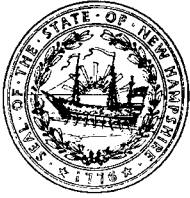


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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF HUMAN SERVICES  
BUREAU OF HOMELESS AND HOUSING SERVICES

Jeffrey A. Meyers  
Commissioner

Christine Tappan  
Senior Division Director

129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-9546 1-800-852-3345 Ext. 9546  
Fax: 603-271-4912 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov/dcbcs/bhhs

November 16, 2017

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Office of Human Services, Bureau of Homeless and Housing Services, to enter into a **sole source** agreement with Community Action Program Belknap-Merrimack Counties, Inc. (Vendor # 177203-B003), 2 Industrial Park Drive, Concord, NH 03302, to provide Housing Security Guarantee Program services in an amount not to exceed \$75,000 effective January 1, 2018 or upon Governor and Council approval, whichever is later, through June 30, 2019. 100% General Funds.

Funds are available in the following account for SFY 2018 and SFY 2019, with authority to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified, without approval from Governor and Executive Council.

**05-95-42-423010-7927 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, HOMELESS & HOUSING, EMERGENCY SHELTERS**

| Fiscal Year | Account /Class | Title                          | Amount   |
|-------------|----------------|--------------------------------|----------|
| 2018        | 500731-102     | Contracts for Program Services | \$25,000 |
| 2019        | 500731-102     | Contracts for Program Services | \$50,000 |

**EXPLANATION**

This request is **sole source** because Community Action Program of Belknap-Merrimack Counties, Inc. has been providing the Housing Security Guarantee Program for the past twenty-seven (27) years and has established strong relationships with participating landlords that have resulted in increased housing for individuals in New Hampshire. Community Action Program of Belknap-Merrimack Counties, Inc. also has a well-established process in place that ensures that all of the other vendors are reimbursed in a timely manner.

Approval of this contract will allow Community Action Program of Belknap-Merrimack Counties, Inc. to continue to provide the Housing Security Guarantee Program which provides payment guarantees to landlords in instances where low-income households cannot afford a security deposit. This program is designed to help alleviate situations where individuals and households are threatened with immediate homelessness, and is funded by the New Hampshire Housing Security Guarantee Program through New Hampshire State Grant-In-Aid funds. The

Community Action Program of Belknap-Merrimack Counties guarantee security deposits to landlords on behalf of qualified tenants. These guarantees are made pledging the full faith and credit of the Department for the payment of the security deposit in the event of tenant defaults.

Security deposit vouchers are available to persons who are considered "very low income" according to the U.S. Department of Housing and Urban Development. These are traditionally individuals that do not qualify for bank financing and face homelessness without this assistance. Repayment terms are scheduled according to the ability of individuals to repay. As a part of this program, participating individuals also receive budget counseling and other supportive services to assist them in maintaining independence. Repayment efforts are made by phone, mail, and personal contact. The high repayment rate of program participants is an indication of successful repayment arrangements by service providers.

The impressive results of this program are well documented. This program replaced cash assistance grants for security deposits to prevent homelessness with a voucher-based loan program for those at the lowest income scale. This means financial support that, in the past, would have been an outright grant to very low-income households is now being repaid by clients over time. From 1994 to 2013, \$7,015,258.74 in vouchers has been issued. Of this amount, 72% have resulted in successful tenancy.

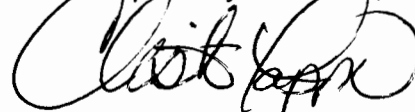
As referenced in Exhibit C-1 of this contract, this Agreement has the option to extend the contract for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Council.

Should the Governor and Executive Council not approve this request, security deposit guarantees for people who are homeless may not be available in their communities, and this could result in an increase in demand for services placed upon the region's local welfare authorities. People who are without housing and resources may resort to seeking shelter in places that are not fit for habitation, or may attempt to travel to shelters in other communities. This may increase the likelihood that people who are homeless will be in danger of injury or death, and will be cut off from basic supports for housing, health, education, and treatment.

Area served: Statewide

Source of funds: State Grant in Aid - 100% General Funds

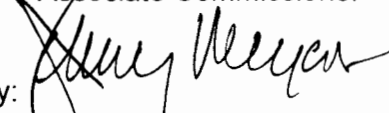
Respectfully submitted,



Christine Tappan

Associate Commissioner

Approved by:



Jeffrey A. Meyers

Commissioner

Subject: Housing Security Guarantee Program (SS-2018-BHHS-03-HOUSI)



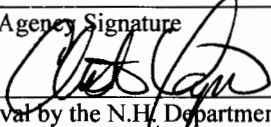
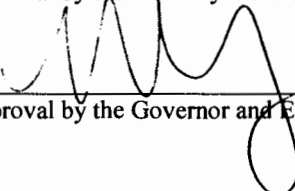
**Notice:** This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**AGREEMENT**

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

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

|  |  |   |                                  |
|--|--|---|----------------------------------|
| 1.1 State Agency Name<br>NH Department of Health and Human Services  |  | 1.2 State Agency Address<br>129 Pleasant Street<br>Concord, NH 03301-3857                               |                                  |
| 1.3 Contractor Name<br>Community Action Program Belknap-Merrimack Counties, Inc.   |  | 1.4 Contractor Address<br>2 Industrial Park Drive<br>PO Box 1016<br>Concord, NH 03301                   |                                  |
| 1.5 Contractor Phone Number<br>603-225-3295  | 1.6 Account Number<br>05-95-42-423010-7927 | 1.7 Completion Date<br>June 30, 2019  | 1.8 Price Limitation<br>\$75,000 |
| 1.9 Contracting Officer for State Agency<br>E. Maria Reinemann, Esq.<br>Director of Contracts and Procurement  |  | 1.10 State Agency Telephone Number<br>603-271-9330  |                                  |
| 1.11 Contractor Signature<br>  |  | 1.12 Name and Title of Contractor Signatory<br>Ralph Littlefield, Executive Director                    |                                  |
| 1.13 Acknowledgement: State of New Hampshire County of Merrimack<br><br>On 11/16/2017, before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12. |  |   |                                  |
| 1.13.1 Signature of Notary Public or Justice of the Peace<br><br>[Seal]   |  |   |                                  |
| 1.13.2 Name and Title of Notary or Justice of the Peace<br>KATHY L. HOWARD Notary Public, New Hampshire<br>My Commission Expires October 16, 2018  |  |   |                                  |
| 1.14 State Agency Signature<br>   |  | 1.15 Name and Title of State Agency Signatory<br>Date: 11/20/17 Christie Tappan, Associate Commissioner |                                  |
| 1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable)<br><br>By: _____ Director, On: _____   |  |   |                                  |
| 1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable)<br><br>By:  On: Megan A. Cole - Attorney 12/2/17  |  |   |                                  |
| 1.18 Approval by the Governor and Executive Council (if applicable)<br><br>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

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.

Contractor Initials AE  
Date 11/16/17



## Exhibit A

### Scope of Services

#### 1. Provisions Applicable to All Services

- 1.1 The Contractor agrees that, to the extent future legislative action by the New Hampshire General Court or federal or state court orders may have an impact on the Services described herein, the State Agency has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith. Notwithstanding any provisions of this Agreement to the contrary, all obligations of the State are contingent upon availability of state funding. In no event shall the State be liable for costs incurred or payment of any services performed by the Contractor prior to the availability of State Funding. The State makes no representation as to the level of funding that will be available, if any, for this Agreement.
- 1.2 The Contractor will submit a detailed description of the language assistance service they will provide to persons with limited English proficiency to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.
- 1.3 The Contractor shall pursue any and all appropriate public sources of funds that are applicable to the funding of the Services. Appropriate records shall be maintained by the Contractor to document actual funds received or denials of funding from such public sources of funds.

#### 2. Scope of Work

- 2.1 The State general funds allocated to this agreement are to be used solely in the event of participant defaults or for the administration of the program.
- 2.2 The Contractor shall provide a housing security guarantee to participating landlords who enter into a lease agreement with eligible applicants for housing that:
  - 2.2.1 Meets the minimum standards set forth in RSA 48-A:14.
  - 2.2.2 Is in move-in condition.
  - 2.2.3 Has been inspected by a local housing security provider.
- 2.3 The Contractor shall provide payment to the landlord not to exceed the equivalent of one month's rent to reimburse the landlord for any actual and documented loss suffered by the landlord due to:
  - 2.3.1 Non-payment of rent; or
  - 2.3.2 Damage to the premises caused by the applicant, family members, or guests.
- 2.4 The Contractor shall review applications for the Housing Guarantee Program that have been completed in writing jointly by landlords and applicants which include, but are not limited to:
  - 2.4.1 Name, address, and telephone number of landlord.
  - 2.4.2 Address of the proposed unit.





## Exhibit A

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- 2.4.3 Name of the qualified applicant.
- 2.4.4 Dollar amount of the requested security deposit.
- 2.4.5 Dollar amount of the qualified applicant's income.
- 2.4.6 Dollar amount of monthly rent to be charged.
- 2.4.7 A copy of any proposed lease or rental agreement.
- 2.4.8 Sworn statement from both the landlord and the qualified applicant describing their prior participation, if any, in the housing security guarantee program.
- 2.4.9 The landlord's written agreement to accept a housing security guarantee certificate issued in accordance with the guidelines of the housing security guarantee program.
- 2.4.10 Qualified applicant's written agreement to make the periodic payments toward the housing security guarantee.
- 2.5 The Contractor shall make a decision on applications within five (5) business days of the submission of a completed application.
- 2.6 The Contractor shall issue a housing security guarantee to the landlord within five (5) days of application approval.
- 2.7 The Contractor shall work with the applicant to devise a payment schedule in order to fulfill their obligation to the security guarantee program. The payments shall not exceed five (5) percent of the applicant's net monthly income.
- 2.8 The Contractor shall provide a coupon book for monthly payments to the applicant.
- 2.9 The Contractor shall provide the applicant with a refund for any of the following reasons:
  - 2.9.1 The applicant terminates tenancy prior to completion of periodic payment and no claim has been issued by landlord for damages or non-payment of rent.
  - 2.9.2 No claim for redemption is made within thirty (30) days after vacancy.
  - 2.9.3 A landlord's claim is less than the amount paid by applicant.
- 2.10 The Contractor may deny an applicant's request for housing security guarantee when:
  - 2.10.1 The applicant provides false or misleading information.
  - 2.10.2 The applicant lacks the monthly net income to maintain the ongoing cost of the unit.
  - 2.10.3 The total rent of unit exceeds sixty (60) percent of applicant's net monthly income.
  - 2.10.4 The application is incomplete and more than thirty (30) days have passed since the submittal of application.





## Exhibit A

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- 2.11 The Contractor shall provide a Notice of Denial to the unqualified applicant within ten (10) days of decision. The denial shall contain:
- 2.11.1 The reason for denial.
  - 2.11.2 Detailed information regarding the appeal process.
- 2.12 The Contractor shall reimburse a housing security guarantee within thirty (30) days of receiving the landlord's claim that includes, but is not limited to:
- 2.12.1 A certification of default issued by landlord.
  - 2.12.2 A copy of the landlord-tenant writ if the applicant was evicted.
  - 2.12.3 A copy of the rent ledger, account book, or any other written documents used in the ordinary course of business to record charges due and payments made by the applicant for the entire period of the tenancy.
  - 2.12.4 A written description of any damage caused by the applicant for which the landlord is making a claim for reimbursement, including photographs, if available.
  - 2.12.5 Copies of bills, estimates, invoices, or other documents regarding the cost of repairs of damage.
- 2.13 The Contractor may deny a landlord's claim when the claim is:
- 2.13.1 Fraudulent based on the move-in inspection.
  - 2.13.2 In excess of the amount owed.
- 2.14 The Contractor shall notify the landlord of a denial in writing within ten (10) days of claim. The denial shall include:
- 2.14.1 The reason for denial.
  - 2.14.2 The amount of the claim being denied.
  - 2.14.3 Detailed information regarding the appeals process.
- 2.15 The Contractor shall establish an appeals process by which an applicant or landlord may appeal a denial decision, which shall be free of individuals involved in the original denial decision.
- 2.16 Upon completion of the appeal process, the Contractor shall issue a written decision to the applicant or landlord outlining the decision of the appeal.

### 3. Reporting

- 3.1 The Contractor shall provide semiannual and annual report information data describing the number of cases served and amount provided. Monthly reports may be required at the discretion of the State. Reports shall include, but are not limited to, details of progress and achievements toward the following key program outcomes:
- 3.1.1 Seventy percent (70%) of households that receive this prevention assistance will achieve immediate housing stability.



## Exhibit A

- 3.1.2 Sixty percent (60%) of households that receive this prevention assistance will not experience an episode of homelessness within twelve (12) months.
- 3.2 The Contractor shall maintain records of applicants and landlords. Accurate and up to date data must be entered into HMIS on a daily basis.
- 3.3 The Contractor shall submit monthly reports by the fifteenth (15) day of each month which contain:
  - 3.3.1 All new housing security guarantee application approvals.
  - 3.3.2 Amount of the housing security guarantee.
  - 3.3.3 Cumulative figures of the total number of:
    - 3.3.3.1 Security Guarantees.
    - 3.3.3.2 Payments made by applicant toward repayment of security guarantee.
    - 3.3.3.3 Security guarantees redeemed by landlord.
  - 3.3.4 Security guarantees which have been cancelled:
    - 3.3.4.1 Applicants who have defaulted on repayment of security guarantee.
    - 3.3.4.2 Total remaining balance of each security guarantee.
- 3.4 The Contractor shall retain records of any appeals and the outcomes. All records of appeals records should be available to the Department upon request.
- 3.5 The Contract shall submit quarterly reports to the Department which include, but are not limited to:
  - 3.5.1 Date of Loan
  - 3.5.2 Applicant's name
  - 3.5.3 Amount of security guarantee
  - 3.5.4 Payments made
  - 3.5.5 Security guarantees redeemed
  - 3.5.6 Security guarantees defaulted
  - 3.5.7 Security guarantees cancelled
  - 3.5.8 Amount of bad debt payments
  - 3.5.9 Balance of payments
  - 3.5.10 Date of last payment

### 4. Contract Administration

- 4.1 The Contractor shall have appropriate levels of staff attend all meetings or trainings requested by the Bureau of Homeless and Housing Services (BHHS).



## Exhibit A

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To the extent possible, BHHS shall notify the Contractor of the need to attend such meetings five (5) working days in advance of each meeting.

