom it subcontracts, subgrants, or subleases for the purpose of providing any service, financial aid, equipment, property, or structure to comply with laws and regulations cited above. To this end, the subrecipient shall be required to sign a written assurance form; however, the obligation of both recipient and subrecipient to ensure compliance is not relieved by the collection or submission of written assurance forms.

**Data Collection and Access to Records**

The Applicant agrees to compile and maintain information pertaining to programs or activities developed as a result of the Applicant's receipt of Federal assistance from the Department of Health and Human Services. Such information shall include, but is not limited to the following: (1) the manner in which services are or will be provided and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination; (2) the population eligible to be served by race, color, national origin, sex, age and disability; (3) data regarding covered employment including use or planned use of bilingual public contact employees serving beneficiaries of the program where necessary to permit effective participation by beneficiaries unable to speak or understand English; (4) the location of existing or proposed facilities connected with the program and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination; (5) the present or proposed membership by race, color, national origin, sex, age and disability in any planning or advisory body which is an integral part of the program; and (6) any additional written data determined by the Department of Health and Human Services to be relevant to the obligation to assure compliance by recipients with laws cited in the first paragraph of this assurance.

The Applicant agrees to submit requested data to the Department of Health and Human Services regarding programs and activities developed by the Applicant from the use of Federal assistance funds extended by the Department of Health and Human Services. Facilities of the Applicant (including the physical plants, buildings, or other structures) and all records, books, accounts, and other sources of information pertinent to the Applicant's compliance with the civil rights laws shall be made available for inspection during normal business hours on request of an officer or employee of the Department of Health and Human Services specifically authorized to make such inspections. Instructions in this regard will be provided by the Director, Office of Civil Rights, U.S. Department of Health and Human Services.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts (excluding procurement contracts), property, discounts or other Federal assistance extended after the date hereof, to the Applicants by the Department of Energy, including installment payments on account after such data of application for Federal assistance which are approved before such date. The Applicant recognizes and agrees that such Federal assistance will be extended in reliance upon the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, the successors, transferees, and assignees, as well as the person(s) whose signatures appear below and who are authorized to sign this assurance on behalf of the Applicant.

**Applicant Certification**

The Applicant certifies that it has complied, or that, within 90 days of the date of the grant, it will comply with all applicable requirements of 10 C.F.R. § 1040.5 (a copy will be furnished to the Applicant upon written request to HHS).

Betsey Andrews Parker, Chief Executive Officer

Signature EAAR Date 3/7/16

Community Action Partnership of Strafford County  
PO Box 160, Dover NH 03821-0160  
603-516-8130

New Hampshire Office of Energy and Planning

STANDARD EXHIBIT J

CERTIFICATION REGARDING THE FEDERAL FUNDING ACCOUNTABILITY AND  
TRANSPARENCY ACT (FFATA) COMPLIANCE

The Federal Funding Accountability and Transparency Act (FFATA) requires prime awardees of individual Federal grants equal to or greater than \$25,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$25,000 or more. If the initial award is below \$25,000 but subsequent grant modifications result in a total award equal to or over \$25,000, the award is subject to the FFATA reporting requirements, as of the date of the award.

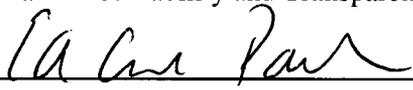
In accordance with 2 CFR Part 170 (*Reporting Subaward and Executive Compensation Information*), the New Hampshire Office of Energy and Planning must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

- 1) Name of entity
- 2) Amount of award
- 3) Funding agency
- 4) NAICS code for contracts / CFDA program number for grants
- 5) Program source
- 6) Award title descriptive of the purpose of the funding action
- 7) Location of the entity
- 8) Principle place of performance
- 9) Unique identifier of the entity (DUNS #)
- 10) Total compensation and names of the top five executives if:
  - a. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
  - b. Compensation information is not already available through reporting to the SEC.