- 4.2 The Bureau Administrator of BHHS or a designee may observe performance, activities, and documents under this Agreement; however, these personnel may not unreasonably interfere with Contractor performance.
- 4.3 The Contractor shall inform BHHS of any staffing changes.
- 4.4 Contract records shall be retained for a period of five (5) years following completion of the contract and receipt of final payment by the Contractor, or until an audit is completed and all questions arising there from are resolved, whichever is later.



**Method and Conditions Precedent to Payment**

1. The State shall pay the Contractor an amount not to exceed the Form P-37, Block 1.8, Price Limitation, for the services provided by the Contractor pursuant to Exhibit A, Scope of Services.
2. This Contract is funded 100% by the New Hampshire General Fund subject to the availability of State general funds and in consideration of the satisfactory completion of the services to be performed under this Agreement. The funding is as follows:
  - 2.1. SFY 18: \$25,000
  - 2.2. SFY 19: \$50,000
  - 2.3. Total funding: \$75,000
3. Payment for expenses shall be on a cost reimbursement basis only for actual expenditures.
  - 3.1. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this agreement, and shall be in accordance with the approved line item.
  - 3.2. The Contractor will submit an invoice in a form satisfactory to the State by the twentieth working day of each month, which identifies and requests reimbursement for authorized expenses incurred in the prior month. The invoice must be completed, signed, dated and returned to the Department in order to initiate payment. The Contractor agrees to keep records of their activities related to Department programs and services.
  - 3.3. The State shall make payment to the Contractor within thirty (30) days of receipt of each invoice, subsequent to approval of the submitted invoice and if sufficient funds are available. Contractors will keep detailed records of their activities related to DHHS-funded programs and services.
  - 3.4. The final invoice shall be due to the State no later than forty (40) days after the contract Form P-37, Block 1.7 Completion Date.
  - 3.5. In lieu of hard copies, all invoices may be assigned an electronic signature and emailed to the Program Administrator of the State Grant-In-Aid program.
  - 3.6. Payments may be withheld pending receipt of required reports or documentation as identified in Exhibit A, Scope of Services, and in this Exhibit B.
4. Notwithstanding anything to the contrary herein, the Contractor agrees that funding under this Contract may be withheld, in whole or in part, in the event of noncompliance with any State or Federal law, rule, or regulation applicable to the services provided, or if the said services have not been completed in accordance with the terms and conditions of this Agreement.

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**SPECIAL PROVISIONS**

Contractors Obligations: The Contractor covenants and agrees that all funds received by the Contractor under the Contract shall be used only as payment to the Contractor for services provided to eligible individuals and, in the furtherance of the aforesaid covenants, the Contractor hereby covenants and agrees as follows:

1. **Compliance with Federal and State Laws:** If the Contractor is permitted to determine the eligibility of individuals such eligibility determination shall be made in accordance with applicable federal and state laws, regulations, orders, guidelines, policies and procedures.
2. **Time and Manner of Determination:** Eligibility determinations shall be made on forms provided by the Department for that purpose and shall be made and remade at such times as are prescribed by the Department.
3. **Documentation:** In addition to the determination forms required by the Department, the Contractor shall maintain a data file on each recipient of services hereunder, which file shall include all information necessary to support an eligibility determination and such other information as the Department requests. The Contractor shall furnish the Department with all forms and documentation regarding eligibility determinations that the Department may request or require.
4. **Fair Hearings:** The Contractor understands that all applicants for services hereunder, as well as individuals declared ineligible have a right to a fair hearing regarding that determination. The Contractor hereby covenants and agrees that all applicants for services shall be permitted to fill out an application form and that each applicant or re-applicant shall be informed of his/her right to a fair hearing in accordance with Department regulations.
5. **Gratuities or Kickbacks:** The Contractor agrees that it is a breach of this Contract to accept or make a payment, gratuity or offer of employment on behalf of the Contractor, any Sub-Contractor or the State in order to influence the performance of the Scope of Work detailed in Exhibit A of this Contract. The State may terminate this Contract and any sub-contract or sub-agreement if it is determined that payments, gratuities or offers of employment of any kind were offered or received by any officials, officers, employees or agents of the Contractor or Sub-Contractor.
6. **Retroactive Payments:** Notwithstanding anything to the contrary contained in the Contract or in any other document, contract or understanding, it is expressly understood and agreed by the parties hereto, that no payments will be made hereunder to reimburse the Contractor for costs incurred for any purpose or for any services provided to any individual prior to the Effective Date of the Contract and no payments shall be made for expenses incurred by the Contractor for any services provided prior to the date on which the individual applies for services or (except as otherwise provided by the federal regulations) prior to a determination that the individual is eligible for such services.
7. **Conditions of Purchase:** Notwithstanding anything to the contrary contained in the Contract, nothing herein contained shall be deemed to obligate or require the Department to purchase services hereunder at a rate which reimburses the Contractor in excess of the Contractors costs, at a rate which exceeds the amounts reasonable and necessary to assure the quality of such service, or at a rate which exceeds the rate charged by the Contractor to ineligible individuals or other third party funders for such service. If at any time during the term of this Contract or after receipt of the Final Expenditure Report hereunder, the Department shall determine that the Contractor has used payments hereunder to reimburse items of expense other than such costs, or has received payment in excess of such costs or in excess of such rates charged by the Contractor to ineligible individuals or other third party funders, the Department may elect to:
  - 7.1. Renegotiate the rates for payment hereunder, in which event new rates shall be established;
  - 7.2. Deduct from any future payment to the Contractor the amount of any prior reimbursement in excess of costs;



- 7.3. Demand repayment of the excess payment by the Contractor in which event failure to make such repayment shall constitute an Event of Default hereunder. When the Contractor is permitted to determine the eligibility of individuals for services, the Contractor agrees to reimburse the Department for all funds paid by the Department to the Contractor for services provided to any individual who is found by the Department to be ineligible for such services at any time during the period of retention of records established herein.

RECORDS: MAINTENANCE, RETENTION, AUDIT, DISCLOSURE AND CONFIDENTIALITY:

8. **Maintenance of Records:** In addition to the eligibility records specified above, the Contractor covenants and agrees to maintain the following records during the Contract Period:
- 8.1. **Fiscal Records:** books, records, documents and other data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor during the Contract Period, said records to be maintained in accordance with accounting procedures and practices which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
- 8.2. **Statistical Records:** Statistical, enrollment, attendance or visit records for each recipient of services during the Contract Period, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
- 8.3. **Medical Records:** Where appropriate and as prescribed by the Department regulations, the Contractor shall retain medical records on each patient/recipient of services.
9. **Audit:** Contractor shall submit an annual audit to the Department within 60 days after the close of the agency fiscal year. It is recommended that the report be prepared in accordance with the provision of Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Non Profit Organizations" and the provisions of Standards for Audit of Governmental Organizations, Programs, Activities and Functions, issued by the US General Accounting Office (GAO standards) as they pertain to financial compliance audits.
- 9.1. **Audit and Review:** During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts.
- 9.2. **Audit Liabilities:** In addition to and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department, all payments made under the Contract to which exception has been taken or which have been disallowed because of such an exception.
10. **Confidentiality of Records:** All information, reports, and records maintained hereunder or collected in connection with the performance of the services and the Contract shall be confidential and shall not be disclosed by the Contractor, provided however, that pursuant to state laws and the regulations of the Department regarding the use and disclosure of such information, disclosure may be made to public officials requiring such information in connection with their official duties and for purposes directly connected to the administration of the services and the Contract; and provided further, that the use or disclosure by any party of any information concerning a recipient for any purpose not directly connected with the administration of the Department or the Contractor's responsibilities with respect to purchased services hereunder is prohibited except on written consent of the recipient, his attorney or guardian.



Notwithstanding anything to the contrary contained herein the covenants and conditions contained in the Paragraph shall survive the termination of the Contract for any reason whatsoever.

11. **Reports: Fiscal and Statistical:** The Contractor agrees to submit the following reports at the following times if requested by the Department.
  - 11.1. Interim Financial Reports: Written interim financial reports containing a detailed description of all costs and non-allowable expenses incurred by the Contractor to the date of the report and containing such other information as shall be deemed satisfactory by the Department to justify the rate of payment hereunder. Such Financial Reports shall be submitted on the form designated by the Department or deemed satisfactory by the Department.
  - 11.2. Final Report: A final report shall be submitted within thirty (30) days after the end of the term of this Contract. The Final Report shall be in a form satisfactory to the Department and shall contain a summary statement of progress toward goals and objectives stated in the Proposal and other information required by the Department.
  
12. **Completion of Services: Disallowance of Costs:** Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.
  
13. **Credits:** All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement:
  - 13.1. The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services.
  
14. **Prior Approval and Copyright Ownership:** All materials (written, video, audio) produced or purchased under the contract shall have prior approval from DHHS before printing, production, distribution or use. The DHHS will retain copyright ownership for any and all original materials produced, including, but not limited to, brochures, resource directories, protocols or guidelines, posters, or reports. Contractor shall not reproduce any materials produced under the contract without prior written approval from DHHS.
  
15. **Operation of Facilities: Compliance with Laws and Regulations:** In the operation of any facilities for providing services, the Contractor shall comply with all laws, orders and regulations of federal, state, county and municipal authorities and with any direction of any Public Officer or officers pursuant to laws which shall impose an order or duty upon the contractor with respect to the operation of the facility or the provision of the services at such facility. If any governmental license or permit shall be required for the operation of the said facility or the performance of the said services, the Contractor will procure said license or permit, and will at all times comply with the terms and conditions of each such license or permit. In connection with the foregoing requirements, the Contractor hereby covenants and agrees that, during the term of this Contract the facilities shall comply with all rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and shall be in conformance with local building and zoning codes, by-laws and regulations.
  
16. **Equal Employment Opportunity Plan (EEOP):** The Contractor will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs (OCR), if it has received a single award of \$500,000 or more. If the recipient receives \$25,000 or more and has 50 or





more employees, it will maintain a current EEOP on file and submit an EEOP Certification Form to the OCR, certifying that its EEOP is on file. For recipients receiving less than \$25,000, or public grantees with fewer than 50 employees, regardless of the amount of the award, the recipient will provide an EEOP Certification Form to the OCR certifying it is not required to submit or maintain an EEOP. Non-profit organizations, Indian Tribes, and medical and educational institutions are exempt from the EEOP requirement, but are required to submit a certification form to the OCR to claim the exemption. EEOP Certification Forms are available at: <http://www.usdoj/about/ocr/pdfs/cert.pdf>.

17. **Limited English Proficiency (LEP):** As clarified by Executive Order 13166, Improving Access to Services for persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, Contractors must take reasonable steps to ensure that LEP persons have meaningful access to its programs.
18. **Pilot Program for Enhancement of Contractor Employee Whistleblower Protections:** The following shall apply to all contracts that exceed the Simplified Acquisition Threshold as defined in 48 CFR 2.101 (currently, \$150,000)

CONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS AND REQUIREMENT TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS (SEP 2013)

(a) This contract and employees working on this contract will be subject to the whistleblower rights and remedies in the pilot program on Contractor employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239) and FAR 3.908.

(b) The Contractor shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in section 3.908 of the Federal Acquisition Regulation.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in all subcontracts over the simplified acquisition threshold.

19. **Subcontractors:** DHHS recognizes that the Contractor may choose to use subcontractors with greater expertise to perform certain health care services or functions for efficiency or convenience, but the Contractor shall retain the responsibility and accountability for the function(s). Prior to subcontracting, the Contractor shall evaluate the subcontractor's ability to perform the delegated function(s). This is accomplished through a written agreement that specifies activities and reporting responsibilities of the subcontractor and provides for revoking the delegation or imposing sanctions if the subcontractor's performance is not adequate. Subcontractors are subject to the same contractual conditions as the Contractor and the Contractor is responsible to ensure subcontractor compliance with those conditions.

When the Contractor delegates a function to a subcontractor, the Contractor shall do the following:

- 19.1. Evaluate the prospective subcontractor's ability to perform the activities, before delegating the function
- 19.2. Have a written agreement with the subcontractor that specifies activities and reporting responsibilities and how sanctions/revocation will be managed if the subcontractor's performance is not adequate
- 19.3. Monitor the subcontractor's performance on an ongoing basis

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- 19.4. Provide to DHHS an annual schedule identifying all subcontractors, delegated functions and responsibilities, and when the subcontractor's performance will be reviewed
- 19.5. DHHS shall, at its discretion, review and approve all subcontracts.

If the Contractor identifies deficiencies or areas for improvement are identified, the Contractor shall take corrective action.

#### DEFINITIONS

As used in the Contract, the following terms shall have the following meanings:

**COSTS:** Shall mean those direct and indirect items of expense determined by the Department to be allowable and reimbursable in accordance with cost and accounting principles established in accordance with state and federal laws, regulations, rules and orders.

**DEPARTMENT:** NH Department of Health and Human Services.

**FINANCIAL MANAGEMENT GUIDELINES:** Shall mean that section of the Contractor Manual which is entitled "Financial Management Guidelines" and which contains the regulations governing the financial activities of contractor agencies which have contracted with the State of NH to receive funds.

**PROPOSAL:** If applicable, shall mean the document submitted by the Contractor on a form or forms required by the Department and containing a description of the Services to be provided to eligible individuals by the Contractor in accordance with the terms and conditions of the Contract and setting forth the total cost and sources of revenue for each service to be provided under the Contract.

**UNIT:** For each service that the Contractor is to provide to eligible individuals hereunder, shall mean that period of time or that specified activity determined by the Department and specified in Exhibit B of the Contract.

**FEDERAL/STATE LAW:** Wherever federal or state laws, regulations, rules, orders, and policies, etc. are referred to in the Contract, the said reference shall be deemed to mean all such laws, regulations, etc. as they may be amended or revised from the time to time.

**CONTRACTOR MANUAL:** Shall mean that document prepared by the NH Department of Administrative Services containing a compilation of all regulations promulgated pursuant to the New Hampshire Administrative Procedures Act. NH RSA Ch 541-A, for the purpose of implementing State of NH and federal regulations promulgated thereunder.

**SUPPLANTING OTHER FEDERAL FUNDS:** The Contractor guarantees that funds provided under this Contract will not supplant any existing federal funds available for these services.