Prime grant recipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of The Federal Funding Accountability and Transparency Act, Public Law 109-282 and Public Law 110-252, and 2 CFR Part 170 (*Reporting Subaward and Executive Compensation Information*), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

The below named Contractor agrees to provide needed information as outlined above to the New Hampshire Office of Energy and Planning and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.

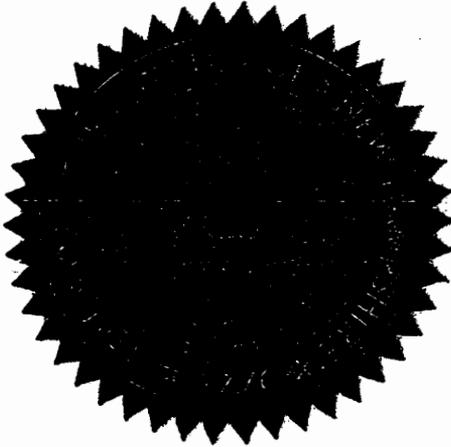
  
\_\_\_\_\_  
(Contractor Representative Signature) (Authorized Contractor Representative Name & Title)  
Community Action Partnership of Strafford County  
\_\_\_\_\_  
(Contractor Name) 3/7/16  
(Date)



State of New Hampshire  
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that Community Action Partnership of Strafford County is a New Hampshire nonprofit corporation formed May 25, 1965. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto  
set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 6<sup>th</sup> day of April, A.D. 2015

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

William M. Gardner  
Secretary of State

**CERTIFICATE OF VOTES**

**(Corporate Authority)**

I, Jean Miccolo, Clerk/Secretary of Community Action Partnership of Strafford County  
(name) (Corporation name)

(hereinafter the "Corporation"), a New Hampshire corporation, hereby certify that: (1) I am the duly  
(state)  
elected and acting Clerk/Secretary 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 October 21, 2015, such authority  
(date)  
to be in force and effect until June 30, 2016.  
(contract termination date)

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:

Dave Terlemezian  
(name)

Board Chair  
(position)

Betsey Andrews Parker  
(name)

CEO  
(position)

(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.

IN WITNESS WHEREOF, I have hereunto set my hand as the Clerk/Secretary of the corporation this  
7 day of March, 2016.

Jean L. Miccolo  
Clerk/Secretary

STATE OF New Hampshire  
COUNTY OF Strafford

On this 7 day of March, 2016, before me, Kathleen E. Morrison the undersigned  
Officer, personally appeared Jean Miccolo who acknowledged her/himself to be the Secretary  
of Community Action Partnership of Strafford County, a corporation and that she/he as such Secretary  
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.

Kathleen E. Morrison  
Notary Public/Justice of the Peace

Commission Expiration Date: 8/5/20





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/4/2016

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

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

<b>PRODUCER</b> CGI Insurance 171 Londonderry Turnpike  Hooksett NH 03106		<b>CONTACT NAME:</b> Kendra Cote <b>PHONE (A/C No. Ext):</b> (603) 232-9306 <b>FAX (A/C No.):</b> (603) 622-4618 <b>E-MAIL ADDRESS:</b> kcote@cgibusinessinsurance.com	
<b>INSURED</b> Community Action Partnership of Strafford PO Box 160  Dover NH 03821-1060		<b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b> INSURER A Hanover Insurance Company      22292 INSURER B New York Marine & General Ins INSURER C: INSURER D: INSURER E: INSURER F:	

**COVERAGES**      **CERTIFICATE NUMBER:** 15/16 Master      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b>			ZHVA192135	12/31/2015	12/31/2016	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 3,000,000
							PRODUCTS - COMPOP AGG \$ 1,000,000
							\$
A	<b>AUTOMOBILE LIABILITY</b>			AWVA15693	12/31/2015	12/31/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							Uninsured motorist combined \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			UHVA192136	12/31/2015	12/31/2016	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$ 2,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$		0				\$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			WC201400007962	12/31/2015	12/31/2016	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
A	<b>Professional Liability</b>			ZHVA192135	12/31/2015	12/31/2016	Each Occurrence 1,000,000 Aggregate 3,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**  
Workers Compensation Coverage-Statutory State - NH The following officers are excluded from coverage under the Workers Compensation policy: Mark Rideout President, Carol Garlough VP, Jeni Mosca Treas.

<b>CERTIFICATE HOLDER</b>  NH Office of Energy and Planning Johnson Hall, 3rd Floor 107 Pleasant Street Concord, NH 03301	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b>  Mark Harvie/KDC

**COMMUNITY ACTION PARTNERSHIP OF**  
**STRAFFORD COUNTY**

**FOR THE YEARS ENDED  
DECEMBER 31, 2014 AND 2013  
AND  
INDEPENDENT AUDITORS' REPORTS**

*Leone,  
McDonnell  
& Roberts*  
PROFESSIONAL ASSOCIATION

CERTIFIED PUBLIC ACCOUNTANTS

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY**

**DECEMBER 31, 2014 AND 2013**

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

## **INDEPENDENT AUDITORS' REPORT**

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

We have audited the accompanying financial statements of Community Action Partnership of Strafford County (a New Hampshire nonprofit organization), which comprise the statements of financial position as of December 31, 2014 and 2013, and the related statements of cash flows, and notes to the financial statements for the years then ended, and the related statements of activities and functional expenses for the year ended December 31, 2014.

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

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

### **Auditors' Responsibility**

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

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

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

### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Community Action Partnership of Strafford County as of December 31, 2014 and 2013, and its cash flows for the years then ended, and the changes in its net assets for the year ended December 31, 2014 in accordance with accounting principles generally accepted in the United States of America.

### **Report on Summarized Comparative Information**

We have previously audited Community Action Partnership of Strafford County's 2013 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated June 24, 2014. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2013, is consistent, in all material respects, with the audited financial statements from which it has been derived.

### **Other Matters**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated June 10, 2015, on our consideration of Community Action Partnership of Strafford County's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Community Action Partnership of Strafford County's internal control over financial reporting and compliance.

*Leone, McDonnell & Roberts,  
Professional Association*

June 10, 2015  
Wolfeboro, New Hampshire

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY**

**STATEMENTS OF FINANCIAL POSITION  
DECEMBER 31, 2014 AND 2013**

	<b><u>2014</u></b>	<b><u>2013</u></b>
<b><u>ASSETS</u></b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$ 744,514	\$ 614,293
Accounts receivable	770,066	656,934
Inventory	8,754	15,307
Prepaid expenses	<u>11,586</u>	<u>79,283</u>
Total current assets	<u>1,534,920</u>	<u>1,365,817</u>
<b>NONCURRENT ASSETS</b>		
Security deposits	19,201	19,261
Property, net of accumulated depreciation	435,446	667,667
Other noncurrent assets	<u>12,500</u>	<u>10,000</u>
Total noncurrent assets	<u>467,147</u>	<u>696,928</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 2,002,067</u></b>	<b><u>\$ 2,062,745</u></b>
<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b>CURRENT LIABILITIES</b>		
Demand note payable	\$ 80,735	\$ 87,178
Accounts payable	126,063	67,785
Accrued payroll and related taxes	120,172	92,674
Accrued compensated absences	78,154	80,592
Refundable advances	491,134	542,894
Other current liabilities	<u>137</u>	<u>55,918</u>
Total liabilities	<u>896,395</u>	<u>927,041</u>
<b>NET ASSETS</b>		
Unrestricted		
Undesignated	669,373	1,065,270
Board designated	<u>307,002</u>	<u>7,328</u>
Total unrestricted	976,375	1,072,598
Temporarily restricted	<u>129,297</u>	<u>63,106</u>
Total net assets	<u>1,105,672</u>	<u>1,135,704</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u>\$ 2,002,067</u></b>	<b><u>\$ 2,062,745</u></b>