Exhibit C-1

REVISIONS TO GENERAL PROVISIONS

1. Subparagraph 4 of the General Provisions of this contract, Conditional Nature of Agreement, is replaced as follows:
  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, in whole or in part, under this Agreement are contingent upon continued appropriation or availability of funds, including any subsequent changes to the appropriation or availability of funds affected by any state or federal legislative or executive action that reduces, eliminates, or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope of Services provided in Exhibit A, Scope of Services, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of appropriated or available funds. In the event of a reduction, termination or modification of appropriated or available funds, the State shall have the right to withhold payment until such funds become available, if ever. The State shall have the right to reduce, terminate or modify services under this Agreement immediately upon giving the Contractor notice of such reduction, termination or modification. The State shall not be required to transfer funds from any other source or account into the Account(s) identified in block 1.6 of the General Provisions, Account Number, or any other account, in the event funds are reduced or unavailable.
  
2. Subparagraph 10 of the General Provisions of this contract, Termination, is amended by adding the following language:
  - 10.1 The State may terminate the Agreement at any time for any reason, at the sole discretion of the State, 30 days after giving the Contractor written notice that the State is exercising its option to terminate the Agreement.
  - 10.2 In the event of early termination, the Contractor shall, within 15 days of notice of early termination, develop and submit to the State a Transition Plan for services under the Agreement, including but not limited to, identifying the present and future needs of clients receiving services under the Agreement and establishes a process to meet those needs.
  - 10.3 The Contractor shall fully cooperate with the State and shall promptly provide detailed information to support the Transition Plan including, but not limited to, any information or data requested by the State related to the termination of the Agreement and Transition Plan and shall provide ongoing communication and revisions of the Transition Plan to the State as requested.
  - 10.4 In the event that services under the Agreement, including but not limited to clients receiving services under the Agreement are transitioned to having services delivered by another entity including contracted providers or the State, the Contractor shall provide a process for uninterrupted delivery of services in the Transition Plan.
  - 10.5 The Contractor shall establish a method of notifying clients and other affected individuals about the transition. The Contractor shall include the proposed communications in its Transition Plan submitted to the State as described above.
  
3. Extension:

The Department reserves the right to renew the Contract for up to two (2) additional years, subject to the continued availability of funds, satisfactory performance of services and approval by the Governor and Executive Council.

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**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

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:

**ALTERNATIVE I - FOR GRANTEEES OTHER THAN INDIVIDUALS**

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

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:

Commissioner  
NH Department of Health and Human Services  
129 Pleasant Street,  
Concord, NH 03301-6505

1. The grantee certifies that it will or will continue to provide a drug-free workplace by:
  - 1.1. 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;
  - 1.2. Establishing an ongoing drug-free awareness program to inform employees about
    - 1.2.1. The dangers of drug abuse in the workplace;
    - 1.2.2. The grantee's policy of maintaining a drug-free workplace;
    - 1.2.3. Any available drug counseling, rehabilitation, and employee assistance programs; and
    - 1.2.4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - 1.3. 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);
  - 1.4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
    - 1.4.1. Abide by the terms of the statement; and
    - 1.4.2. 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;
  - 1.5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 1.4.2 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

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New Hampshire Department of Health and Human Services  
Exhibit D



- has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- 1.6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 1.4.2, with respect to any employee who is so convicted
    - 1.6.1. 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
    - 1.6.2. 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;
  - 1.7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6.
2. 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)

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

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

11/16/2017  
Date

  
Name: Ralph Littlefield  
Title: Executive Director



**CERTIFICATION REGARDING LOBBYING**

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:

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

Programs (indicate applicable program covered):

- \*Temporary Assistance to Needy Families under Title IV-A
- \*Child Support Enforcement Program under Title IV-D
- \*Social Services Block Grant Program under Title XX
- \*Medicaid Program under Title XIX
- \*Community Services Block Grant under Title VI
- \*Child Care Development Block Grant under Title IV

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.

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

11/16/2017  
Date

  
Name: Ralph Littlefield  
Title: Executive Director



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION  
AND OTHER RESPONSIBILITY MATTERS**

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Executive Office of the President, Executive Order 12549 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:

**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.

**PRIMARY COVERED TRANSACTIONS**

11. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - 11.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - 11.2. 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;
  - 11.3. 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 (l)(b) of this certification; and
  - 11.4. 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.
12. 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).

**LOWER TIER COVERED TRANSACTIONS**

13. 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:
  - 13.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
  - 13.2. 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).
14. 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 Name:  
Community Action Program Belknap-Merrimack Counties, Inc.

11/16/2017  
Date

  
Name: Ralph Littlefield  
Title: Executive Director



**CERTIFICATION OF COMPLIANCE WITH REQUIREMENTS PERTAINING TO  
FEDERAL NONDISCRIMINATION, EQUAL TREATMENT OF FAITH-BASED ORGANIZATIONS AND  
WHISTLEBLOWER PROTECTIONS**

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:

Contractor will comply, and will require any subgrantees or subcontractors to comply, with any applicable federal nondiscrimination requirements, which may include:

- the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. Section 3789d) which prohibits recipients of federal funding under this statute from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act requires certain recipients to produce an Equal Employment Opportunity Plan;
- the Juvenile Justice Delinquency Prevention Act of 2002 (42 U.S.C. Section 5672(b)) which adopts by reference, the civil rights obligations of the Safe Streets Act. Recipients of federal funding under this statute are prohibited from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act includes Equal Employment Opportunity Plan requirements;
- the Civil Rights Act of 1964 (42 U.S.C. Section 2000d, which prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in any program or activity);
- the Rehabilitation Act of 1973 (29 U.S.C. Section 794), which prohibits recipients of Federal financial assistance from discriminating on the basis of disability, in regard to employment and the delivery of services or benefits, in any program or activity;
- the Americans with Disabilities Act of 1990 (42 U.S.C. Sections 12131-34), which prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation;
- the Education Amendments of 1972 (20 U.S.C. Sections 1681, 1683, 1685-86), which prohibits discrimination on the basis of sex in federally assisted education programs;
- the Age Discrimination Act of 1975 (42 U.S.C. Sections 6106-07), which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance. It does not include employment discrimination;
- 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Executive Order No. 13279 (equal protection of the laws for faith-based and community organizations); Executive Order No. 13559, which provide fundamental principles and policy-making criteria for partnerships with faith-based and neighborhood organizations;
- 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations); and Whistleblower protections 41 U.S.C. §4712 and The National Defense Authorization Act (NDAA) for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013) the Pilot Program for Enhancement of Contract Employee Whistleblower Protections, which protects employees against reprisal for certain whistle blowing activities in connection with federal grants and contracts.

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.

Exhibit G

Contractor Initials

*RQ*

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

Date *11/16/17*

**New Hampshire Department of Health and Human Services  
Exhibit G**



In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, to the applicable contracting agency or division within the Department of Health and Human Services, and to the Department of Health and Human Services Office of the Ombudsman.

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 comply with the provisions indicated above.

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

11/16/2017  
Date

  
Name: Ralph Littlefield  
Title: Executive Director

Exhibit G

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

Contractor Initials

AL

Date

11/16/17



**CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the 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 the 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.

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

1. By signing and submitting this contract, the Contractor agrees to make reasonable efforts to comply with all applicable provisions of Public Law 103-227, Part C, known as the Pro-Children Act of 1994.

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

11/16/2017  
Date

  
Name: Ralph Littlefield  
Title: Executive Director



Exhibit I

**HEALTH INSURANCE PORTABILITY ACT**  
**BUSINESS ASSOCIATE AGREEMENT**

The Contractor identified in Section 1.3 of the General Provisions of the Agreement agrees to comply with the Health Insurance Portability and Accountability Act, Public Law 104-191 and with the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160 and 164 applicable to business associates. As defined herein, "Business Associate" shall mean the Contractor and subcontractors and agents of the Contractor that receive, use or have access to protected health information under this Agreement and "Covered Entity" shall mean the State of New Hampshire, Department of Health and Human Services.

(1) **Definitions.**

- a. "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
- b. "Business Associate" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- c. "Covered Entity" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. "Designated Record Set" shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- e. "Data Aggregation" shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- f. "Health Care Operations" shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- g. "HITECH Act" means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164 and amendments thereto.
- i. "Individual" shall have the same meaning as the term "individual" in 45 CFR Section 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
- k. "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR Section 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.

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Exhibit I

- i. "Required by Law" shall have the same meaning as the term "required by law" in 45 CFR Section 164.103.
- m. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- n. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C, and amendments thereto.
- o. "Unsecured Protected Health Information" means protected health information that is not secured by a technology standard that renders protected health information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.
- p. Other Definitions - All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH Act.

(2) **Business Associate Use and Disclosure of Protected Health Information.**

- a. Business Associate shall not use, disclose, maintain or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under Exhibit A of the Agreement. Further, Business Associate, including but not limited to all its directors, officers, employees and agents, shall not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
- b. Business Associate may use or disclose PHI:
  - I. For the proper management and administration of the Business Associate;
  - II. As required by law, pursuant to the terms set forth in paragraph d. below; or
  - III. For data aggregation purposes for the health care operations of Covered Entity.
- c. To the extent Business Associate is permitted under the Agreement to disclose PHI to a third party, Business Associate must obtain, prior to making any such disclosure, (i) reasonable assurances from the third party that such PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party; and (ii) an agreement from such third party to notify Business Associate, in accordance with the HIPAA Privacy, Security, and Breach Notification Rules of any breaches of the confidentiality of the PHI, to the extent it has obtained knowledge of such breach.
- d. The Business Associate shall not, unless such disclosure is reasonably necessary to provide services under Exhibit A of the Agreement, disclose any PHI in response to a request for disclosure on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity has an opportunity to object to the disclosure and to seek appropriate relief. If Covered Entity objects to such disclosure, the Business

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Exhibit I

Associate shall refrain from disclosing the PHI until Covered Entity has exhausted all remedies.

- e. If the Covered Entity notifies the Business Associate that Covered Entity has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Business Associate shall be bound by such additional restrictions and shall not disclose PHI in violation of such additional restrictions and shall abide by any additional security safeguards.

**(3) Obligations and Activities of Business Associate.**

- a. The Business Associate shall notify the Covered Entity's Privacy Officer immediately after the Business Associate becomes aware of any use or disclosure of protected health information not provided for by the Agreement including breaches of unsecured protected health information and/or any security incident that may have an impact on the protected health information of the Covered Entity.
- b. The Business Associate shall immediately perform a risk assessment when it becomes aware of any of the above situations. The risk assessment shall include, but not be limited to:
  - o The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
  - o The unauthorized person used the protected health information or to whom the disclosure was made;
  - o Whether the protected health information was actually acquired or viewed
  - o The extent to which the risk to the protected health information has been mitigated.

The Business Associate shall complete the risk assessment within 48 hours of the breach and immediately report the findings of the risk assessment in writing to the Covered Entity.

- c. The Business Associate shall comply with all sections of the Privacy, Security, and Breach Notification Rule.
- d. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.
- e. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section 3 (I). The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI

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Exhibit I

pursuant to this Agreement, with rights of enforcement and indemnification from such business associates who shall be governed by standard Paragraph #13 of the standard contract provisions (P-37) of this Agreement for the purpose of use and disclosure of protected health information.

- f. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.
- g. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
- h. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.
- i. Business Associate shall document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528.
- j. Within ten (10) business days of receiving a written request from Covered Entity for a request for an accounting of disclosures of PHI, Business Associate shall make available to Covered Entity such information as Covered Entity may require to fulfill its obligations to provide an accounting of disclosures with respect to PHI in accordance with 45 CFR Section 164.528.
- k. In the event any individual requests access to, amendment of, or accounting of PHI directly from the Business Associate, the Business Associate shall within two (2) business days forward such request to Covered Entity. Covered Entity shall have the responsibility of responding to forwarded requests. However, if forwarding the individual's request to Covered Entity would cause Covered Entity or the Business Associate to violate HIPAA and the Privacy and Security Rule, the Business Associate shall instead respond to the individual's request as required by such law and notify Covered Entity of such response as soon as practicable.
- l. Within ten (10) business days of termination of the Agreement, for any reason, the Business Associate shall return or destroy, as specified by Covered Entity, all PHI received from, or created or received by the Business Associate in connection with the Agreement, and shall not retain any copies or back-up tapes of such PHI. If return or destruction is not feasible, or the disposition of the PHI has been otherwise agreed to in the Agreement, Business Associate shall continue to extend the protections of the Agreement, to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business



Exhibit I

Associate maintains such PHI. If Covered Entity, in its sole discretion, requires that the Business Associate destroy any or all PHI, the Business Associate shall certify to Covered Entity that the PHI has been destroyed.

**(4) Obligations of Covered Entity**

- a. Covered Entity shall notify Business Associate of any changes or limitation(s) in its Notice of Privacy Practices provided to individuals in accordance with 45 CFR Section 164.520, to the extent that such change or limitation may affect Business Associate's use or disclosure of PHI.
- b. Covered Entity shall promptly notify Business Associate of any changes in, or revocation of permission provided to Covered Entity by individuals whose PHI may be used or disclosed by Business Associate under this Agreement, pursuant to 45 CFR Section 164.506 or 45 CFR Section 164.508.
- c. Covered entity shall promptly notify Business Associate of any restrictions on the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

**(5) Termination for Cause**

In addition to Paragraph 10 of the standard terms and conditions (P-37) of this Agreement the Covered Entity may immediately terminate the Agreement upon Covered Entity's knowledge of a breach by Business Associate of the Business Associate Agreement set forth herein as Exhibit I. The Covered Entity may either immediately terminate the Agreement or provide an opportunity for Business Associate to cure the alleged breach within a timeframe specified by Covered Entity. If Covered Entity determines that neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary.

**(6) Miscellaneous**

- a. Definitions and Regulatory References. All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy and Security Rule, amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and Security Rule means the Section as in effect or as amended.
- b. Amendment. Covered Entity and Business Associate agree to take such action as is necessary to amend the Agreement, from time to time as is necessary for Covered Entity to comply with the changes in the requirements of HIPAA, the Privacy and Security Rule, and applicable federal and state law.
- c. Data Ownership. The Business Associate acknowledges that it has no ownership rights with respect to the PHI provided by or created on behalf of Covered Entity.
- d. Interpretation. The parties agree that any ambiguity in the Agreement shall be resolved to permit Covered Entity to comply with HIPAA, the Privacy and Security Rule.



Exhibit I

- e. Segregation. If any term or condition of this Exhibit I or the application thereof to any person(s) or circumstance is held invalid, such invalidity shall not affect other terms or conditions which can be given effect without the invalid term or condition; to this end the terms and conditions of this Exhibit I are declared severable.
- f. Survival. Provisions in this Exhibit I regarding the use and disclosure of PHI, return or destruction of PHI, extensions of the protections of the Agreement in section (3) I, the defense and indemnification provisions of section (3) e and Paragraph 13 of the standard terms and conditions (P-37), shall survive the termination of the Agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed this Exhibit I.