See Notes to Financial Statements

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY**

**STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2014  
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>2014 Total</u>	<u>2013 Total</u>
<b>CHANGE IN NET ASSETS</b>				
<b>REVENUES AND OTHER SUPPORT</b>				
Grant revenue	\$ 7,545,723	-	\$ 7,545,723	\$ 7,364,989
Fees for service	424,089	-	424,089	382,531
Rent revenue	24,353	-	24,353	26,715
Public support	366,137	\$ 66,191	432,328	312,699
In-kind donations	439,830	-	439,830	486,220
Interest	301	-	301	108
Fundraising	31,299	-	31,299	19,866
Other revenue	-	-	-	5,192
	<hr/>	<hr/>	<hr/>	<hr/>
Total revenues and support	8,831,732	66,191	8,897,923	8,598,320
<b>EXPENSES</b>				
<b>Program services</b>				
Child services	3,374,862	-	3,374,862	2,421,621
Community services	831,155	-	831,155	1,599,936
Energy assistance	2,975,261	-	2,975,261	2,851,652
Housing	189,080	-	189,080	220,626
Weatherization	133,564	-	133,564	460,621
Workforce development	258,219	-	258,219	235,839
	<hr/>	<hr/>	<hr/>	<hr/>
Total program services	7,762,141	-	7,762,141	7,790,295
<b>Supporting activities</b>				
Management and general	1,031,611	-	1,031,611	803,269
Fundraising	23,644	-	23,644	8,070
	<hr/>	<hr/>	<hr/>	<hr/>
Total expenses	8,817,396	-	8,817,396	8,601,634
<b>CHANGE IN NET ASSETS BEFORE LOSS ON SALE OF BUILDING</b>				
	14,336	66,191	80,527	(3,314)
<b>LOSS ON SALE OF BUILDING</b>				
	<hr/> (110,559)	<hr/> -	<hr/> (110,559)	<hr/> -
<b>CHANGE IN NET ASSETS</b>				
	(96,223)	66,191	(30,032)	(3,314)
<b>NET ASSETS, BEGINNING OF YEAR</b>				
	<hr/> 1,072,598	<hr/> 63,106	<hr/> 1,135,704	<hr/> 1,139,018
<b>NET ASSETS, END OF YEAR</b>				
	<hr/> \$ 976,375	<hr/> \$ 129,297	<hr/> \$ 1,105,672	<hr/> \$ 1,135,704

See Notes to Financial Statements

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY**

**STATEMENTS OF CASH FLOWS  
FOR THE YEARS ENDED DECEMBER 31, 2014 AND 2013**

	<b><u>2014</u></b>	<b><u>2013</u></b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ (30,032)	\$ (3,314)
Adjustment to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	69,333	78,719
In-kind donation of vehicle	-	(48,501)
Loss on sale of building	110,559	-
(Increase) decrease in assets:		
Accounts receivable	(113,132)	16,218
Inventory	6,553	98,291
Prepaid expenses	67,697	(38,022)
Security deposits	(60)	-
Other noncurrent assets	(2,500)	(10,000)
Increase (decrease) in liabilities:		
Accounts payable	58,278	34,208
Accrued payroll and related taxes	27,498	5,152
Accrued compensated absences	(2,438)	11,971
Refundable advances	(51,760)	59,174
Other current liabilities	(55,781)	5,449
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<b><u>84,215</u></b>	<b><u>209,345</u></b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchases of property and equipment	(77,022)	(807)
Proceeds from sale of property and equipment	129,471	-
<b>NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES</b>	<b><u>52,449</u></b>	<b><u>(807)</u></b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Repayment of demand note payable	(6,443)	(2,822)
Repayment of long term debt	-	(34,050)
<b>NET CASH USED IN FINANCING ACTIVITIES</b>	<b><u>(6,443)</u></b>	<b><u>(36,872)</u></b>
<b>NET INCREASE IN CASH AND CASH EQUIVALENTS</b>	<b>130,221</b>	<b>171,666</b>
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<b><u>614,293</u></b>	<b><u>442,627</u></b>
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<b><u>\$ 744,514</u></b>	<b><u>\$ 614,293</u></b>
<b>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</b>		
Cash paid during the year for interest	<b><u>\$ 3,252</u></b>	<b><u>\$ 4,211</u></b>