Department of Health and Human Services  
 The State  
 \_\_\_\_\_  
 Signature of Authorized Representative  
 Christine Tappan  
 \_\_\_\_\_  
 Name of Authorized Representative  
 Associate Commissioner  
 \_\_\_\_\_  
 Title of Authorized Representative  
 11/20/17  
 \_\_\_\_\_  
 Date

Community Action Program  
 Belknap-Merrimack Counties, Inc.  
 \_\_\_\_\_  
 Name of the Contractor  
 \_\_\_\_\_  
 Signature of Authorized Representative  
 Ralph Littlefield  
 \_\_\_\_\_  
 Name of Authorized Representative  
 Executive Director  
 \_\_\_\_\_  
 Title of Authorized Representative  
 11/16/2017  
 \_\_\_\_\_  
 Date



**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 Department of Health and Human Services (DHHS) 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:
  - 10.1. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
  - 10.2. 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 NH Department of Health and Human Services and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.

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

11/16/2017  
Date

  
Name: Ralph Littlefield  
Title: Executive Director



**FORM A**

As the Contractor identified in Section 1.3 of the General Provisions, I certify that the responses to the below listed questions are true and accurate.

1. The DUNS number for your entity is: 07-399-7504
2. In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

NO  YES

If the answer to #2 above is NO, stop here

If the answer to #2 above is YES, please answer the following:

3. Does the public have access to information about the compensation of the executives in your business or organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C.78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

NO  YES

If the answer to #3 above is YES, stop here

If the answer to #3 above is NO, please answer the following:

4. The names and compensation of the five most highly compensated officers in your business or organization are as follows:

|             |               |
|-------------|---------------|
| Name: _____ | Amount: _____ |
| Name: _____ | Amount: _____ |
| Name: _____ | Amount: _____ |
| Name: _____ | Amount: _____ |
| Name: _____ | Amount: _____ |

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**DHHS INFORMATION SECURITY REQUIREMENTS**

1. Confidential Information: In addition to Paragraph #9 of the General Provisions (P-37) for the purpose of this SOW, the Department's Confidential information includes any and all information owned or managed by the State of NH - created, received from or on behalf of the Department of Health and Human Services (DHHS) or accessed in the course of performing contracted services - of which collection, disclosure, protection, and disposition is governed by state or federal law or regulation. This information includes, but is not limited to Personal Health Information (PHI), Personally Identifiable Information (PII), Federal Tax Information (FTI), Social Security Numbers (SSN), Payment Card Industry (PCI), and or other sensitive and confidential information.
2. The vendor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services. Minimum expectations include:
  - 2.1. Contractor shall not store or transfer data collected in connection with the services rendered under this Agreement outside of the United States. This includes backup data and Disaster Recovery locations.
  - 2.2. Maintain policies and procedures to protect Department confidential information throughout the information lifecycle, where applicable, (from creation, transformation, use, storage and secure destruction) regardless of the media used to store the data (i.e., tape, disk, paper, etc.).
  - 2.3. Maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.
  - 2.4. Encrypt, at a minimum, any Department confidential data stored on portable media, e.g., laptops, USB drives, as well as when transmitted over public networks like the Internet using current industry standards and best practices for strong encryption.
  - 2.5. Ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
  - 2.6. Provide security awareness and education for its employees, contractors and sub-contractors in support of protecting Department confidential information
  - 2.7. Maintain a documented breach notification and incident response process. The vendor will contact the Department within twenty-four 24 hours to the Department's contract manager, and additional email addresses provided in this section, of a confidential information breach, computer security incident, or suspected breach which affects or includes any State of New Hampshire systems that connect to the State of New Hampshire network.
    - 2.7.1. "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations. "Computer Security Incident" shall have the same meaning "Computer Security Incident" in section two (2) of NIST Publication 800-61, Computer Security Incident Handling Guide, National Institute of Standards and Technology, U.S. Department of Commerce.

Breach notifications will be sent to the following email addresses:

      - 2.7.1.1. DHHSChiefInformationOfficer@dhhs.nh.gov
      - 2.7.1.2. DHHSInformationSecurityOffice@dhhs.nh.gov
  - 2.8. If the vendor will maintain any Confidential Information on its systems (or its sub-contractor systems), the vendor will maintain a documented process for securely disposing of such data upon request or contract termination; and will obtain written certification for any State of New Hampshire data destroyed

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by the vendor or any subcontractors as a part of ongoing, emergency, and or disaster recovery operations. When no longer in use, electronic media containing State of New Hampshire data shall be rendered unrecoverable via a secure wipe program in accordance with industry-accepted standards for secure deletion, or otherwise physically destroying the media (for example, degaussing). The vendor will document and certify in writing at time of the data destruction, and will provide written certification to the Department upon request. The written certification will include all details necessary to demonstrate data has been properly destroyed and validated. Where applicable, regulatory and professional standards for retention requirements will be jointly evaluated by the State and the vendor prior to destruction.

- 2.9. If the vendor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the vendor will maintain a program of an internal process or processes that defines specific security expectations, and monitoring compliance to security requirements that at a minimum match those for the vendor, including breach notification requirements.
3. The vendor will work with the Department to sign and comply with all applicable State of New Hampshire and Department system access and authorization policies and procedures, systems access forms, and computer use agreements as part of obtaining and maintaining access to any Department system(s). Agreements will be completed and signed by the vendor and any applicable sub-contractors prior to system access being authorized.
4. If the Department determines the vendor is a Business Associate pursuant to 45 CFR 160.103, the vendor will work with the Department to sign and execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.
5. The vendor will work with the Department at its request to complete a survey. The purpose of the survey is to enable the Department and vendor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the vendor engagement. The survey will be completed annually, or an alternate time frame at the Departments discretion with agreement by the vendor, or the Department may request the survey be completed when the scope of the engagement between the Department and the vendor changes. The vendor will not store, knowingly or unknowingly, any State of New Hampshire or Department data offshore or outside the boundaries of the United States unless prior express written consent is obtained from the appropriate authorized data owner or leadership member within the Department.
6. Data Security Breach Liability. In the event of any security breach Contractor shall make efforts to investigate the causes of the breach, promptly take measures to prevent future breach and minimize any damage or loss resulting from the breach. The State shall recover from the Contractor all costs of response and recovery from the breach, including but not limited to: credit monitoring services, mailing costs and costs associated with website and telephone call center services necessary due to the breach.

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*11/16/17*



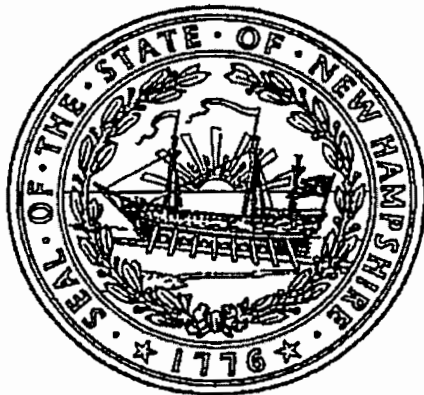
# State of New Hampshire

## Department of State

### CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that COMMUNITY ACTION PROGRAM BELKNAP AND MERRIMACK COUNTIES, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on May 28, 1965. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 63021



IN TESTIMONY WHEREOF,  
I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 4th day of April A.D. 2017.

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

William M. Gardner  
Secretary of State

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

**CERTIFICATE OF VOTE**


I, Dennis T. Martino, Secretary-Clerk of Community Action Program Belknap-Merrimack Counties, Inc. (hereinafter the "Corporation"), a New Hampshire corporation, hereby certify that: (1) I am the duly elected and acting Secretary-Clerk of the Corporation; (2) I maintain and have custody and am familiar with the minute books of the Corporation; (3) I am duly authorized to issue certificates with respect to the contents of such books; (4) that the Board of Directors of the Corporation have authorized, on 01/12/2017, such authority to be in force and effect until 6/30/2019 (contract termination date). (see attached)

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

Ralph Littlefield, Executive Director

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


IN WITNESS WHEREOF, I have hereunto set my hand as the Clerk/Secretary of the corporation this 16th day of November, 2017.

  
Secretary-Clerk

STATE OF NEW HAMPSHIRE  
COUNTY OF MERRIMACK

On this 16th day of November, 2017, before me, Kathy L. Howard the undersigned Officer, personally appeared Dennis T. Martino who acknowledged her/himself to be the Secretary-Clerk of Community Action Program Belknap-Merrimack Counties, Inc., a corporation and that she/he as such Secretary-Clerk being authorized to do so, executed the foregoing instrument for the purposes therein contained.

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

  
Kathy L. Howard, Notary Public  
Notary Public/Justice of the Peace

Commission Expiration Date:

**KATHY L. HOWARD** Notary Public, New Hampshire  
My Commission Expires October 16, 2018

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

**CORPORATE RESOLUTION**

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

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

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

This Resolution was approved by the Board of Directors of Community Action Program Belknap-Merrimack Counties, Inc. on January 12, 2017, and has not been amended or revoked and remains in effect as of the date listed below.

11/16/2017

Date



Dennis T. Martino  
Secretary/Clerk

SEAL



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/9/2017

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><br>FIAI/Cross Insurance<br>1100 Elm Street<br><br>Manchester NH 03101                                |  | <b>CONTACT NAME:</b> Karen Shaughnessy<br><b>PHONE (A/C, No, Ext):</b> (603) 669-3218<br><b>E-MAIL ADDRESS:</b> kshaughnessy@crossagency.com<br><b>FAX (A/C, No):</b> (603) 645-4331 |        |
| <b>INSURED</b><br>Community Action Programs<br>Belknap-Merrimack Counties Inc.<br>P. O. Box 1016<br>Concord NH 03302 |  | <b>INSURER(S) AFFORDING COVERAGE</b>   |        |
|  |  | INSURER A: Illinois National Ins. Co.  | NAIC # |
|  |  | INSURER B: National Union Fire Insurance   | 19445  |
|  |  | INSURER C: AmGuard Ins Co  | 42390  |
|  |  | INSURER D: Hanover Ins Co.   | 22292  |
|  |  | INSURER E: Chubb Insurance   |        |
|  |  | INSURER F:   |        |

COVERAGES CERTIFICATE NUMBER: 17-18 All lines REVISION NUMBER:

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

| INSR LTR | TYPE OF INSURANCE  | ADD'L SUBR INSD WVD                       | POLICY NUMBER                                   | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |                                    |
|----------|--|---|---|-------------------------|-------------------------|--|------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY   |   | 06-LX-067991165-2                               | 10/1/2017               | 10/1/2018               | EACH OCCURRENCE \$ 1,000,000   |                                    |
|          | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR                           |   |   |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000                           |                                    |
|          | <input checked="" type="checkbox"/> Including Professional   |   |   |                         |                         | MED EXP (Any one person) \$ 5,000  |                                    |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:   |   |   |                         |                         |  | PERSONAL & ADV INJURY \$ 1,000,000 |
| D        | <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC |   | 82471794  | 4/1/2017                | 4/1/2018                | GENERAL AGGREGATE \$ 3,000,000   |                                    |
|          | <input type="checkbox"/> OTHER   |   |   |                         |                         | PRODUCTS - COMPROP AGG \$ 3,000,000  |                                    |
| B        | <b>AUTOMOBILE LIABILITY</b>  |   | 29-CA-069971915-0                               | 10/1/2017               | 10/1/2018               | Directors & Officers Liability \$ 1,000,000                                    |                                    |
|          | <input checked="" type="checkbox"/> ANY AUTO   |   |   |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000                               |                                    |
|          | <input type="checkbox"/> ALL OWNED AUTOS   | <input type="checkbox"/> SCHEDULED AUTOS  |   |                         |                         |  | BODILY INJURY (Per person) \$      |
|          | <input type="checkbox"/> HIRED AUTOS   | <input type="checkbox"/> NON-OWNED AUTOS  |   |                         |                         |  | BODILY INJURY (Per accident) \$    |
|          |  |   |   |                         |                         |  | PROPERTY DAMAGE (Per accident) \$  |
| B        | <input checked="" type="checkbox"/> UMBRELLA LIAB  | <input checked="" type="checkbox"/> OCCUR | 29-UD-016698260-2                               | 10/1/2017               | 10/1/2018               | Uninsured motorist combined \$ 1,000,000                                       |                                    |
|          | <input type="checkbox"/> EXCESS LIAB   | <input type="checkbox"/> CLAIMS-MADE      |   |                         |                         | EACH OCCURRENCE \$ 5,000,000   |                                    |
|          | <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000                     |   |   |                         |                         | AGGREGATE \$ 5,000,000   |                                    |
| C        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>   |   | COWC858270<br>(3a.) NH<br>All officers included | 6/17/2017               | 6/17/2018               | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER |                                    |
|          | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)                              | Y/N<br>N                                  |   |                         |                         | E.L. EACH ACCIDENT \$ 500,000  |                                    |
|          | If yes, describe under DESCRIPTION OF OPERATIONS below   | N/A                                       |   |                         |                         | E.L. DISEASE - EA EMPLOYEE \$ 500,000  |                                    |
|          |  |   |   |                         |                         | E.L. DISEASE - POLICY LIMIT \$ 500,000   |                                    |
| D        | Blanket Crime  |   | BDV1945863                                      | 3/27/2017               | 3/27/2018               | Limit: 500,000   |                                    |
| A        | Professional   |   | 06-LX-067991165-2                               | 10/1/2017               | 10/1/2018               | Limit: 1,000,000   |                                    |

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

## CERTIFICATE HOLDER

NH Dept. of Health & Human Services  
129 Pleasant Street  
Concord, NH 03301

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

T Franggos/JSC

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# Community Action Program Belknap—Merrimack Counties, Inc.



P.O. Box 1016 ♦ 2 Industrial Park Drive ♦ Concord, NH 03302-1016  
Phone (603) 225-3295 ♦ Toll Free (800) 856-5525 ♦ Fax (603) 228-1898 ♦ Web www.bm-cap.org

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

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

### STATEMENT OF PURPOSE

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

CAPBMCJ Statement of Purpose

|  |   |   |   |  |   |
|--|---|---|---|--|---|
| <b>ALTON</b><br>Senior Center ..... 878-7162<br>Prospect View Housing ..... 878-5111   | <b>CONCORD</b><br>Area Center ..... 225-6888<br>Head Start ..... 224-6482<br>Early Head Start ..... 224-6482<br>Coward Area<br>Needs-on-Wheels ..... 225-6062<br>Concord Area Transit ..... 225-1898<br>Horseshoe Pond Place ..... 225-6888<br>WGC/CPY ..... 225-3888<br>Workplace Success ..... 223-3295 | <b>FRANKLIN</b><br>Area Center ..... 834-3444<br>Head Start ..... 834-3181<br>Early Head Start ..... 834-3181<br>Senior Center ..... 834-4181<br>Riverside Housing ..... 834-6348 | <b>LACONIA</b><br>Area Center ..... 834-8912<br>Head Start ..... 838-8334<br>Early Head Start ..... 838-8334<br>Senior Center ..... 834-7988<br>Family Planning ..... 834-8483<br>Prenatal ..... 834-8483<br>Workplace Success ..... 834-4387 | <b>NEWBURY</b><br>Newbury Commons<br>Housing ..... 783-0388            | <b>PITTSFIELD</b><br>Senior Center ..... 438-6482<br>Head Start ..... 438-6418<br>Early Head Start ..... 438-6911 |
| <b>BELMONT</b><br>Senior Center ..... 357-6887<br>Heritage Thr. Housing ..... 357-6881 | <b>KEARSARGE VALLEY</b><br>Area Center ..... 488-3287<br>Head Start ..... 488-3288<br>North Ridge Housing ..... 488-3388  | <b>MEREDITH</b><br>Area Center ..... 378-6888   | <b>OSSIPEE</b><br>Family Planning ..... 838-7982<br>Prenatal ..... 838-7982   | <b>PEMBROKE</b><br>Village at Pembroke Farms<br>Housing ..... 488-1842 | <b>SUNCOOK</b><br>Area Center ..... 488-7934<br>Senior Center ..... 488-4234                                      |
| <b>BRADFORD</b><br>Senior Center ..... 838-3184  | <b>EPSOM</b><br>Meadow Brook Housing ..... 738-6288   |   |   | <b>TILTON</b><br>Senior Center ..... 837-6881                          |   |

*Financial Statements*

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

**FOR THE YEARS ENDED  
FEBRUARY 29, 2016 AND FEBRUARY 28, 2015  
AND  
INDEPENDENT AUDITORS' REPORTS**

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

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

## **INDEPENDENT AUDITORS' REPORT**

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

We have audited the accompanying financial statements of Community Action Program Belknap-Merrimack Counties, Inc. (a nonprofit organization), which comprise the statements of financial position as of February 29, 2016 and February 28, 2015, and the related statements of cash flows for the years then ended and the statements of activities and functional expenses and the related notes to the financial statements for the year ended February 29, 2016.

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

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

### **Auditors' Responsibility**

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

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

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



**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Community Action Program Belknap-Merrimack Counties, Inc. as of February 29, 2016 and February 28, 2015, and its cash flows for the years then ended, and the changes in its net assets for the year ended February 29, 2016 in accordance with accounting principles generally accepted in the United States of America.

**Report on Summarized Comparative Information**

We have previously audited Community Action Program Belknap-Merrimack Counties, Inc.'s 2015 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 2, 2015. In our opinion, the summarized comparative information presented herein as of and for the year ended February 28, 2015, 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 Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated October 25, 2016, on our consideration of Community Action Program Belknap-Merrimack Counties, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Community Action Program Belknap-Merrimack Counties, Inc.'s internal control over financial reporting and compliance.

*Leane McDonnell & Roberts*  
*Professional Association*

Concord, New Hampshire  
October 25, 2016

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

**STATEMENTS OF FINANCIAL POSITION  
FEBRUARY 29, 2016 AND FEBRUARY 28, 2015**

|   | <b><u>ASSETS</u></b>                     |                            |
|---|--|----------------------------|
|   | <b><u>2016</u></b>                       | <b><u>2015</u></b>         |
| <b>CURRENT ASSETS</b>                           |  |                            |
| Cash  | \$ 1,123,997                             | \$ 663,946                 |
| Accounts receivable                             | 2,643,755                                | 2,905,020                  |
| Inventory                                       | 29,923                                   | 33,442                     |
| Prepaid expenses                                | <u>100,924</u>                           | <u>188,546</u>             |
| Total current assets                            | <u>3,898,599</u>                         | <u>3,790,954</u>           |
| <b>PROPERTY</b>                                 |  |                            |
| Land, buildings and improvements                | 4,618,289                                | 4,618,289                  |
| Equipment, furniture and vehicles               | <u>5,942,708</u>                         | <u>5,912,869</u>           |
| Total property                                  | 10,560,997                               | 10,531,158                 |
| Less accumulated depreciation                   | <u>(6,824,303)</u>                       | <u>(6,515,032)</u>         |
| Property, net                                   | <u>3,736,694</u>                         | <u>4,016,126</u>           |
| <b>OTHER ASSETS</b>                             |  |                            |
| Investments                                     | 72,306                                   | 70,897                     |
| Due from related party                          | <u>139,441</u>                           | <u>139,441</u>             |
| Total other assets                              | <u>211,747</u>                           | <u>210,338</u>             |
| <b>TOTAL ASSETS</b>                             | <b><u>\$ 7,847,040</u></b>               | <b><u>\$ 8,017,418</u></b> |
|   | <b><u>LIABILITIES AND NET ASSETS</u></b> |                            |
| <b>CURRENT LIABILITIES</b>                      |  |                            |
| Current portion of notes payable                | \$ 154,380                               | \$ 145,551                 |
| Accounts payable                                | 1,182,814                                | 1,629,667                  |
| Accrued expenses                                | 973,674                                  | 993,053                    |
| Refundable advances                             | <u>1,122,035</u>                         | <u>916,503</u>             |
| Total current liabilities                       | 3,432,903                                | 3,684,774                  |
| <b>LONG TERM LIABILITIES</b>                    |  |                            |
| Notes payable, less current portion shown above | <u>1,312,780</u>                         | <u>1,465,279</u>           |
| Total liabilities                               | <u>4,745,683</u>                         | <u>5,150,053</u>           |
| <b>NET ASSETS</b>                               |  |                            |
| Unrestricted                                    | 2,485,093                                | 2,317,222                  |
| Temporarily restricted                          | <u>616,264</u>                           | <u>550,143</u>             |
| Total net assets                                | <u>3,101,357</u>                         | <u>2,867,365</u>           |
| <b>TOTAL LIABILITIES AND NET ASSETS</b>         | <b><u>\$ 7,847,040</u></b>               | <b><u>\$ 8,017,418</u></b> |

See Notes to Financial Statements

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

**STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED FEBRUARY 29, 2016  
WITH COMPARATIVE TOTALS FOR THE YEAR ENDED FEBRUARY 28, 2015**

|  | <u>Unrestricted</u> | <u>Temporarily<br/>Restricted</u> | <u>2016<br/>Total</u> | <u>2015<br/>Total</u> |
|--|---------------------|-----------------------------------|-----------------------|-----------------------|
| <b>REVENUES AND OTHER SUPPORT</b>                |                     |                                   |                       |                       |
| Grant awards                                     | \$ 16,076,420       |                                   | \$ 16,076,420         | \$ 16,673,978         |
| Other funds                                      | 2,297,902           | \$ 2,524,604                      | 4,822,506             | 5,752,912             |
| In-kind  | 906,423             |                                   | 906,423               | 848,954               |
| United Way                                       | 33,840              |                                   | 33,840                | 94,850                |
|  | <hr/>               | <hr/>                             | <hr/>                 | <hr/>                 |
| Total revenues and other support                 | 19,314,585          | 2,524,604                         | 21,839,189            | 23,370,694            |
| <b>NET ASSETS RELEASED FROM<br/>RESTRICTIONS</b> |                     |                                   |                       |                       |
|  | <u>2,458,483</u>    | <u>(2,458,483)</u>                | <hr/>                 | <hr/>                 |
| Total  | <u>21,773,068</u>   | <u>66,121</u>                     | <u>21,839,189</u>     | <u>23,370,694</u>     |
| <b>EXPENSES</b>                                  |                     |                                   |                       |                       |
| Salaries and wages                               | 8,035,121           |                                   | 8,035,121             | 8,177,739             |
| Payroll taxes and benefits                       | 2,120,907           |                                   | 2,120,907             | 2,186,454             |
| Travel   | 289,250             |                                   | 289,250               | 295,726               |
| Occupancy  | 1,162,923           |                                   | 1,162,923             | 1,297,227             |
| Program services                                 | 7,324,464           |                                   | 7,324,464             | 8,923,081             |
| Other costs                                      | 1,452,092           |                                   | 1,452,092             | 1,530,175             |
| Depreciation                                     | 314,017             |                                   | 314,017               | 415,224               |
| In-kind  | 906,423             |                                   | 906,423               | 848,954               |
|  | <hr/>               | <hr/>                             | <hr/>                 | <hr/>                 |
| Total expenses                                   | <u>21,605,197</u>   | <hr/>                             | <u>21,605,197</u>     | <u>23,674,580</u>     |
| <b>CHANGE IN NET ASSETS</b>                      | 167,871             | 66,121                            | 233,992               | (303,886)             |
| <b>NET ASSETS, BEGINNING OF YEAR</b>             | <u>2,317,222</u>    | <u>550,143</u>                    | <u>2,867,365</u>      | <u>3,171,251</u>      |
| <b>NET ASSETS, END OF YEAR</b>                   | <u>\$ 2,485,093</u> | <u>\$ 616,264</u>                 | <u>\$ 3,101,357</u>   | <u>\$ 2,867,365</u>   |

See Notes to Financial Statements

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

**STATEMENTS OF CASH FLOWS  
FOR THE YEARS ENDED FEBRUARY 29, 2016 AND FEBRUARY 28, 2015**

|  | <u>2016</u>         | <u>2015</u>       |
|--|---------------------|-------------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>  |                     |                   |
| Change in net assets   | \$ 233,992          | \$ (303,886)      |
| Adjustments to reconcile change in net assets to<br>net cash provided by operating activities: |                     |                   |
| Depreciation   | 314,017             | 415,224           |
| (Gain) loss on sale of property  | 164                 | (22,350)          |
| Loss on investment   | -                   | 32,335            |
| (Increase) decrease in current assets:   |                     |                   |
| Accounts receivable  | 261,265             | (269,302)         |
| Prepaid expenses   | 87,622              | 11,059            |
| Inventory  | 3,519               | -                 |
| Increase (decrease) in current liabilities:  |                     |                   |
| Accounts payable   | (446,853)           | 50,908            |
| Accrued expenses   | (19,379)            | (127,249)         |
| Refundable advances  | 205,532             | 3,655             |
| <b>NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>                                     | <u>639,879</u>      | <u>(209,606)</u>  |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>  |                     |                   |
| Additions to property  | (34,749)            | (60,450)          |
| Investment in partnership  | (1,409)             | (8,793)           |
| Proceeds from sale of property   | -                   | 29,764            |
| <b>NET CASH USED IN INVESTING ACTIVITIES</b>   | <u>(36,158)</u>     | <u>(39,479)</u>   |
| <b>CASH FLOWS FROM FINANCING ACTIVITIES</b>  |                     |                   |
| Repayment of long term debt  | (143,670)           | (135,360)         |
| <b>NET CASH USED IN FINANCING ACTIVITIES</b>   | <u>(143,670)</u>    | <u>(135,360)</u>  |
| <b>NET INCREASE IN CASH</b>  | 460,051             | (384,445)         |
| <b>CASH BALANCE, BEGINNING OF YEAR</b>   | <u>663,946</u>      | <u>1,048,391</u>  |
| <b>CASH BALANCE, END OF YEAR</b>   | <u>\$ 1,123,997</u> | <u>\$ 663,946</u> |
| <b>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:</b>                                       |                     |                   |
| Cash paid during the year for interest   | <u>\$ 121,170</u>   | <u>\$ 139,724</u> |

See Notes to Financial Statements

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

**STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED FEBRUARY 29, 2016  
WITH COMPARATIVE TOTALS FOR THE YEAR ENDED FEBRUARY 28, 2015**

|                                       | <u>Program</u>       | <u>Management</u> | <u>2016<br/>Total</u> | <u>2015<br/>Total</u> |
|---------------------------------------|----------------------|-------------------|-----------------------|-----------------------|
| Salaries and wages                    | \$ 7,658,987         | \$ 376,134        | \$ 8,035,121          | \$ 8,177,739          |
| Payroll taxes and benefits            | 1,955,497            | 165,410           | 2,120,907             | 2,186,454             |
| Travel                                | 285,650              | 3,600             | 289,250               | 295,726               |
| Occupancy                             | 1,058,001            | 104,922           | 1,162,923             | 1,297,227             |
| Program Services                      | 7,324,464            | -                 | 7,324,464             | 8,923,081             |
| Other costs:                          |                      |                   |                       |                       |
| Accounting fees                       | 9,875                | 37,275            | 47,150                | 49,086                |
| Legal fees                            | 17,000               | 957               | 17,957                | 2,362                 |
| Supplies                              | 234,077              | 25,544            | 259,621               | 247,832               |
| Postage and shipping                  | 57,119               | 1,153             | 58,272                | 60,580                |
| Equipment rental and maintenance      | 3,455                | 70                | 3,525                 | 4,282                 |
| Printing and publications             | 2,711                | 46                | 2,757                 | 5,021                 |
| Conferences, conventions and meetings | 20,726               | 10,206            | 30,932                | 12,834                |
| Interest                              | 114,722              | 6,448             | 121,170               | 139,724               |
| Insurance                             | 179,133              | 14,761            | 193,894               | 236,109               |
| Membership fees                       | 11,264               | 19,241            | 30,505                | 12,317                |
| Utility and maintenance               | 109                  | 51,455            | 51,564                | 58,556                |
| Other                                 | 610,199              | 24,546            | 634,745               | 701,472               |
| Depreciation                          | 313,047              | 970               | 314,017               | 415,224               |
| In kind                               | 906,423              | -                 | 906,423               | 848,954               |
| Total functional expenses             | <u>\$ 20,762,459</u> | <u>\$ 842,738</u> | <u>\$ 21,605,197</u>  | <u>\$ 23,674,580</u>  |

See Notes to Financial Statements

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

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED FEBRUARY 29, 2016**

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

**Nature of Organization**

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

**Basis of Accounting**

The financial statements are prepared on the accrual basis of accounting in accordance with Generally Accepted Accounting Principles (GAAP) of the United States.