See Notes to Financial Statements

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED DECEMBER 31, 2014**  
**WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	Child Services	Community Services	Energy Assistance	Housing	Weatherization	Work Develo
Payroll	\$ 1,960,544	\$ 275,525	\$ 274,670	\$ 58,232	\$ 29,507	\$ -
Payroll taxes	205,356	36,042	26,297	6,113	2,719	-
Fringe benefits	200,427	34,705	35,699	5,778	3,058	-
Weatherization material, fuel and client assistance	51,991	93,274	2,558,709	89,438	60,684	-
In-kind expenses	226,636	199,096	-	-	1,264	-
Consumable supplies	146,508	35,989	2,287	386	379	-
Indirect costs	-	-	-	-	-	-
Insurance	122,700	11,577	4,121	3,565	7,201	-
Equipment and computer	59,063	21,617	8,777	136	222	-
Rent	83,415	8,606	23,138	1,364	2,958	-
Utilities	80,372	9,146	12,177	16,485	2,657	-
Consultants and contract labor	23,664	33,867	3,634	667	1,132	-
Repairs and maintenance	52,052	12,645	16,460	509	544	-
Travel	57,106	16,344	737	70	3	-
Meetings, events and training	55,859	12,761	857	13	6	-
Depreciation	26,177	16,205	-	3,733	21,144	-
Copying & postage	11,261	8,595	6,571	69	62	-
Retirement	9,643	303	866	-	24	-
Property taxes	-	-	-	2,530	-	-
Interest expense	-	1,445	-	-	-	-
Other program support	2,088	3,413	261	(8)	-	-
<b>Total expenses</b>	<b>\$ 3,374,862</b>	<b>\$ 831,155</b>	<b>\$ 2,975,261</b>	<b>\$ 189,080</b>	<b>\$ 133,564</b>	<b>\$ -</b>

See Notes to Financial Statements



## 2016 Board of Directors

David Terlemezian, Chair  
Carrie DiGeorge, Vice Chair  
Colene Arnold, Treasurer  
Jean Miccolo, Secretary  
Joe Bailey  
Dorothea (Dot) Hooper  
William Katan 11, Police Council  
Chris Lawrence  
Hope Morrow Flynn  
Jeni Mosca  
Becky Sherburne  
Jason Shute  
Sunmayyab (Maya) Wylder

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**Community Action Partnership of Strafford County**  
**Administrative & Weatherization Office, 642 Central Avenue, Dover, NH 603-516-8130**  
**Mailing address: P.O. Box 160, Dover, NH 03821-0160**

**Outreach Offices:**

61 Locust Street, Dover 603-516-8126  
527 Main Street, Farmington 603-516-8191

**Head Start Centers:**

62A Whittier Street, Dover 603-516-2300  
120 Main Street, Farmington 603-755-2883  
55 Industrial Drive, Milton 603-652-0990  
150 Wakefield Street, Rochester 603-516-2330  
184 Maple St. Ext., Somersworth 603-817-5458



**KEY ADMINISTRATIVE PERSONNEL**

**New Hampshire Office of Energy and Planning**

**Contractor's Name: Community Action Partnership of Strafford County**

**Name of Program: Building Weatherization Program**

**Budget Year: 2016**

JOB TITLE	NAME &	ANNUAL SALARY	SALARY FOR CONTRACT
Finance & Weatherization Director	Douglas Surina -	\$64,500	3 Months 3 % \$483.75
Self-Sufficiency Manager	Jean Tewksbury -	\$44,012	3 Months 10% \$1,100.30
Energy & Support Services Specialist	Teresa Magoon -	\$31,700	3 Months 20% \$1,585.00
Weatherization Auditor	Zachary McDonald -	\$37,440	3 Months 80% \$7,488.00

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

**Outreach Offices:**  
 61 Locust Street, Dover 603-460-4237  
 527 Main Street, Farmington 603-460-4313

**Head Start Centers:**  
 62A Whittier Street, Dover 603-285-9460  
 120 Main Street, Farmington 603-755-2883  
 55 Industrial Drive, Milton 603-652-0990  
 150 Wakefield Street, Rochester 603-285-9461  
 9 Bartlett Avenue, Somersworth 603-817-5458

# DOUGLAS S. SURINA

## **ENTREPRENARIAL and PROFESSIONAL EXPERIENCE**

*Community Action Partnership of Strafford County, Dover, NH, Fiscal Officer, 2002-Present*

Prepares a variety of complex accounting, statistical, and narrative statements or reports requiring extensive analysis and interpretation of data; Establishes and maintains new departmental accounting systems and procedures; makes recommendations on the implementation of departmental accounting system revisions to increase efficiency and effectiveness; establishes and maintains effective accounting controls; Participates in the preparation, evaluation, justification, and maintenance of budgets and budgetary controls; confers and cooperates with Auditor-Controller staff and systems analysts to implement and improve automated fiscal systems; Prepares, reviews, and monitors grants, contracts, claims and other fiscal agreements and proposals; Prepares financial statements, balance sheets, income and expense reports, and cash flow analyses for enterprise funds, internal service funds, or major programs; Recommends rates and fees based on cost accounting analysis;

**HUB Family Support Center 10/2008 – 6/2010**, Business Manager responsible for all financial management functions, annual budget preparation, interim reporting to Grantors and Board of Directors, human resource oversight.

**Low Rate Mortgage L.L.C. (LRM) 01/2007 - present**, Independent Mortgage Loan Originator from home.

**Neighborhood Mortgage (NM), Letsown.com 01/2006 - 01/2007**, I began advising and placing keys into the hands of first time home buyers'. This is very gratifying and began my initial experience with New Hampshire Housing Financial Assistance and other homeowner assistance programs.

**Dover Auto World 02/2004 – 09/2004**, Honda, Chevrolet and used car sales at a small local dealership. Runner up for the most cars delivered in September 04. I left for the mortgage industry.

**The National Association for the Self Employed 06/2003 – 01/2004**, worked from home selling health, disability and life Insurance for the self employ.

**JROC Trading, Dover, NH 03820, Owner, 01/2003 – present**, JROC Trading was initially started as a wholesale distributor of general merchandise and later evolved into an Eco-Quest distributorship of air purification equipment.

**My personal residence 06/2002 – 12/2002**, I planned an addition, replacement windows and vinyl siding of my personal residence. I completed my Honey Do list and then began my self education.

**Liberty Mutual Ins. Co. (LM), Boston, MA 1972-2002**

A property and casualty insurance carrier collecting 6 billion in annual premiums.

**(LM), Assistant Treasurer, Manager of Cash Management, 1992-2002**

Managed 4 corporate treasury operations: cash concentrations (6 b), bank account reconciliation (400 accounts), abandon property (12 m), and 1099 reporting (350 K). Cash reporting, analysis, quality checks and reconciliations all required daily cut off times. Assigned team members by their strengths to projects on short notice often requiring an immediate response. Maintained domestic bank and business group relationships for the company. Department budget of \$8 million contained bank service fees of \$3 million.

- Fully integrated organizations 9 months after purchase while reducing head counts to pre-acquisition levels. Grew from 9 to over 100 legal entities during the 10-year period.
- Created the "Telephone Check", a positive pay product placed at Shawmut Bank as an out sourced application increasing security over our on site automobile claims payment service.
- Conducted "Request for Proposals" from various vendors and selected Treasury Disbursing Utility, Convey and Tracker; software applications that reduced cost and increased productivity and quality, savings of 1.2 million annually.
- Managed the relocation of our offices into newly constructed facility from downtown mill, including publication of business resumption plan for depart ops.

**(LM), Manager of Disbursements** (accounts payable and employee expense reimbursement), 1990-1992.

Processed 250,000 invoices and 180,000 employee expense reimbursements annually per guidelines.

- Implemented corporate credit card program with automated employee expense account reimbursement. Reduced corporate headcount by 128 and company petty cash by \$890,000.
- Increased productivity by taking advantage of blanket purchase orders and automation to invoices from vendors offering electronic transactions.