**Financial Statement Presentation**

Financial statement presentation follows the recommendations of the FASB in its Accounting Standard Codification No. 958 *Financial Statements of Not-For-Profit Organizations*. Under FASB ASC No. 958, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. The classes of net assets are determined by the presence or absence of donor restrictions. As of February 29, 2016 the Organization had no permanently restricted net assets and had temporarily restricted net assets of \$616,264.

The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended February 28, 2015, from which the summarized information was derived.

**Income Taxes**

Community Action Program Belknap – Merrimack Counties, Inc. is organized as a nonprofit corporation and is exempt from federal income taxes under Internal Revenue Code Section 501(c)(3). The Internal Revenue Service has determined them to be other than a private foundation.

Community Action Program Belknap – Merrimack Counties, Inc. files information returns in the United States and the State of New Hampshire. Community Action Program Belknap – Merrimack Counties, Inc. is no longer subject to examinations by tax authorities for years before 2012.

Accounting Standard Codification No. 740 (ASC 740), *Accounting for Income Taxes*, established the minimum threshold for recognizing, and a system for measuring, the benefits of tax return positions in financial statements. The Organization has analyzed

its tax position taken on its information returns for the years (2012 through 2015), and has concluded that no additional provision for income taxes is necessary in the Organization's financial statements.

### **Property**

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

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

### **Use of Estimates**

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

### **Cash and Cash Equivalents**

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

### **Contributions**

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are restricted by the donor for future periods or for specific purposes are reported as temporarily restricted or permanently restricted support, depending on the nature of the restriction. However, if a restriction is fulfilled in the same period in which the contribution is received, the Organization reports the support as unrestricted.

### **Contributed Services**

Donated services are recognized as contributions in accordance with FASB ASC No. 958, *Accounting for Contributions Received and Contributions Made*, if the services (a) create or enhance non-financial assets or (b) require specialized skills, and would otherwise be purchased by the Agency.

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

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

Donated facilities, services and supplies are reflected as revenue and expense in the accompanying financial statements, if the criteria for recognition is met. This represents the estimated fair value for the service, supplies and space that the Organization might incur under normal operating activities. The Organization received \$906,423 in donated facilities, services and supplies for the year ended February 29, 2016 as follows:

The Organization receives contributed professional services that are required to be recorded in accordance with FASB ASC No. 958. The estimated fair value of these services was determined to be \$511,159 for the year ended February 29, 2016.

The Organization also receives contributed food commodities and other goods that are required to be recorded in accordance with FASB ASC No. 958. The estimated fair value of these food commodities and goods was determined to be \$390,584 for the year ended February 29, 2016.

The Agency pays below-market rent for the use of certain facilities. In accordance with generally accepted accounting principles, the difference between amounts paid for the use of the facilities and the fair market value of the rental space has been recorded as an in-kind donation and as an in-kind expense in the accompanying financial statements. The estimated fair value of the donation was determined to be \$4,680 for the year ended February 29, 2016.

### **Advertising**

The Organization expenses advertising costs as they are incurred. Total advertising costs for the year ended February 29, 2016 amounted to \$24,277.

## **2. ACCOUNTS RECEIVABLE**

Accounts receivable are stated at the amount management expects to collect from balances outstanding at year end. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable. The allowance for uncollectible accounts was estimated to be zero at February 29, 2016. The Organization has no policy for charging interest on overdue accounts.

## **3. REFUNDABLE ADVANCES**

Grants received in advance are recorded as refundable advances and recognized as revenue in the period in which the related services or expenditures are performed or incurred. Funds received in advance of grantor conditions being met aggregated \$1,122,035 as of February 29, 2016.

## **4. RETIREMENT PLAN**

The Organization has a qualified contributory pension plan which covers substantially all employees. The cost of the plan is charged to programs administered by the Organization. The expense of the plan for the year ended February 29, 2016 totaled \$258,117.

## **5. LEASED FACILITIES**

Facilities occupied by the Organization for its community service programs are leased under various operating leases. The lease terms range from month to month to every two years. For the year ended February 29, 2016, the annual lease expense for the leased facilities was \$455,024.



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

| <u>Year Ended<br/>February 28</u> | <u>Amount</u>   |
|-----------------------------------|-----------------|
| 2017                              | \$33,355        |
| 2018                              | 16,631          |
| 2019                              | <u>4,923</u>    |
| Total                             | <u>\$54,909</u> |

6. **ACCRUED EARNED TIME**

The Organization has accrued a liability for future annual leave time that its employees have earned and vested with the employees in the amount of \$401,279 at February 29, 2016.

7. **BANK LINE OF CREDIT**

The Organization has a \$200,000 revolving line of credit agreement (the line) with a bank that is due on demand. The line calls for monthly variable interest payments based on the Wall Street Journal Prime Rate (3.25% for the year ended February 29, 2016) plus 1%, but not less than 6% per annum. The line is secured by all the Organization's assets. There was no outstanding balance on the line at February 29, 2016.

8. **LONG TERM DEBT**

Long term debt consisted of the following as of February 29, 2016:

5.75% note payable to a financial institution in monthly installments for principal and interest of \$12,373 through July, 2023. The note is secured by property of the Organization for Lakes Region Family Center. \$ 1,002,930

Note payable to a bank in monthly installments for principal and interest of \$4,842 through May, 2023. Interest is stated at 1% above the prime rate as published by the Wall Street Journal, which resulted in an interest rate of 4.25% at February 29, 2016. The note is secured by a first real estate mortgage and assignment of rents and leases on property located in Concord, New Hampshire for Early Head Start. 359,440

3% note payable to the City of Concord for leasehold improvements in monthly installments for principal and interest of \$747 through May, 2027. The note is secured by property of the Organization for the agency administrative building renovations. 85,472

|   |                     |
|---|---------------------|
| 4.75% note payable to Rural Development in monthly installments for principal and interest of \$148 per month through June, 2031. The note is secured by property of the Organization for the Franklin Community Services building. | <u>19,318</u>       |
| Total   | 1,467,160           |
| Less amounts due within one year  | <u>154,380</u>      |
| Long term portion   | <u>\$ 1,312,780</u> |

The scheduled maturities of long term debt as of February 29, 2016 were as follows:

| <u>Year Ending<br/>February 28</u> | <u>Amount</u>       |
|------------------------------------|---------------------|
| 2017                               | \$ 154,380          |
| 2018                               | 163,753             |
| 2019                               | 173,709             |
| 2020                               | 184,280             |
| 2021                               | 195,505             |
| Thereafter                         | <u>595,533</u>      |
|                                    | <u>\$ 1,467,160</u> |

**9. PROPERTY AND EQUIPMENT**

Property and equipment consisted of the following as of February 29, 2016:

|                               |                     |
|-------------------------------|---------------------|
| Land                          | \$ 168,676          |
| Building and improvements     | 4,449,613           |
| Equipment and vehicles        | <u>5,942,708</u>    |
|                               | 10,560,997          |
| Less accumulated depreciation | <u>(6,824,303)</u>  |
| Property and equipment, net   | <u>\$ 3,736,694</u> |

Depreciation expense for the year ended February 29, 2016 was \$314,017.

**10. CONTINGENCIES**

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

contingency because specific amounts, if any, have not been determined or assessed as of February 29, 2016. Monitoring has not indicated any discrepancies.

**11. CONCENTRATION OF RISK**

For the year ended February 29, 2016, approximately \$10,100,000 (46%) of the Organization's total revenue was received from the Department of Health and Human Services. The future scale and nature of the Organization is dependent upon continued support from this department.

The Organization maintains its cash accounts in several financial institutions in southern New Hampshire. At February 29, 2016, the balances were insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. Effective July 1, 2010, one of the financial institutions agreed to collateralize all deposits with them in excess of the FDIC limit. Another financial institution agreed to collateralize the Organization's sweep repurchase account up to 110% of the account balance with US Government Agencies. At February 29, 2016, there were no deposits in excess of the uninsured limits.

**12. TEMPORARILY RESTRICTED NET ASSETS**

At February 29, 2016, temporarily restricted net assets consisted of the following unexpended, purpose restricted donations:

| <u>Restricted Purpose</u> |                   |
|---------------------------|-------------------|
| Senior Center             | \$ 126,276        |
| Elder Services            | 264,748           |
| NH Rotary Food Challenge  | 5,071             |
| Common Pantry             | 6,535             |
| Community Crisis          | 3,578             |
| Caring Fund               | 18,517            |
| Agency-FAP                | 26,458            |
| Agency-H/S                | 163,386           |
| FGP/SCP Assoc. Region 1   | 1,032             |
| Other Programs            | <u>663</u>        |
|                           | <u>\$ 616,264</u> |

**13. RELATED PARTY TRANSACTIONS**

Community Action Program Belknap – Merrimack Counties, Inc. is related to the following corporation as a result of common management:

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

There was \$139,441 due from CAPBMC Development Corporation at February 29, 2016.

Community Action Program Belknap - Merrimack Counties, Inc. serves as the management agent for the following organizations:

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

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

The total amount due from the related parties (collectively) at February 29, 2016 was \$173,854.

**14. RECLASSIFICATION**

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

**15. FAIR VALUE OF FINANCIAL INSTRUMENTS**

Community Action Program Belknap-Merrimack Counties, Inc. has also invested money relating to its Fix-it program in certain mutual funds. The fair value of the mutual funds totaled \$72,306 at February 29, 2016.

ASC Topic No. 825-10, Financial Instruments, provides a definition of fair value which focuses on an exit price rather than an entry price, establishes a framework in generally accepted accounting principles for measuring fair value which emphasizes that fair value is a market-based measurement, not an entity-specific measurement, and requires expanded disclosures about fair value measurements. In accordance with FASB ASC 820, the Organization may use valuation techniques consistent with market, income and cost approaches to measure fair value. As a basis for considering market participant assumptions in fair value measurements, FASB ASC 820 establishes a fair value hierarchy, which prioritizes the inputs used in measuring fair values. The hierarchy gives the highest priority to Level 1 measurements and the lowest priority to Level 3 measurements. The three levels of the fair value hierarchy under FASB ASC 820 are described as follows:

Level 1 - Inputs to the valuation methodology are quoted prices available in active markets for identical investments as of the reporting date.

Level 2 - Inputs to the valuation methodology are other than quoted market prices in active markets, which are either directly or indirectly observable as of the reporting date, and fair value can be determined through the use of models or other valuation methodologies.

Level 3 - Inputs to the valuation methodology are unobservable inputs in situations where there is little or no market activity for the asset or liability and the reporting entity makes estimates and assumptions related to the pricing of the asset or liability including assumptions regarding risk.

At February 29, 2016, the Organization's investments were classified as Level 1 and were based on fair value.

Fair Value Measurements using Significant Observable Inputs (Level 1)

|   |                  |
|---|------------------|
| Beginning balance – mutual funds            | \$ 70,897        |
| Total gains (losses) - realized /unrealized | (2,153)          |
| Purchases                                   | <u>3,562</u>     |
| Ending Balance – mutual funds               | <u>\$ 72,306</u> |

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

**16. FISCAL AGENT**

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

**17. SUBSEQUENT EVENTS**

Subsequent events are events or transactions that occur after the statement of financial position date, but before the financial statements are available to be issued. Recognized subsequent events are events or transactions that provide additional evidence about conditions that existed at the statement of financial position date, including the estimates inherent in the process of preparing financial statements. Nonrecognized subsequent events are events that provide evidence about conditions that did not exist at the statement of financial position date, but arose after that date. Management has evaluated subsequent events through October 25, 2016, the date the financial statements were available to be issued.

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

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED FEBRUARY 28, 2016**

| FEDERAL GRANTOR/<br>PROGRAM TITLE                         | CFDA<br>NUMBER | PASS<br>THROUGH<br>GRANTOR<br>NUMBER | EXPENDITURES      |
|---|----------------|--------------------------------------|-------------------|
| <b><u>US DEPARTMENT OF HEALTH AND HUMAN SERVICES</u></b>  |                |                                      |                   |
| Head Start  | 93.600         | N/A                                  | \$ 3,673,177      |
| <b>Through State of New Hampshire</b>                     |                |                                      |                   |
| Weatherization-HRRP                                       | 93.568         |                                      | 78,525            |
| Fuel Assistance   | 93.568         | 611001                               | 3,299,050         |
| Community Services Block Grant                            | 93.569         | 610155                               | 475,127           |
| Community Services Block Grant - Discretionary            | 93.570         | 610155                               | 47,385            |
| Title XX - Block Grant                                    | 93.667         | 410338                               | 275,567           |
| Family Planning   | 93.217         | 610237                               | 94,137            |
| Family Planning   | 93.558         | 610237                               | 36,500            |
| Family Planning   | 93.940         | 610237                               | 5,594             |
| Home Visiting   | 93.505         | Unknown                              | 71,559            |
| Prenatal  | 93.994         | 520243                               | 24,533            |
| Merrimack County Service Link Program                     | 93.324         | Unknown                              | 20,656            |
| Merrimack County Service Link Program                     | 93.052         | Unknown                              | 3,841             |
| Merrimack County Service Link Program                     | 93.667         | Unknown                              | 84,676            |
| Merrimack County Service Link Program                     | 93.048         | Unknown                              | 95,859            |
| Merrimack County Service Link Program                     | 93.517         | Unknown                              | 37,217            |
| Merrimack County Service Link Program                     | 93.778         | Unknown                              | 710               |
| <b>Aging Cluster</b>                                      |                |                                      |                   |
| Elder Services/NSIP                                       | 93.053         | 410338                               | 223,926           |
| Fuel Assistance-SEAS                                      | 93.044         | 611001                               | 7,533             |
| Title III Part C  | 93.045         | 410338                               | 589,857           |
| Title III Part B Rural Transportation                     | 93.044         | 410338                               | 101,096           |
| <b>Total Aging Cluster</b>                                |                |                                      | <u>922,412</u>    |
| <b>Child Care and Development Fund Cluster</b>            |                |                                      |                   |
| Head Start - Child Care                                   | 93.596         | Unknown                              | 414,808           |
| Head Start - Child Care                                   | 93.575         | Unknown                              | 142,742           |
| <b>Total Child Care and Development Fund Cluster</b>      |                |                                      | <u>557,550</u>    |
| <b>Through Southern New Hampshire Services</b>            |                |                                      |                   |
| Workplace Success   | 93.558         | Unknown                              | <u>231,336</u>    |
| <b>Through Lakes Region Partnership for Public Health</b> |                |                                      |                   |
| Marketplace Assister Services                             | 93.525         | Unknown                              | <u>35,886</u>     |
| <b>Through Gateways Community Services</b>                |                |                                      |                   |
| Veterans Independent Program                              | 93.778         | Unknown                              | <u>308</u>        |
| <b>Through Easter Seals NH, Inc.</b>                      |                |                                      |                   |
| Veterans Partnership                                      | 93.778         | Unknown                              | <u>12,468</u>     |
|   |                |                                      | <u>10,084,073</u> |
| <b><u>US DEPARTMENT OF AGRICULTURE</u></b>                |                |                                      |                   |
| <b>Through State of New Hampshire</b>                     |                |                                      |                   |
| WIC   | 10.557         | 611080                               | 782,975           |
| Senior Farmers Market                                     | 10.576         | Unknown                              | 84,172            |
| CACF Head Start/USDA                                      | 10.558         | Unknown                              | 219,409           |
| Summer Food-USDA  | 10.559         | Unknown                              | 152,364           |
| <b>Food Distribution Cluster</b>                          |                |                                      |                   |
| CSFP  | 10.565         | 611080                               | 770,857           |
| Surplus Food-TEFAP/Admin                                  | 10.568         | Unknown                              | 179,457           |
| Surplus Food-TEFAP  | 10.569         | Unknown                              | 1,479,922         |
| <b>Total Food Distribution Cluster</b>                    |                |                                      | <u>2,430,236</u>  |
| <b>Through Rural Development</b>                          |                |                                      |                   |
| Housing Preservation                                      | 10.433         | Unknown                              | <u>19,558</u>     |
|   |                |                                      | <u>3,688,714</u>  |
| <b><u>CORPORATION FOR NATIONAL SERVICES</u></b>           |                |                                      |                   |
| Senior Companion  | 94.016         | N/A                                  | <u>311,683</u>    |