**(LM), Home Office Manager of Field Operations.**

Financial Field Auditing, 1972 – 1990, Business unit field auditor collection of sensitive customer information, interpreting insurance statutes, answering customer questions, analysis of financial accounts, calculating premium and performing branch office compliance audits. The interpretation of Workers Compensation statutes concerning contract workers employment status were the most difficulty to discuss as customers were reluctant to offer any information. I held several positions from entry level to 2<sup>nd</sup> in command. Conducted 44 lap top implementation classes over an 18 month period traveling across the entire Continental US.

### **EDUCATION**

Boston College, Chestnuthill, MA,

Bachelor of Science in Business Administration, Accounting, 1972

### **PROFESSIONAL AFFILIATIONS**

Notary Public for the State of New Hampshire, commission expires 4/28/2015

### **AWARDS**

Liberty Rise Award – Treasury Disbursing Utility & Liberty Rise Award – Satellite Utility Employee Recognition Award –by Business Market SVP and Controller for the Wausua Integration

### **TECHNICAL COMPUTER SKILLS**

Proficient in Quick Books and Microsoft Office: Excel, Word, PowerPoint and Outlook. Self taught: Act contact database, Lotus, DOS, Calyx Point and Byte loan origination software. Familiar with: XRT Treasury Workstation, Microsoft Access, Tracker (Abandon Property), Convey (1099) and TREC (bank account reconciliation). Migrated from Mac to MS.

### **VOLUNTEER EXPERIENCE**

Rotarian, Dover NH Club #6323

Dover NH Crime Line, Chairman and past Secretary 1995 - present

Woodman Institute, museum tour guide 04/2008 – present

Back River Community Club, Treasurer, 09/1988 - present

# Jean Gail Tewksbury

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## **Objective**

To provide human service leadership in education, prevention, and advocacy through strong staff empowerment resulting in innovative program development.

## **Employment History**

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### ***Director of Programs – 2013-2015***

#### **Young Women's Christian Association – New Hampshire**

72 Concord Street, Manchester, NH 03101

Supervisor: Annette Escalante, Executive Director –

Provided supervisory leadership (sixteen staff) and oversight of domestic violence crisis center, visitation center, and youth and community programming. Focus areas included budget development, grant writing and implementation, case management, development and delivery of community-based domestic violence and sexual assault prevention/intervention educational programs. Successfully worked closely with the Youth and Community Program Coordinator in the redevelopment and cultivation of a strong prevention program around Teen Dating Violence, and programming to both girls and boys on making healthy decisions and working to prevent high risk behaviors, as well as developing leadership skills. As a result the YWCA was successful in receiving an MOU from all three Manchester High Schools for our program Peer Action Changing Tomorrow (PACT) as an Extended Learning Opportunity (ELO). PACT- Peer Action Changing Tomorrow (PACT) is a 10-week YWCA teen leadership and education program that empowers teens to become resources and consultants to their peers about sexuality and health concerns.

### ***Program Director – Friends Emergency Housing Program – 2008-2013***

#### **The Friends Program**

30 Thompson Street, Concord, NH 03301

Supervisor: Jerome Madden, Executive Director –

Redeveloped all aspects of emergency housing program for homeless families. Successfully implemented a new strength-based case management model through staff professional development, revised policies and procedures, and improved budget management. Instrumental in 2010 rollout of transitional housing program through relationships with allied community partners.

### ***Child Development Director – 2002-2008***

#### **Young Men's Christian Association of Concord**

15 North State Street, Concord, NH 03301

Supervisor: Michael Norklun, (Former) Executive Director

Human Resource Director: Karen Cloonen –

Provided responsible leadership and management of all aspects of a large child care center. Oversaw budgeting, curriculum selection, staff supervision and development, and daily operations, in compliance with applicable city, state, and Federal regulations. Under my direct supervision obtained Licensing Plus for Child Development Center.