**US DEPARTMENT OF TRANSPORTATION**

**Through State of New Hampshire**

|                              |        |         |                |
|------------------------------|--------|---------|----------------|
| Concord Area Transit         | 20.509 | Unknown | 544,280        |
| Winnepesaukee Transit System | 20.509 | 68022   | <u>55,764</u>  |
|                              |        |         | <u>600,044</u> |

**Transportation Cluster**

|                                     |        |         |               |
|-------------------------------------|--------|---------|---------------|
| Concord Area Transit-New Freedom    | 20.521 | Unknown | 8,399         |
| Concord Area Transit                | 20.513 | Unknown | 20,054        |
| Winnepesaukee Transit System        | 20.521 | Unknown | <u>3,687</u>  |
| <b>Total Transportation Cluster</b> |        |         | <u>32,140</u> |

**Through County of Merrimack**

|                          |        |         |                |
|--------------------------|--------|---------|----------------|
| Rural Transportation     | 20.513 | Unknown | 36,327         |
| Volunteer Driver Program | 20.513 | Unknown | <u>76,982</u>  |
|                          |        |         | <u>113,309</u> |

745,493

**US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

**Through State of New Hampshire**

|                             |        |         |               |
|-----------------------------|--------|---------|---------------|
| Outreach Program            | 14.235 | Unknown | 85,078        |
| Homeless Prevention         | 14.235 | Unknown | 17,433        |
| Supportive Housing Services | 14.235 | Unknown | <u>71,399</u> |
|                             |        |         | 173,910       |

**Through National Center for Healthy Housing**

|               |        |         |              |
|---------------|--------|---------|--------------|
| Radon Program | 14.906 | Unknown | <u>2,645</u> |
|---------------|--------|---------|--------------|

176,555

**US DEPARTMENT OF ENERGY**

**Through State of New Hampshire**

|                |        |        |                |
|----------------|--------|--------|----------------|
| Weatherization | 81.042 | 551896 | <u>207,222</u> |
|----------------|--------|--------|----------------|

**US DEPARTMENT OF LABOR**

**Through State of New Hampshire**

|                                     |        |        |                |
|-------------------------------------|--------|--------|----------------|
| Senior Community Service Employment | 17.235 | 610063 | <u>420,038</u> |
|-------------------------------------|--------|--------|----------------|

**Through Southern New Hampshire Services**

**WIA Cluster**

|                               |        |         |                |
|-------------------------------|--------|---------|----------------|
| WIA-Adult Program             | 17.258 | Unknown | 95,082         |
| WIA-Dislocated Worker Program | 17.260 | Unknown | <u>103,788</u> |
| <b>Total WIA Cluster</b>      |        |         | <u>198,870</u> |

618,908

**TOTAL AWARDS EXPENDED**

\$ 15,832,648

**COMMUNITY ACTION PROGRAM BELKNAP-MERRIMACK COUNTIES, INC.**  
**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**FOR THE YEAR ENDED FEBRUARY 29, 2016**

**NOTE 1**      **BASIS OF PRESENTATION**

The accompanying schedule of expenditures of Federal Awards (the Schedule) includes the federal grant activity of Community Action Program Belknap-Merrimack Counties, Inc. under programs of the federal government for the year ended February 29, 2016. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Community Action Program Belknap-Merrimack Counties, Inc., it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Organization.

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

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Pass-through entity identifying numbers are presented where available.

**NOTE 3**      **INDIRECT COST RATE**

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

**NOTE 4**      **FOOD COMMODITIES**

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



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

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

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Community Action Program Belknap-Merrimack Counties, Inc. (a nonprofit organization), which comprise the statement of financial position as of February 29, 2016, and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 25, 2016.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Community Action Program Belknap-Merrimack Counties, Inc.'s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Community Action Program Belknap-Merrimack Counties, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of the Community Action Program Belknap-Merrimack Counties, Inc.'s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

**Compliance and Other Matters**

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

**Purpose of this Report**

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

*Leane McDonnell & Roberts*  
*Professional Association*

Concord, New Hampshire  
October 25, 2016

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

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH  
MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE  
REQUIRED BY THE UNIFORM GUIDANCE**

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

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

We have audited Community Action Program Belknap-Merrimack Counties, Inc.'s compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Community Action Program Belknap-Merrimack Counties, Inc.'s major federal programs for the year ended February 29, 2016. Community Action Program Belknap-Merrimack Counties, Inc.'s major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

**Management's Responsibility**

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

**Auditors' Responsibility**

Our responsibility is to express an opinion on compliance for each of Community Action Program Belknap-Merrimack Counties, Inc.'s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Community Action Program Belknap-Merrimack Counties, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

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

**Opinion on Each Major Federal Program**

In our opinion, Community Action Program Belknap-Merrimack Counties, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended February 29, 2016.

### **Report on Internal Control Over Compliance**

Management of Community Action Program Belknap-Merrimack Counties, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Community Action Program Belknap-Merrimack Counties, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Community Action Program Belknap-Merrimack Counties, Inc.'s internal control over compliance.

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

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

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

*Leone McDonnell & Roberts*  
*Professional Association*

Concord, New Hampshire  
October 25, 2016

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

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED FEBRUARY 29, 2016**

**SUMMARY OF AUDITORS' RESULTS**

1. The auditors' report expresses an unmodified opinion on whether the financial statements of Community Action Program Belknap-Merrimack Counties, Inc. were prepared in accordance with GAAP.
2. No significant deficiencies relating to the audit of the financial statements are reported in the *Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards*.
3. No instances of noncompliance material to the financial statements of Community Action Program Belknap-Merrimack Counties, Inc., were disclosed during the audit.
4. No significant deficiencies to the audit of the major federal award programs are reported in the *Independent Auditors' Report on Compliance for Each Major Program and On Internal Control Over Compliance Required by the Uniform Guidance*.
5. The auditors' report on compliance for the major federal award programs for Community Action Program Belknap-Merrimack Counties, Inc. expresses an unmodified opinion on all major programs.
6. There were no audit findings that are required to be reported in accordance with 2 CFR section 200.516(a).
7. The programs tested as major programs include:
  - 93.568 Low-Income Home Energy Assistance
  - 93.044 Special Programs for the Aging - Title III, Part B - Grant for Supportive Services and Senior Citizens
  - 93.045 Special Programs for the Aging - Title III, Part C - Nutrition Services
  - 93.053 Nutrition Services Incentive Program
  - Enhanced Mobility of Seniors and Individuals With Disabilities
  - 93.569 Community Services Block Grant
8. The threshold for distinguishing Type A and B programs was \$750,000.
9. Community Action Program Belknap-Merrimack Counties, Inc. was determined to be a low-risk auditee.

**FINDINGS - FINANCIAL STATEMENTS AUDIT**

None

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

None

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

**SCHEDULE OF REVENUES AND EXPENSES  
FOR THE LOW INCOME HOME ENERGY ASSISTANCE PROGRAM - CFDA 93.568  
FOR THE YEAR ENDED FEBRUARY 29, 2016**

|                             | <b><u>Grant Period</u></b><br><b><u>10/1/14-9/30/15</u></b> | <b><u>Grant Period</u></b><br><b><u>10/1/15-9/30/16</u></b> | <b><u>Total</u></b>        |
|-----------------------------|---|---|----------------------------|
| <b>Revenues</b>             |   |   |                            |
| Division of Human Resources | \$ 739,855  | \$ 2,559,195  | \$ 3,299,050               |
| Other                       | <u>130,850</u>  | <u>-</u>  | <u>130,850</u>             |
|                             | <b><u>\$ 870,705</u></b>                                    | <b><u>\$ 2,559,195</u></b>                                  | <b><u>\$ 3,429,900</u></b> |
| <b>Expenditures</b>         |   |   |                            |
| Personnel                   | \$ 210,966  | \$ 184,298  | \$ 395,264                 |
| Fringe benefits             | 31,155  | 29,580  | 60,735                     |
| Travel                      | 3,697   | 1,939   | 5,636                      |
| Occupancy                   | 28,234  | 20,344  | 48,578                     |
| Direct program costs        | 563,961   | 2,294,023   | 2,857,984                  |
| Other costs                 | <u>32,692</u>   | <u>29,011</u>   | <u>61,703</u>              |
|                             | <b><u>\$ 870,705</u></b>                                    | <b><u>\$ 2,559,195</u></b>                                  | <b><u>\$ 3,429,900</u></b> |

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

**SCHEDULE OF REVENUES AND EXPENSES  
FOR THE SENIOR COMPANION PROGRAM - CFDA 94.016  
FOR THE YEAR ENDED FEBRUARY 29, 2016**

|                                   | <u>Grant Period</u><br><u>7/1/14 - 6/30/15</u> | <u>Grant Period</u><br><u>7/1/15 - 6/30/16</u> | <u>Total</u>      |
|-----------------------------------|--|--|-------------------|
| <b>Revenues</b>                   |  |  |                   |
| Corporation for National Services | \$ 90,892                                      | \$ 220,791                                     | \$ 311,683        |
| <b>Expenditures</b>               |  |  |                   |
| Personnel                         | \$ 93,539                                      | \$ 158,882                                     | \$ 252,421        |
| Fringe benefits                   | (15,937)                                       | 13,461   | (2,476)           |
| Travel                            | 11,480   | 43,730   | 55,210            |
| Other costs                       | 1,810  | 4,718  | 6,528             |
|                                   | <u>\$ 90,892</u>                               | <u>\$ 220,791</u>                              | <u>\$ 311,683</u> |



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

**SCHEDULE OF REVENUES AND EXPENSES  
FOR THE HEAD START PROGRAM - CFDA 93.600  
FOR THE YEAR ENDED FEBRUARY 29, 2016**

|  | <u>Grant Period</u><br><u>1/1/15-12/31/15</u> | <u>Grant Period</u><br><u>1/1/16-12/31/16</u> | <u>Total</u>        |
|--|---|---|---------------------|
| <b>Revenues</b>                              |   |   |                     |
| U.S. Department of Health and Human Services | \$ 3,011,938                                  | \$ 661,239                                    | \$ 3,673,177        |
| In-Kind                                      | 1,066,491                                     | 165,870                                       | 1,232,361           |
| Other  | <u>221,312</u>                                | <u>-</u>                                      | <u>221,312</u>      |
|  | <u>\$ 4,299,741</u>                           | <u>\$ 827,109</u>                             | <u>\$ 5,126,850</u> |
| <br>   |   |   |                     |
| <b>Expenditures</b>                          |   |   |                     |
| Personnel                                    | \$ 2,073,046                                  | \$ 446,964                                    | \$ 2,520,010        |
| Fringe benefits                              | 368,202                                       | 60,564  | 428,766             |
| Travel                                       | 38,481  | 6,335   | 44,816              |
| In-Kind                                      | 1,066,491                                     | 165,870                                       | 1,232,361           |
| Other costs                                  | <u>753,197</u>                                | <u>147,376</u>                                | <u>900,573</u>      |
|  | <u>\$ 4,299,417</u>                           | <u>\$ 827,109</u>                             | <u>\$ 5,126,526</u> |

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

**SCHEDULE OF REVENUES AND EXPENSES  
FOR THE NUTRITION AND ELDER SERVICES PROGRAM -  
CFDA 93.045, 93.667 and 93.053  
FOR THE YEAR ENDED FEBRUARY 29, 2016**

|  | <u>Grant Period</u><br><u>7/1/14 - 6/30/15</u> | <u>Grant Period</u><br><u>7/1/15 - 6/30/16</u> | <u>Total</u>        |
|--|--|--|---------------------|
| <b>Revenues</b>                            |  |  |                     |
| NH Department of Health and Human Services |  |  |                     |
| Title XX                                   | \$ 149,609                                     | \$ 344,025                                     | \$ 493,634          |
| Title III Part C                           | 324,937  | 674,266  | 999,203             |
| NH Department of Health and Human Services | 127,461  | 96,465   | 223,926             |
| Other                                      | <u>193,086</u>                                 | <u>466,090</u>                                 | <u>659,176</u>      |
|  | <u>\$ 795,093</u>                              | <u>\$ 1,580,846</u>                            | <u>\$ 2,375,939</u> |
| <b>Expenditures</b>                        |  |  |                     |
| Personnel                                  | \$ 360,629                                     | \$ 697,342                                     | \$ 1,057,971        |
| Fringe benefits                            | 55,105   | 89,978   | 145,083             |
| Occupancy                                  | 51,312   | 100,772  | 152,084             |
| Travel                                     | 43,660   | 83,198   | 126,858             |
| Other costs                                | <u>284,060</u>                                 | <u>541,996</u>                                 | <u>826,056</u>      |
|  | <u>\$ 794,766</u>                              | <u>\$ 1,513,286</u>                            | <u>\$ 2,308,052</u> |

COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.