## **Post-Secondary Education**

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### ***Bachelor of Science – Human Services and Counseling***

Lyndon State College – Lyndonville, VT – Class of 1994

## **Professional Development**

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- State of New Hampshire – Crisis Prevention Intervention; First Aid in Mental Health

- Crisis Center of Central New Hampshire – Domestic Violence and Sexual Assault
- National Young Men's Christian Association – Principles and Practices (Leadership); Volunteerism
- New Hampshire Coalition Against Domestic Violence and Sexual Assault – Trauma Informed Training

### **Community Involvement**

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- New Hampshire Alcohol & Drug Abuse Counselors Association, Member, 2015
- Sexual Assault Response Team of Hillsborough County, Committee Member, 2013-2015
- Concord Coalition to End Homelessness, Board of Directors, 2009-2012
- Manchester Health Department Weed and Seed 2013-2015
- Domestic Violence Council 2015(played an instrumental role in the development of the council after it disbanded in 2012)

# Teresa Magoon

**Specialties** High energy, attention to detail. Strength and focus in client management and assisting clients achieve self-sufficiency. Ability to work independently as well as with a team.

## **Experience**

5/10-Present CAP of Strafford County Farmington, NH  
**Outreach Specialist**

- Responsible for Strafford County's electrical discount program to ensure highest customer enrollment rate possible and highest level of customer satisfaction.
- Certify energy assistance applications in a rapid manner to ensure clients heating needs are met.
- Established and maintain professional rapport with representatives from the Office of Energy and Planning, various political officials, and local welfare office directors
- Work directly with clients to assist them in achieving self-sufficiency; provide resources for success.
- Enlightened key community partners to CAPSC's mission and role in the community by reaching out and providing knowledge about all CAP related programs at any given opportunity.

4/12-3/13 Town of Milton Milton, NH  
**Welfare Director**

- Determined eligibility for town's people seeking emergency assistance via an extensive application and interview process.
- Balanced yearly budget to ensure fair distribution of funds.
- Achieved highest level of respect and confidentiality when keeping client records.

10/09-9/10 CAP of Strafford County Strafford County  
**Self Sufficiency Case Manager**

- Maintained ongoing case files and uploaded in to a client services tracking system in order to comply with federal grant rules and regulations
- Continued awareness of community resources and referring agencies to better assist clients in need.
- Assisted clients in developing long and short term goals. Monitored client development of goals weekly.

6/07-4/08 Our Place in Time Farmington, NH  
**Administrator**

- Responsible for hour by hour and day to day needs for multiple residents in an assisted living center.
- Maintained relationships with homecare providers, medical professionals, families, guardians and caseworkers for each resident to achieve the highest support level possible.
- Prepared daily, weekly and monthly reports on each resident
- Interviewed and trained all new employees.

**Achievements**

Substitute teaching classes 2006

Case Management Training

The Art of Welfare Administration

Welfare 101

Fuel certification Training

Substance Abuse Training

CPI Certification

# Zachary McDonald

## *Executive Summary*

Certified building analyst professional through the Building Performance Institute. Achieved profitability within five months in a start-up office of six total employees. Proven technical sales support. Experience presenting technical reports in a easy to understand manner.

## *Education*

University of Nebraska-Lincoln

**Bachelor of Science in Natural Resources and Environmental Economics with an Energy Emphasis**

**Minor in Energy Science**

Graduation year: May 2014

## *Experience*

- Mark Group Burlington, Massachusetts  
**Home Energy Analyst** July 2014 – December 2014  
-Performed complete residential energy analysis through the Mass Save program. Worked in a startup office, performed administrative work to comply with the Mass Save government program using strong organizational and computer skills. Technical sales, benefit cost analytics proposal construction. Provided energy efficiency usage/distribution advice directly to homeowners. Conducted safety tests. Determined inventory orders.
- University of Nebraska Lincoln Landscape Services  
**Crew Member** August 2011 – August 2013  
-Created a stimulating environment through manual labor and use of many tools that facilitated the learning process.

### *Certification*

- Building Performance Institute
  - Building Analyst Professional November 2014- November 2017  
License Number: 5051524

### *Computer Skills*

- Microsoft Office
- Benefit/Cost Analysis
- Cost-Effective Analysis
- Energy Measure Home
- Conservation Service Group Software
- Geospatial Information Technology and Systems. ArcGIS

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References and recommendation letters are available upon request.