**SCHEDULE OF REVENUES AND EXPENSES  
FOR THE ELECTRIC ASSISTANCE PROGRAM  
FOR THE YEAR ENDED FEBRUARY 29, 2016**

|                     | <u>Grant Period</u><br><u>10/1/14-9/30/15</u> | <u>Grant Period</u><br><u>10/1/15-9/30/16</u> | <u>Total</u>        |
|---------------------|---|---|---------------------|
| <b>Revenues</b>     | <u>\$ 895,090</u>                             | <u>\$ 1,073,095</u>                           | <u>\$ 1,968,185</u> |
| <b>Expenditures</b> |   |   |                     |
| Personnel           | \$ 161,645                                    | \$ 124,688                                    | \$ 286,333          |
| Fringe benefits     | 28,892  | 21,246  | 50,138              |
| Travel              | 3,723   | 1,825   | 5,548               |
| Occupancy           | 5,923   | 6,266   | 12,189              |
| Other costs         | <u>694,756</u>                                | <u>919,419</u>                                | <u>1,614,175</u>    |
|                     | <u>\$ 894,939</u>                             | <u>\$ 1,073,444</u>                           | <u>\$ 1,968,383</u> |

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

**SCHEDULE OF REVENUES AND EXPENSES - BY PROGRAM**  
**FOR THE YEAR ENDED FEBRUARY 29, 2016**

|   | <u>Revenues</u> | <u>Expenditures</u> |
|---|-----------------|---------------------|
| Twin River Community Corp (055 & 056)               | 58,571          | 43,224              |
| Cottage Hotel (066 & 067)                           | 22,115          | 10,859              |
| Sandy Ledge (095 & 096)                             | 9,815           | 24,291              |
| Ozanam (106 & 107)                                  | 20,461          | 17,685              |
| Food Pantry (131)                                   | 20,997          | 3,134               |
| Senior Center Program (138)                         | 21,625          | 15,841              |
| Franklin Intergenerational (186 & 187)              | 195             | 40                  |
| Senior Companion Program - Non Federal (225 & 226)  | 87,265          | 58,348              |
| Senior Companion Program - State (235 & 236)        | 32,974          | 32,974              |
| Franklin Community Services (295 & 296)             | 47,710          | 21,512              |
| Head Start - Childcare (355 & 356)                  | 283,120         | 179,107             |
| Lakes Region Family Center (385 & 386)              | 159,631         | 159,631             |
| REIP (402)  | -               | 781                 |
| NH Modular Ramp (434 & 435)                         | 29,455          | 21,102              |
| New Hampshire Housing Guarantee Program (495 & 496) | 210,288         | 210,288             |
| Core Program (505 & 506)                            | 652,244         | 580,799             |
| Common Pantry (555 & 556)                           | 101             | 171                 |
| Software Program - FAP/EAP (583)                    | -               | 581                 |
| Oral Health WIC (600)                               | 15,644          | 2,496               |
| Epsom Elderly Housing (645 & 646)                   | 74,917          | 74,917              |

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

**SCHEDULE OF REVENUES AND EXPENSES - BY PROGRAM**  
**FOR THE YEAR ENDED FEBRUARY 29, 2016**

|                                     | <u>Revenues</u> | <u>Expenditures</u> |
|-------------------------------------|-----------------|---------------------|
| Belmont Housing (655 & 656)         | \$ 70,769       | \$ 70,769           |
| Alton Housing (665 & 666)           | 57,322          | 57,322              |
| Kearsarge Housing (675 & 676)       | 64,306          | 64,306              |
| Riverside Housing (685 & 686)       | 65,802          | 65,802              |
| Pembroke Housing (700 & 701)        | 66,100          | 66,663              |
| Homeless Revolving Loan (728)       | 3,300           | 3,300               |
| Area Centers (765 & 766)            | 114,584         | 248,410             |
| THE FIXIT Program (835 & 836)       | -               | 3,410               |
| Loan Guarantee Program (847)        | 48,250          | 48,250              |
| MC Loan Guarantee Program (848)     | 2,205           | 2,205               |
| The Caring Fund (865 & 866)         | 7,971           | 2,144               |
| FGP/SCP Association Region 1 (875)  | 825             | 976                 |
| Agency WIC/CSFP (883)               | -               | 12,465              |
| Newbury Elderly Housing (884 & 885) | 48,484          | 31,875              |
| Agency Account (911 & 980)          | 89,212          | -                   |
| Agency Account FAP (922)            | 112,345         | 98,057              |
| Agency Account SCP (934 & 935)      | 1,024           | 4,585               |
| H/S Agency (945 & 946)              | 30,028          | 22,838              |
| Agency FP/PN (963)                  | -               | 8,774               |
| Fundraising (976)                   | 107             | 107                 |
| Agency Development Fund (981)       | -               | 82,833              |
| Agency Horseshoe Pond Place (996)   | 847             | 847                 |

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

**SCHEDULE OF REFUNDABLE ADVANCES  
FOR THE YEAR ENDED FEBRUARY 29, 2016**

| <b><u>FUND #</u></b> | <b><u>FUND NAME</u></b>                         | <b><u>HHS PROGRAM CFDA#</u></b>                       | <b><u>AMOUNT</u></b>       |
|----------------------|---|---|----------------------------|
| 127                  | EAP - Lead Agency                               |   | 18,204                     |
| 147                  | Merrimack County Service Link                   | 93.778  | 63,916                     |
| 158                  | Merrimack County Service Link                   | 93.778 (deferred amount is not federal)               | 1,847                      |
| 166                  | Elder Services                                  | 93.045,93.667,93.053 (deferred amount is not federal) | 1,613                      |
| 197                  | Electric Assistance Program                     |   | 49,915                     |
| 346                  | Head Start - USDA                               |   | 1,977                      |
| 496                  | NH Housing Guarantee Program                    |   | 130,213                    |
| 546                  | Summer Feeding                                  |   | 48,373                     |
| 576                  | Fuel Assistance Program                         | 93.568 (\$2,990 of deferred amount is not federal)    | 240,112                    |
| 595                  | Homeless Prevention                             |   | 236,375                    |
| 716                  | Concord Area Transit                            |   | 69,327                     |
| 728                  | Homeless Revolving Loan Fund - Belknap County   |   | 36,316                     |
| 729                  | Homeless Revolving Loan Fund - Merrimack County |   | 8,179                      |
| 766                  | Area Center Program                             |   | 1,476                      |
| 836                  | Fixit Program                                   |   | 72,879                     |
| 847                  | Loan Guarantee Program                          |   | 30                         |
| 857                  | New Start Program                               |   | 68,160                     |
| 883                  | Agency Account - WIC/CSFP                       |   | 208                        |
| 907                  | Community Services Block Grant                  | 93.569  | 72,913                     |
| 922                  | Agency Account - FAP                            |   | 2                          |
|                      |   |   | <hr/>                      |
|                      |   | <b>TOTAL</b>  | <b><u>\$ 1,122,035</u></b> |

Effective October 2017

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

**BOARD OF DIRECTORS**

---

Sara A. Lewko, *President*

Susan Koerber

*Vice President - Vacant*

Bill Johnson

Dennis Martino, *Secretary-Clerk*

David Siff

Kathy Goode, *Treasurer*

Christine Averill

Heather Brown

Safiya Wazir, HS Policy Council Vice-Chair

Nicolette Clark

Theresa M. Cromwell

## RALPH LITTLEFIELD

### EDUCATION

High School – Winnacunnet High School, Graduated June 1966  
College – Keene State College, Keene, NH, Graduated May 1971  
Degree – Bachelor of Education

### EMPLOYMENT

#### January 1980 – Present

Community Action Program Belknap-Merrimack Counties, Inc.  
Executive Director

Responsible for the general administration of the agency which is comprised of 85 major programs and has an annual budget in excess of \$24 million dollars and a staff of 350 employees.

#### June 1978 – January 1980

Southwestern Community Services, Inc., Keene, New Hampshire  
Deputy Director

#### 1976 – June 1978

Southwestern Community Services, Inc., Keene, New Hampshire  
Head Start Director

#### 1974 – 1975

Southwestern Community Services, Inc., Keene, New Hampshire  
Program Coordinator-Food Stamp Program, Green Thumb Project,  
Nutrition West

#### 1974 – Head Counselor, Summer Neighborhood Youth Corps

1972 – Assistant Head Start Director, Cheshire County Head Start  
Claremont, New Hampshire

#### June 1971 – General Services Director



## KATHRYN R. LAVIGNE

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### WORK EXPERIENCE

- July 1993-Present      CHIEF ACCOUNTANT  
Community Action Program Belknap-Merrimack Counties, Inc.  
P.O. Box 1016, Concord, New Hampshire 03302-1016
- November 1992-  
June 1993              SENIOR ACCOUNTANT  
John Killion & Co., Concord, New Hampshire  
Responsible for compilations and reviews of commercial accounts, preparation of financial statements and tax returns. Auditing at junior level for nonprofit organizations. Preparation of weekly payrolls, quarterly payroll tax returns and year-end W-2's for service bureau accounts. Installation of accounting software. Set-up of clients chart of accounts and trial balance. Software used: Real World, Word Perfect, Cougar Mountain, Accountants Trial Balance, Fixed Assets Management and Tax Machine.
- January 1989-  
November 1992        OFFICE MANAGER  
Rudolph Electrical Co., Inc., Concord, New Hampshire  
Supervise staff of three. Responsible for implementing computerized accounting system. Handle all aspects of accounting, i.e. accounts receivable, accounts payable, payroll, general ledger and job cost. Responsible for preparation of weekly payroll, monthly financial statements and quarterly payroll tax returns. Collect overdue accounts.
- October 1979-  
September 1988       Rivco, Penacook, New Hampshire
- June 1986-  
September 1988       ACCOUNTING MANAGER  
Supervise staff of seven. Responsible for hiring, assigning, appraising performance and directing department personnel, including recommending compensation changes and promotions. Participant in audit preparation. Administrator of profit sharing plan and trip promotion program.
- August 1984-  
September 1988       CREDIT MANAGER  
Monitor all accounts and collect overdue accounts. Determine credit rating of prospective customers. Open accounts. Consult with lawyers, salesmen and sales manager. Represent company in court. Handle customer correspondence and telephone calls. Train and supervise credit personnel.
- October 1979-  
August 1984            ACCOUNTS RECEIVABLE CLERK  
Handle all aspects of accounts receivable and billing. Reconcile accounts. Prepare monthly sales reports and aged trial balance by customer and by salesmen.

### EDUCATION

- 1982-1989              Franklin Pierce College, Concord, New Hampshire  
Bachelor's Degree in Accounting and Business Management  
May 1989, Graduated Magna Cum Laude
- 1963-1967              Franklin High School, Franklin, New Hampshire  
Business-Secretarial, Graduated with high honors

### REFERENCES

Available upon request.

# Christine L. Racine

## SKILLS

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- Strong communication skills
- Outstanding written skills
- Problem solver
- Extremely organized
- Ability to make effective decisions
- Fast Learner

## EXPERIENCE

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- 2014-present: **Program Coordinator, New Start Program, Belknap-Merrimack County Community Action Program, Concord, NH:** Oversees admission process and manages program policies and procedures for homeless and at-risk of homelessness individuals and families, including family housing projects administered by the agency. Supervises other New Start Service Coordinators.
- 2013-2014: **Program Assistant/Teen Court Coordinator, Merrimack County Juvenile Diversion Program, Concord, NH:** Divert initial youth criminal offenders from the juvenile justice system while providing accountability and balance through a system of one-on-one sessions discussing Anger Management and Positive Decision Making. Recruit, direct, and supervise several volunteers, mentors, and offenders who participate in the Teen Court program.
- 2012-2013: **Program Coordinator, Friends Foster Grandparent Program, Concord, NH:** Coordinate a caseload of fifty-one senior volunteers assigned to thirty-five sites. Supervise, recruit, and train volunteers who are placed in elementary schools and/or non-profit daycare centers. Network with other community agencies and plan monthly workshop trainings for the volunteers.
- 2009-2012: **New Start Service Coordinator, Belknap-Merrimack County Community Action Program, Concord, NH:** Coordinate home visits to fifty-eight families in the Belknap/Merrimack County region. Assist these families or individuals with applying for housing resources, financial benefits such as SSI, SSDI, Food Stamps, and Child Care. Conduct intakes, organize, and facilitate ten class sessions twice a year to new groups. Responsible for inputting client data into the Homeless Management Information System (HMIS).
- 2007-2008: **Correctional Officer, Merrimack County Department of Corrections, Boscaawen, NH:** Maintain order and discipline of residents in the correctional facility. Perform constant surveillance by observing residents; record and report improper behavior. Inspect residents and housing areas to locate contraband.
- 2006-2007: **Case Manager/Teen Court Coordinator, Merrimack County Juvenile Diversion Program, Concord, NH:** Educate referred juveniles on Anger Management and Drug/Alcohol issues. Give school presentations throughout Merrimack County on criminal law. Recruit, direct, and supervise several volunteers, mentors, and offenders who participate in the Teen Court program. Participate on the Drug Court team, evaluate, and make recommendations for juveniles involved in Drug Court.
- 1993-2001: **Administrative Secretary, State Employees' Association, Concord, NH:** Facilitate and prepare materials for monthly Board Meetings, type grievance letters for Representatives, type minutes from meetings, and organize calendars for President and Executive Director.

## EDUCATION

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- 2013: Springfield College, Manchester, NH: Obtained twelve (12) credits in the Master's of Mental Health Counseling program.
- 2006: Franklin Pierce University, Concord, NH: Bachelor of Arts in Criminal Justice; Magna Cum Laude.
- 2001-2003: NH Rape and Domestic Violence, Concord, NH: Crisis Line and Hospital Advocate Volunteer.

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

**NH Department of Health and Human Services**

**Housing Security Guarantee Program**

**July 1, 2018 – June 30, 2019**

**Key Personnel**

| <b>Name</b>       | <b>Job Title</b>              | <b>Salary</b> | <b>% Paid from this Contract</b> | <b>Amount Paid from this Contract</b> |
|-------------------|-------------------------------|---------------|----------------------------------|---------------------------------------|
| Ralph Littlefield | Executive Director            | \$ 140,639    | 0%                               | \$ 0.00                               |
| Kathy Lavigne     | Chief Accountant              | \$ 70,941     | 0%                               | \$ 0.00                               |
| Christine Racine  | New Start Program Coordinator | \$ 31,200     | 0%                               | \$ 0.00                               |